

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 16, 2023, 1:30 pm
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.

The main objective of Hawai'i State Public Library System (HSPLS) is to be the community hub where everyone has access to collections, information and ideas, technology, community resources, free learning opportunities to nourish the mind and build skills for work or education, and spaces for community engagement.

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.

State-wide Conditions Affecting Operations:

The following issues continued to significantly impact our operations this past year:

Workforce Levels

In order to ensure that our 50 public libraries are open to the public, we need to have staff in both the branches and in operational support positions. Despite aggressive recruitment to fill vacancies, we continue to be challenged with a large number of unfilled positions due to retirements of an aging workforce, staff leaving due to the inability to afford working and living in Hawai'i, attrition, and the residual effects of not being able to hire for the two previous years because of hiring freezes, suspension of hiring due to Reduction in Force, and frozen unfunded positions.

Our vacancy rate has held steady this past year above 20%, and not because we have not tried to hire new staff. Lack of staff directly impacts our ability to keep public libraries open across all islands. Specifically, our inability to hire staff has been caused by:

Budget Restrictions

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

At the start of each fiscal year, budget restrictions of 5-10% 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 with the budget, we must either suspend hiring new staff or not pay for ongoing operational costs, such as utilities.

In FY2024, our total general fund budget appropriation is approximately \$42 million, with almost \$32 million allocated for payroll. After a budget restriction of \$3.7 million at the start of the fiscal year, our annual payroll allocation is approximately \$28 million, or approximately \$7 million for the first quarter payroll. Having to wait for the release of the restricted funds later in the year means that we need to start the hiring process, without confirmation that we will have funding to hire the person permanently, *before* we know whether B & F will release the restricted funding to pay the new employee. 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 long processing time to hire new staff limits our ability to meet our mission and is demoralizing to current staff.

Process for Hiring

While we have made a concerted effort to fill positions, the current State process takes several months to complete before a new hire can start work. Often, by the time we receive a list of potential candidates, they already have jobs and do not respond. Also, there is not a timely process for dealing with candidates who do not accept the job.

Additionally, our hiring is based on lists of "qualified" applicants. Even if we hire one of applicants from the list, they continue to be on the list of qualified candidates and can continue to interview for positions even after starting work at a new department. and can be called for interviews for other jobs within the State. This creates a loop of some employees who just keep hopping from job to job, and leaving each of the agencies left to start over again.

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 cost of living and housing, we also have locations that serve remote communities. Our most rural communities, like Lanai and Hana, have proven to be a challenge to find a qualified candidate.

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.

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, and whether or not they have a home. A thriving democracy must have public libraries for everyone in order to have access to the same information, ideas, opportunities and connections.

Our public libraries are experiencing more challenges with patrons who have mental health issues or are on drugs. On occasion, these individuals can verbally or physically threaten our staff. The behaviors are disruptive to the comfort and safety of other patrons and staff, and more frequently, require the assistance of police. We have heard from patrons who will tell us they will not visit certain libraries because they do not feel 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 amounts of our repair and maintenance funding is used to repair damage to our facilities, not just providing new improvements. For example, we frequently replace glass windows that have been damaged due to vandalism; at some locations, the new windows are broken within weeks after being replaced.

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 work on different 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 program is a portion of the LSTA funding that 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 Hawaii receives. LSTA funds directly support our technology, connectivity, integrated library system, online 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 Hawaii's communities.

Due to increases in our allotment and the overlapping nature of the grants (each allocation year may be spent over 2 years), we are requesting an increase of \$634,756 in the ceiling of the authority to expend funds to \$4,634,756

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 requests is based on a review of our prior budget and actual expenditures for the previous years. We take the data and review it against our foundations for providing services (people, place, collections and services/programs) and we 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 request corresponds with our long-term priorities to meet the future needs of our communities.

General Funds (see attachment A):

1. \$550,000 for Security Guard Services

The additional funding is needed to meet the increased cost of security guard services going forward. Last legislative session, we estimated we needed an additional \$550,000 to be added to our base budget to ensure sufficient funding to meet the expected increase in the cost of security guard services. However, funding was only provided for FY24.

Note: We recently completed discussions with a new statewide security vendor. While we anticipate being able to manage the first year of the new contract with existing funding, the additional \$550,000 requested for FY2025 will not be sufficient for FY2026 and beyond; we will need to pursue a substantial increase in our base budget for security in the 2025 Legislative session.

2. \$125,000 for Temporary locations for Princeville and Kaneohe

HSPLS has construction projects that will temporarily close these locations for about one year. We will need to open temporary service locations as Princeville serves all north shore communities on Kauai, and the Kaneohe Library is a large regional library that serves a large number of communities between Kaneohe and Kahuku. The funding is primarily needed to lease space for the temporary services.

3. \$125,000 for Temporary locations for Makawao and Lahaina

This funding would support Maui libraries. We have an upcoming construction project for Makawao, which will temporarily close the library for at least a year. The Makawao Library is the only public library in upcountry Maui, so it is important to provide services to these communities. We are also looking to create a temporary library space for the community of Lahaina, while it heals and rebuilds.

Capital Improvement Projects (see Attachment B):

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

CIP PROJECTS	FY24 BUDGET	FY25 BUDGET REQUEST
Health and Safety	FY24 \$10,000,000 FY25 \$10,000,000	
New Waikoloa Public Library	\$13,000,000	\$10,000,000

\$10,000,000 for the New Waikoloa Public Library

We are requesting an additional \$10 million to supplement an earlier FY2024 appropriation of \$13 million to fully fund the building of this new public library in the rapidly growing community of Waikoloa. The project is in the preliminary design phase and is on track to go out to bid in 2025.

We must continue to invest in our public libraries. Strong public libraries support thriving, strong communities throughout Hawaii. Mahalo for your review and consideration of our budget request.

ATTACHMENT A

SUPPLEMENTAL BUDGET REQUEST FY25

The Hawaii State Public Library System’s Biennial Budget request for FY25 Supplemental Budget 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.



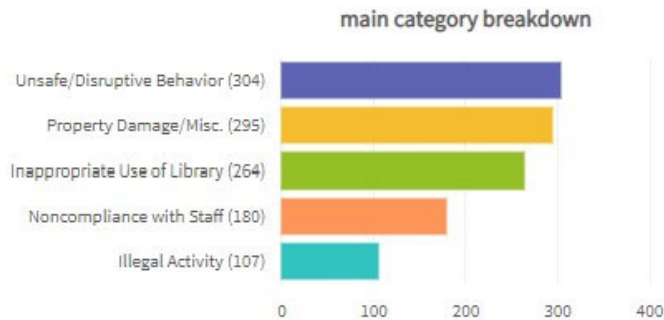
This Supplement Budget request focuses on Places, which are vital for our ability to serve our communities statewide.

PLACE

Our public library spaces are considered valued spaces for our communities. We must continue to care for and provide safe spaces for our communities.

1. \$550,000 for Security Services

Since the beginning of 2023, we have had 657 incidents reported by our libraries. 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. 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 anticipated increase in cost for security guard services.

The approved FY24 budget only included a one-time increase of \$550,000 for anticipated increased cost for security guard services. Instead, we need our base budget for security services to be increased for FY25 and beyond.

2. \$125,000 for Temporary locations for Princeville and Kaneohe

We have two major facility construction projects at the Princeville Public Library and Kaneohe Public Library that will require us to identify temporary service locations. The Princeville Public Library is the northern most State building on the island of Kauai offering public services, particularly access to the internet; Kaneohe Public Library is one of seven regional libraries statewide and is one of our busiest branches on Oahu. We will need to lease space while the library is closed to ensure the communities continue to have library services.

3. \$125,000 for Temporary locations for Makawao and Lahaina

Our project to improve and expand the Makawao Public Library will finally go out for bid in FY25, with construction estimated to start sometime in FY25. Makawao is our only library upcountry on Maui and it is heavily used by the community. The project will take at least a year, and we must continue to provide library services for the upcountry communities.

We also need funding to support a temporary location to serve Lahaina and west Maui communities until we are able to build a new permanent library.

ATTACHMENT B

Island	Library	DAGS Job No.	Project Scope	Status
Hawaii	Honokaa Public Library	DAGS Job No. 61-36-6565	Replace a/c system, upgrade to LED light fixtures, heat mitigation measures	Contractor started on site work Nov 2023. Temporary closure Dec 18, 2023-March 2024.
Hawaii	Kailua-Kona Public Library	DAGS Job No. 61-36-6594	Replace a/c system	Project almost complete, pending related repair to adjacent wall.
Hawaii	Pahala Public and School Library	DAGS Job No. 61-36-6597	Replace a/c system	Preliminary design phase
Hawaii	Keaau - Mt. View Public Library	DAGS Job No. 11-36-6628	Design and construction of new Keaau-Mt View Public Library	Out for bid spring 2024
Hawaii	North Kohala Public Library	DAGS Job No. 61-36-6625	Reroof, fire alarm upgrade, replace a/c system, replace energy efficiency systems, exterior painting, various improvements	Preliminary design phase
Hawaii	Kealahou, Pahala, Laupahoehoe, T.Parker	DAGS Job No. 65-36-6640	Electrical/Networking improvements	Electrical engineer selected. Preliminary site inspection and investigation started.
Hawaii	Hilo Public Library	DAGS Job No. 61-36-6616	Assessment and Masterplan	Assessment of building started
Hawaii	Hilo Public Library	DAGS Job No. 11-36-6641	Structural repairs and reroofing	Preliminary design phase
Kauai	Princeville Public Library	DAGS Job No. 64-36-6602	Various repairs and improvements including replacing the a/c system, drainage improvements, structural improvements, repainting and reflooring	Contractor started on site work Nov 2023
Kauai	Kapaa Public Library	DAGS Job No. 64-36-6613	Planning for new library	masterplan phase
Kauai	Princeville Public Library	DAGS Job No. 14-36-6631	Exterior improvements including reroofing and parking lot	Preliminary design phase
Kauai	Hanapepe Public Library,	DAGS Job No. 62-36-6638	Electrical/Networking improvements	Electrical engineer selected. Preliminary site inspection and investigation started.
Lanai	Lanai Public & School Library	DAGS Job No. 65-36-6623	Reroofing, drainage and miscellaneous improvements	Preliminary design phase
Maui	Wailuku Public Library	DAGS Job No. 15-36-6627	Assessment of building and masterplan	Assessment of building started
Maui	Makawao Public Library	DAGS Job No. 15-36-6626	Design & Construction of improvements, including replacing a/c system, LED lighting improvements, interior painting and flooring, electrical upgrade and addition of a meeting room	Out for bid spring 2024
Maui	Kahului Public Library	DAGS Job No. 65-36-6619	Exterior improvements, including reroofing, new PV system, parking lot	Out for bid spring 2024
Maui	Lahaina Public Library	DAGS Job No. xx-36-xxxx	Planning for insurance and FEMA claims support, location for temporary and new permanent library	Consultant selected process to be started
Maui, Molokai	Wailuku, Molokai	DAGS Job No. 12-36-6639	Electrical/Networking improvements	Electrical engineer selected. Preliminary site inspection and investigation started.
Oahu	Nanakuli Public Library	DAGS Job No. 12-36-6614	Shade structure and related improvements	Out for bid spring 2024
Oahu	McCully-Moiliili Public Library	DAGS Job No. 62-36-6621	Exterior improvements, including installation of perimeter fence, exterior painting, parking lot improvements, exterior lighting	Out for bid spring 2024
Oahu	Liliha Public Library	DAG Job No. 62-36-6622	Exterior improvements, including installation of perimeter fence	Out for bid spring 2024
Oahu	Pearl City Public Library	DAGS Job No. 12-36-6629	Planning, design, construction for expansion and improvements including replacing a/c system, structural and parking lot improvements, and other related improvements. Expansion includes construction of a community library learning center and early learning center.	Out for bid spring 2024
Oahu	Kaneohe Public Library	DAGS Job No. 12-36-6607	Various upgrades and improvements, including replacing a/c system, LED lighting, improvements to programming space, structural improvements, ADA public restrooms, improvements to front entry area.	Contractor projected to start on site work spring 2024
Oahu	Hawaii State Library	DAGS Job No. 12-36-6609	Various repairs and drainage improvements, reroofing	Contractor selected. Waiting for City building permit.
Oahu	Hawaii State Library	DAGS Job No. 12-36-6633	Assessment and Masterplan	Assessment of building started
Oahu	Mililani, Waialua, Kahuku	DAGS Job No. 11-36-6635	Electrical/Networking improvements	Electrical engineer selected. Preliminary site inspection and investigation started.
Oahu	Salt Lake - Moanalua, Kalihi	DAGS Job No. 62-36-6636	Electrical/Networking improvements including installation of a back up generator for HSPLS server.	Electrical engineer selected. Preliminary site inspection and investigation started. Out for bid spring 2024
Oahu	Aina Haina, McCully-Moiliili, Waikiki	DAGS Job No. 14-36-6637	Electrical/Networking improvements	Electrical engineer selected. Preliminary site inspection and investigation started.
Oahu	Waianae Public Library	DAGS Job No. 12-36-6647	Various improvements including replacing a/c system, interior painting and reflooring, electrical upgrade, parking lot and exterior lighting improvements, roof repairs, building security improvements	Preliminary design phase
Oahu	Waikiki-Kapahulu Public Library,	DAGS Job No. 12-36-6644	Improvements, ADA public restrooms	Preliminary design phase
Oahu	Old Aiea Public Library	DAGS Job No. 12-36-6648	Fencing, Security Imp	Consultant selected
Oahu	LBPD	DAGS Job No. 12-36-6643	Roof, Security Imp, Accessibility Imp	Preliminary design phase
Oahu	Waipahu Public Library	DAGS Job No. 11-36-6649	Reroofing and related repairs	Preliminary design phase

Department of Education - Hawaii State Public Library System
Functions

Table 1

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

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

Table 2

Fiscal Year 2024					
Appropriation Act 164, SLH 2023 as amended by Act 146, SLH 2023	Reductions	Additions	Emergency Appropriations	Total FY24	MOF
\$ 43,193,371.00	\$ (3,922,870.00)			\$ 39,270,501.00	A
\$ 4,000,000.00				\$ 4,000,000.00	B
\$ 1,365,244.00				\$ 1,365,244.00	N
\$ 48,558,615.00	\$ (3,922,870.00)	\$ -	\$ -	\$ 44,635,745.00	Total
Fiscal Year 2025					
Appropriation	Reductions	Additions		Total FY25	MOF
\$ 45,061,053.00		\$ 800,000.00		\$ 45,861,053.00	A
\$ 4,000,000.00				\$ 4,000,000.00	B
\$ 2,000,000.00				\$ 2,000,000.00	N
\$ 51,061,053.00	\$ -	\$ 800,000.00	\$ -	\$ 51,861,053.00	Total

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

Table 3

Prog ID	Program Title	MOF	As budgeted (FY24)			As budgeted (FY25)				Governor's Submittal (FY24)				Governor's Submittal (FY25)			
			Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Percent Change of \$\$\$\$	Pos (P)	Pos (T)	\$\$\$	Percent Change of \$\$\$\$	Pos (P)	Pos (T)	\$\$\$	Percent Change of \$\$\$\$
EDN407	Public Libraries	A	566.50	-	43,193,371	566.50	-	45,061,053	4.32%	566.50	-	43,193,371	0.00%	566.5	0	\$ 45,061,053	4.32%
EDN407	Public Libraries	B			4,000,000			4,000,000				4,000,000				\$ 4,000,000	
EDN407	Public Libraries	N			1,365,244			2,000,000				1,365,244				\$ 2,000,000	

Department of Education - Hawaii State Public Library System
Budget Decisions

Table 4

Prog ID	Sub- Org	Description of Request	MOF	Initial Department Requests						Budget and Finance Recommendations						Governor's Decision					
				FY24			FY25			FY24			FY25			FY24			FY25		
				Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$
EDN407	QB	Restore budget for 69 Positions	A			\$ 3,218,236			\$ 3,218,236			\$ 3,218,236			\$ 3,218,236			\$ 2,000,000			\$ 3,218,236
EDN407	QB	Additional funds for Security Services	A			\$ 550,000			\$ 550,000			\$ 550,000			\$ 550,000			\$ 550,000			\$ 550,000
EDN407	QK	Increase in Federal Fund Appropriation	N			\$ -			\$ 634,756			\$ -			\$ 634,756			\$ -			\$ 634,756
EDN407	QG	Temporary Location - Princeville & Kaneohe Library	A			\$ -			\$ 125,000			\$ -			\$ 125,000			\$ -			\$ 125,000
EDN407	QE	Temporary Location - Makawao & Lahaina Library				\$ -			\$ 125,000			\$ -			\$ 125,000			\$ -			\$ 125,000
EDN407	QG	Funding for Lahaina Collection	A			\$ -			\$ 200,000			\$ -			\$ -			\$ -			\$ -

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

Prog ID	Sub- Org	Description of Reduction	Impact of Reduction	MOF	FY24			FY25			FY24 Restriction (Y/N)
					Pos (P)	Pos (T)	\$\$\$\$	Pos (P)	Pos (T)	\$\$\$\$	
EDN407		Governor's decision budget reduction - restriction and contingency restriction	Library branch reduced hours or closures due to staff shortage	A			\$ 3,922,870			\$ -	Y

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

Table 6

Prog ID	Sub-Org	Addition Type	Prog ID Priority	Dept-Wide Priority	Description of Addition	Justification	MOF	FY24			FY25		
								Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$
EDN407	QB	OR	1	1	Additional funds for Security Services	Additional funds are needed to meet the expected increase in the cost of security guard services, which has doubled in the past year. This funding will ensure that we can afford to have qualified guards available.	A			550,000			550,000
EDN407	QG	OR	2	2	Temporary Service Location - Princeville & Kaneohe	Request is for upcoming construction projects that will close the locations for about one year, thus the need to open temporary service locations	A			-			125,000
EDN407	QE	OR	3	3	Temporary Service Location - Makawao & Lahaina	Request is for upcoming construction projects that will close the locations for about one year, thus the need to open temporary service locations	A			-			125,000
EDN407	QK	OR	1		Federal Fund Appropriation	Increase in Federal Funds Appropriation to cover increased award amount received from the Institute of Museum and Library Services	N			-			634,756

Department of Education - Hawaii State Public Library System
 FY 2022 - FY 2024 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 & Restricted</u>	<u>Percent Difference</u>	<u>Impact</u>
2022	EDN407		A	37,175,832	\$ 2,308,306	\$ 34,867,526	-6.21%	Reduction in payroll and in public services and hours to provide services
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

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 FY22 and FY23

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 FY22 and FY23

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, 2023

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>Exem pt (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	QH	02/01/23	12/1/2023	000038	LIBRARIAN III	N	SR20	13	P	1.00	A	\$ 58,560	\$ 54,120		N			2
EDN407	QH	09/01/23	In recruitment	000039	LIBRARIAN V	N	SR24	23	P	1.00	A	\$ 68,556	\$ 68,556		N		TA	1
EDN407	QF	07/01/23	In recruitment	000279	LIBRARIAN IV	N	SR22	23	P	1.00	A	\$ 65,916	\$ 63,384		N		TA	1
EDN407	QF	07/01/23		000284	LIBRARIAN III	N	SR20	13	P	1.00	A	\$ 77,100	\$ 74,136		N			2
EDN407	QE	10/01/23	In recruitment	000307	LIBRARIAN IV	N	SR22	23	P	1.00	A	\$ 86,712	\$ 86,712		N		TA	1
EDN407	QJ	07/01/21		000309	LIBRARIAN V	N	SR24	23	P	1.00	A	\$ 97,560	\$ 91,968		N		TA	2
EDN407	QB	03/06/21	In recruitment	000319	ACCOUNT CLERK III	N	SR11	3	P	1.00	A	\$ 39,816	\$ 36,564		N			1
EDN407	QM	04/30/22		000324	LIBRARY ASSISTANT IV	N	SR09	3	P	1.00	A	\$ 36,804	\$ 33,792		N			1
EDN407	QJ	09/01/23	In recruitment	000325	LIBRARIAN III	N	SR20	13	P	1.00	A	\$ 80,184	\$ 80,184		N		TA	2
EDN407	QE	04/01/23	In recruitment	000328	LIBRARIAN III	N	SR20	13	P	0.50	A	\$ 30,456	\$ 29,286		N		Sub	2
EDN407	QG	10/22/23	In recruitment	000344	LIBRARY ASSISTANT III	N	SR07	3	P	1.00	A	\$ 35,352	\$ 35,352		N			1
EDN407	QE	01/14/23	In recruitment	000346	LIBRARY ASSISTANT III	N	SR07	3	P	1.00	A	\$ 39,828	\$ 37,932		N		Sub	1
EDN407	QJ	08/01/20		000347	LIBRARY TECHNICIAN V	N	SR11	3	P	1.00	A	\$ 46,608	\$ 39,720		N		TA	1
EDN407	QB	11/01/23		000351	ACCOUNT CLERK V	N	SR15	3	P	1.00	A	\$ 50,388	\$ 50,388		N			1
EDN407	QJ	12/22/18		000352	LIBRARY ASSISTANT IV	N	SR09	3	P	1.00	A	\$ 36,804	\$ 29,868		N		TA	2
EDN407	QJ	09/01/18		000360	LIBRARY ASSISTANT IV	N	SR09	3	P	1.00	A	\$ 41,388	\$ 36,276		N			1
EDN407	QJ	09/01/16		000368	LIBRARY ASSISTANT III	N	SR07	3	P	1.00	A	\$ 50,352	\$ 39,492		N			2
EDN407	QG	09/17/19	In recruitment	001125	LIBRARY ASSISTANT III	N	SR07	3	P	1.00	A	\$ 35,352	\$ 29,088		N			2
EDN407	QG	09/01/23		001132	LIBRARY TECHNICIAN V	N	SR11	3	P	1.00	A	\$ 43,068	\$ 43,068		N		Sub	1
EDN407	QG	06/16/22		001134	LIBRARY TECHNICIAN V	N	SR11	3	P	1.00	A	\$ 44,760	\$ 41,100		N		Sub	2
EDN407	QH	05/08/23	In recruitment	001395	LIBRARY ASSISTANT III	N	SR07	3	P	1.00	A	\$ 35,352	\$ 33,672		N		Sub	1
EDN407	QE	11/01/22	In recruitment	004179	LIBRARIAN III	N	SR20	13	P	1.00	A	\$ 80,184	\$ 80,796		N		Sub	1
EDN407	QG	12/02/19	In recruitment	004503	LIBRARY ASSISTANT III	N	SR07	3	P	1.00	A	\$ 35,352	\$ 29,088		N			3
EDN407	QH	06/24/23	In recruitment	008245	JANITOR II	N	BC02	1	P	1.00	A	\$ 48,228	\$ 45,936		N		Sub	1
EDN407	QE	07/18/23		008356	LIBRARY ASSISTANT IV	N	SR09	3	P	1.00	A	\$ 38,328	\$ 38,328		N			1
EDN407	QJ	05/14/17		008358	LIBRARIAN III	N	SR20	13	P	1.00	A	\$ 56,280	\$ 48,828		N			2
EDN407	QE	10/02/23	1/2/2024	008359	LIBRARIAN III	N	SR20	13	P	1.00	A	\$ 60,912	\$ 63,384		N			1
EDN407	QE	08/16/23	In recruitment	008369	LIBRARY TECHNICIAN V	N	SR11	3	P	1.00	A	\$ 50,388	\$ 50,388		N		Sub	2
EDN407	QJ	03/30/19	In recruitment	010898	LIBRARIAN IV	N	SR22	13	P	1.00	A	\$ 60,912	\$ 55,092		N			1
EDN407	QM	10/01/22	In recruitment	010924	LIBRARIAN VI	N	SR26	23	P	1.00	A	\$ 74,124	\$ 71,268		N		TA	1
EDN407	QE	05/25/23	In recruitment	011257	LIBRARY TECHNICIAN V	N	SR11	3	P	1.00	A	\$ 54,468	\$ 51,876		N			1
EDN407	QD	07/01/23	1/3/2024	011576	JANITOR II	N	BC02	1	P	1.00	A	\$ 48,228	\$ 45,936		N		Sub	1
EDN407	QI	11/16/23	In recruitment	011906	LIBRARY ASSISTANT IV	N	SR09	3	P	1.00	A	\$ 39,816	\$ 39,816		N			1
EDN407	QJ	10/16/23		011920	LIBRARY TECHNICIAN VI	N	SR13	3	P	1.00	A	\$ 43,068	\$ 41,016		N		TA	2
EDN407	QE	02/05/20		011922	LIBRARIAN III	N	SR20	13	P	1.00	A	\$ 58,560	\$ 52,956		N		Sub	1

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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>Exem pt (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	QJ	06/16/15		011926	LIBRARIAN IV	N	SR22	23	P	1.00	A	\$ 60,912	\$ 47,400		N			2
EDN407	QJ	11/01/13		012067	LIBRARY ASSISTANT IV	N	SR09	3	P	1.00	A	\$ 36,804	\$ 27,756		N			3
EDN407	QF	11/01/22	In recruitment	012245	LIBRARY ASSISTANT III	N	SR07	3	P	1.00	A	\$ 35,352	\$ 33,672		N		Sub	1
EDN407	QF	09/01/23	In recruitment	012563	LIBRARIAN IV	N	SR22	23	P	1.00	A	\$ 63,384	\$ 63,384		N		TA	1
EDN407	QF	04/01/20		012567	LIBRARY ASSISTANT IV	N	SR09	3	P	1.00	A	\$ 48,456	\$ 43,008		N			1
EDN407	QE	03/01/20		012822	LIBRARY TECHNICIAN VI	N	SR13	3	P	1.00	A	\$ 61,332	\$ 54,432		N			2
EDN407	QJ	08/29/22		013033	LIBRARY ASSISTANT III	N	SR07	3	P	1.00	A	\$ 36,768	\$ 33,756		N		Sub	2
EDN407	QE	12/31/22	In recruitment	013277	LIBRARIAN III	N	SR20	13	P	1.00	A	\$ 71,280	\$ 68,544		N			1
EDN407	QE	03/01/23	In recruitment	013278	LIBRARY ASSISTANT IV	N	SR09	3	P	1.00	A	\$ 39,816	\$ 37,920		N			1
EDN407	QE	03/01/23	In recruitment	013280	LIBRARY ASSISTANT III	N	SR07	3	P	1.00	A	\$ 52,332	\$ 49,836		N		Sub	1
EDN407	QE	12/31/19		013281	LIBRARY ASSISTANT III	N	SR07	3	P	1.00	A	\$ 35,352	\$ 39,720		N		Sub	3
EDN407	QE	06/09/23	In recruitment	013286	LIBRARY ASSISTANT III	N	SR07	3	P	1.00	A	\$ 35,352	\$ 33,672		N		Sub	1
EDN407	QD	09/01/23	In recruitment	014016	LIBRARIAN III	N	SR20	13	P	1.00	A	\$ 58,560	\$ 58,560		N			1
EDN407	QE	09/16/23	In recruitment	014911	LIBRARIAN III	N	SR20	13	P	1.00	A	\$ 60,912	\$ 60,912		N		Sub	2
EDN407	QE	06/05/22	In recruitment	015150	LIBRARY ASSISTANT IV	N	SR09	3	P	1.00	A	\$ 36,804	\$ 33,792		N		TA	1
EDN407	QE	09/01/23	In recruitment	015154	LIBRARIAN III	N	SR20	13	P	1.00	A	\$ 56,280	\$ 56,280		N		Sub	1
EDN407	QE	05/16/23	In recruitment	015226	JANITOR II	N	BC02	1	P	1.00	A	\$ 48,228	\$ 45,936		N		Sub	1
EDN407	QB	11/16/21		017735	SECRETARY II	N	SR14	63	P	1.00	A	\$ 44,760	\$ 41,100		N			1
EDN407	QG	09/18/23	In recruitment	019109	LIBRARIAN III	N	SR20	13	P	1.00	A	\$ 74,124	\$ 74,124		N			1
EDN407	QE	05/01/18		019322	LIBRARY ASSISTANT III	N	SR07	3	P	1.00	A	\$ 39,828	\$ 32,856		N			2
EDN407	QI	10/01/19	In recruitment	019323	LIBRARY TECHNICIAN V	N	SR11	3	P	1.00	A	\$ 54,468	\$ 48,348		N			1
EDN407	QM	05/20/23	In recruitment	019326	LIBRARY ASSISTANT IV	N	SR09	3	P	1.00	A	\$ 43,068	\$ 41,016		N			1
EDN407	QD	06/16/23	In recruitment	019336	LIBRARIAN III	N	SR20	13	P	1.00	A	\$ 60,912	\$ 58,572		N		Sub	1
EDN407	QM	03/16/23	In recruitment	019505	LIBRARIAN VI	N	SR26	93	P	1.00	A	\$ 83,388	\$ 80,184		N			1
EDN407	QM	09/16/21		019620	LIBRARY ASSISTANT IV	N	SR09	3	P	1.00	A	\$ 36,804	\$ 33,792		N			1
EDN407	QE	04/24/23	In recruitment	019621	LIBRARY ASSISTANT III	N	SR07	3	P	1.00	A	\$ 36,768	\$ 35,016		N		Sub	2
EDN407	QJ	12/01/20		021963	SECRETARY III	N	SR16	63	P	1.00	A	\$ 71,664	\$ 63,612		N		TA	2
EDN407	QH	08/21/23	In recruitment	021965	LIBRARY ASSISTANT IV	N	SR09	3	P	1.00	A	\$ 39,816	\$ 39,816		N			1
EDN407	QJ	06/01/19		022485	LIBRARIAN IV	N	SR22	23	P	1.00	A	\$ 77,100	\$ 63,060		N			2
EDN407	QI	12/01/18		022491	LIBRARY ASSISTANT III	N	SR07	3	P	1.00	A	\$ 50,352	\$ 42,480		N			1
EDN407	QJ	04/17/23		022893	LIBRARY ASSISTANT III	N	SR07	3	P	1.00	A	\$ 35,352	\$ 33,672		N			2
EDN407	QD	09/02/23	In recruitment	022923	LIBRARY ASSISTANT III	N	SR07	3	P	1.00	A	\$ 35,352	\$ 35,352		N			1
EDN407	QD	04/03/23	In recruitment	023067	LIBRARY ASSISTANT III	N	SR07	3	P	1.00	A	\$ 35,352	\$ 33,672		N		Sub	2
EDN407	QD	06/01/19		023071	LIBRARY TECHNICIAN V	N	SR11	3	P	1.00	A	\$ 58,932	\$ 52,296		N			2
EDN407	QE	06/16/23	In recruitment	023186	LIBRARY ASSISTANT III	N	SR07	3	P	1.00	A	\$ 35,352	\$ 33,672		N		Sub	2

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EDN407	QJ	10/16/23		023210	LIBRARY ASSISTANT III	N	SR07	3	P	1.00	A	\$ 35,352	\$ 35,352		N			2
EDN407	QM	05/01/21	In recruitment	023314	LIBRARY ASSISTANT IV	N	SR09	3	P	1.00	A	\$ 36,804	\$ 33,792		N			1
EDN407	QJ	04/27/21		023915	LIBRARY ASSISTANT III	N	SR07	3	P	1.00	A	\$ 43,020	\$ 39,504		N			1
EDN407	QJ	12/08/22		023916	LIBRARY ASSISTANT III	N	SR07	3	P	0.50	A	\$ 18,384	\$ 16,878		N			3
EDN407	QJ	08/01/22		023918	LIBRARY ASSISTANT III	N	SR07	3	P	1.00	A	\$ 43,020	\$ 39,504		N			1
EDN407	QJ	06/16/20		023920	LIBRARIAN III	N	SR20	13	P	0.50	A	\$ 37,062	\$ 32,238		N			3
EDN407	QF	04/18/23		023921	LIBRARIAN III	N	SR20	13	P	1.00	A	\$ 58,560	\$ 54,120		N			1
EDN407	QH	08/10/22	In recruitment	023922	LIBRARIAN IV	N	SR22	23	P	1.00	A	\$ 60,912	\$ 56,304		N			1
EDN407	QF	11/01/22	12/4/2023	023992	JANITOR II	N	BC02	1	P	0.50	A	\$ 24,114	\$ 22,968		N		Sub	1
EDN407	QJ	03/01/16		024237	LIBRARIAN III	N	SR20	13	P	0.50	A	\$ 31,692	\$ 26,550		N			2
EDN407	QM	09/01/22		024943	IT BAND B SYSTEM ANALYST - SR	N	SR24	13	P	1.00	A	\$ 77,100	\$ 74,136		N			1
EDN407	QM	02/01/23		025030	ILLUSTRATOR-PHOTOGRAPHER	N	SR17	3	P	1.00	A	\$ 50,388	\$ 47,988		N		Sub	1
EDN407	QH	08/04/23	In recruitment	025298	JANITOR II	N	BC02	1	P	0.50	A	\$ 24,114	\$ 24,114		N		Sub	1
EDN407	QG	06/01/22		025714	LIBRARIAN IV	N	SR22	23	P	1.00	A	\$ 86,712	\$ 81,744		N		TA	1
EDN407	QM	06/03/23		026841	IT BAND B SYSTEM ANALYST	N	SR22	13	P	1.00	A	\$ 74,124	\$ 71,268		N			1
EDN407	QH	09/01/23	In recruitment	027022	LIBRARIAN IV	N	SR22	23	P	1.00	A	\$ 86,712	\$ 86,712		N		TA	1
EDN407	QD	09/18/23		027259	LIBRARY ASSISTANT III	N	SR07	3	P	1.00	A	\$ 35,352	\$ 35,352		N			2
EDN407	QF	10/03/23	In recruitment	027778	JANITOR II	N	BC02	1	P	0.50	A	\$ 24,114	\$ 24,114		N		Sub	1
EDN407	QE	03/16/20		028443	LIBRARY TECHNICIAN VII	N	SR15	3	P	1.00	A	\$ 46,608	\$ 39,720		N		TA	2
EDN407	QG	08/01/23	In recruitment	030845	LIBRARIAN IV	N	SR22	23	P	1.00	A	\$ 63,384	\$ 63,384		N			1
EDN407	QM	12/23/19		032248	OFFICE ASSISTANT IV	N	SR10	3	P	1.00	A	\$ 38,328	\$ 32,664		N			2
EDN407	QJ	07/01/19		032934	LIBRARY TECHNICIAN V	N	SR11	3	P	1.00	A	\$ 54,468	\$ 48,348		N		TA	2
EDN407	QJ	08/01/23		032936	LIBRARY ASSISTANT III	N	SR07	3	P	1.00	A	\$ 35,352	\$ 35,352		N			2
EDN407	QF	09/17/23	In recruitment	033129	JANITOR II	N	BC02	1	P	1.00	A	\$ 48,228	\$ 48,228		N		Sub	1
EDN407	QM	03/01/19		033966	LIBRARIAN IV	N	SR22	13	P	1.00	A	\$ 83,388	\$ 75,432		N			2
EDN407	QE	05/01/23	In recruitment	034834	LIBRARY ASSISTANT III	N	SR07	3	P	1.00	A	\$ 35,352	\$ 33,672		N		Sub	1
EDN407	QB	10/01/22		034836	TRUCK DRIVER	N	BC06	1	P	1.00	A	\$ 55,800	\$ 51,240		N		Sub	1
EDN407	QG	12/31/21	In recruitment	035364	LIBRARIAN IV	N	SR22	23	P	1.00	A	\$ 60,912	\$ 57,420		N			1
EDN407	QG	06/15/23	In recruitment	035367	LIBRARY ASSISTANT III	N	SR07	3	P	1.00	A	\$ 35,352	\$ 32,460		N		Sub	1
EDN407	QJ	10/16/22	In recruitment	035462	JANITOR II	N	BC02	1	P	0.50	A	\$ 24,114	\$ 22,968		N			1
EDN407	QB	08/01/18		035463	ACCOUNT CLERK II	N	SR08	3	P	1.00	A	\$ 36,072	\$ 31,056		N			1
EDN407	QD	04/01/22	In recruitment	035466	LIBRARY TECHNICIAN V	N	SR11	3	P	1.00	A	\$ 56,676	\$ 52,044		N			2
EDN407	QG	08/03/20	In recruitment	035470	LIBRARIAN III	N	SR20	13	P	1.00	A	\$ 56,280	\$ 48,948		N			1
EDN407	QG	03/24/20	In recruitment	039410	LIBRARY ASSISTANT III	N	SR07	3	P	1.00	A	\$ 35,352	\$ 29,088		N		Sub	1
EDN407	QE	08/01/23	In recruitment	039921	LIBRARIAN III	N	SR20	13	P	1.00	A	\$ 63,384	\$ 63,384		N			1

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EDN407	QF	09/12/23	In recruitment	040085	LIBRARIAN III	N	SR20	13	P	1.00	A	\$ 56,280	\$ 51,024		N			1
EDN407	QH	01/03/22	In recruitment	040383	LIBRARIAN IV	N	SR22	23	P	1.00	A	\$ 80,184	\$ 75,588		N		TA	1
EDN407	QH	01/03/22	In recruitment	043315	LIBRARY TECHNICIAN V	N	SR11	3	P	1.00	A	\$ 41,388	\$ 38,004		N		TA	1
EDN407	QB	09/26/22		043316	OFFICE ASSISTANT IV	N	SR10	3	P	1.00	A	\$ 56,676	\$ 52,044		N			2
EDN407	QD	09/01/23	12/26/2023	043333	LIBRARIAN IV	N	SR22	23	P	1.00	A	\$ 77,100	\$ 77,100		N			1
EDN407	QB	06/17/19		043662	ACCOUNT CLERK II	N	SR08	3	P	1.00	A	\$ 53,388	\$ 46,476		N			1
EDN407	QB	05/01/21	In recruitment	043664	ACCOUNT CLERK III	N	SR11	3	P	1.00	A	\$ 44,760	\$ 41,100		N			1
EDN407	QE	10/01/19		043911	LIBRARIAN III	N	SR20	13	P	1.00	A	\$ 56,280	\$ 55,092		N		Sub	1
EDN407	QG	12/02/17		043921	LIBRARIAN III	N	SR20	13	P	1.00	A	\$ 71,280	\$ 63,060		N			1
EDN407	QB	12/16/19		044227	OFFICE ASSISTANT III	N	SR08	3	P	0.50	A	\$ 21,948	\$ 19,110		N			2
EDN407	QM	09/01/23		044656	IT BAND B SYSTEM ANALYST - SR	N	SR24	13	P	1.00	A	\$ 77,100	\$ 77,100		N			1
EDN407	QB	06/20/20		044971	CAPITAL IMPROVEMENTS COORD	N	SR24	13	P	1.00	A	\$ 68,556	\$ 72,528		Y	3		1
EDN407	QM	10/16/19	In recruitment	044993	LIBRARIAN IV	N	SR22	13	P	1.00	A	\$ 83,388	\$ 75,432		N			1
EDN407	QF	08/16/23		045968	LIBRARY ASSISTANT IV	N	SR09	3	P	1.00	A	\$ 36,804	\$ 36,804		N		TA	1
EDN407	QD	12/01/20		045980	JANITOR II	N	BC02	1	P	0.50	A	\$ 24,114	\$ 21,882		N			2
EDN407	QF	03/16/23	In recruitment	045981	LIBRARY TECHNICIAN V	N	SR11	3	P	0.50	A	\$ 19,908	\$ 18,960		N			1
EDN407	QD	09/01/22	In recruitment	045982	LIBRARY ASSISTANT III	N	SR07	3	P	1.00	A	\$ 35,352	\$ 32,460		N		Sub	1
EDN407	QD	09/30/23	In recruitment	045984	LIBRARY TECHNICIAN V	N	SR11	3	P	1.00	A	\$ 48,456	\$ 48,456		N			1
EDN407	QD	06/01/23	In recruitment	045985	LIBRARIAN III	N	SR20	13	P	1.00	A	\$ 56,280	\$ 52,044		N		Sub	1
EDN407	QH	08/16/23	In recruitment	046029	LIBRARY ASSISTANT III	N	SR07	3	P	1.00	A	\$ 41,412	\$ 41,412		N		Sub	1
EDN407	QG	03/02/23		046055	LIBRARY ASSISTANT III	N	SR07	3	P	1.00	A	\$ 35,352	\$ 33,672		N			2
EDN407	QB	12/01/21		046170	JANITOR II	N	BC02	1	P	1.00	A	\$ 48,228	\$ 44,292		N		Sub	1
EDN407	QJ	11/09/18		046172	JANITOR II	N	BC02	1	P	1.00	A	\$ 48,228	\$ 40,176		N			2
EDN407	QJ	09/13/20		046395	LIBRARY ASSISTANT III	N	SR07	3	P	1.00	A	\$ 35,352	\$ 29,088		N			2
EDN407	QJ	08/01/20		046397	LIBRARY ASSISTANT III	N	SR07	3	P	1.00	A	\$ 35,352	\$ 29,088		N		Sub	1
EDN407	QH	03/16/16		046487	LIBRARIAN III	N	SR20	13	P	1.00	A	\$ 56,280	\$ 45,348		N			1
EDN407	QJ	05/16/19		046942	LIBRARY ASSISTANT III	N	SR07	3	P	1.00	A	\$ 35,352	\$ 29,088		N			1
EDN407	QE	03/20/19		049824	LIBRARIAN III	N	SR20	13	P	1.00	A	\$ 65,916	\$ 59,616		N			1
EDN407	QD	07/31/16		110636	LIBRARY ASSISTANT III	N	SR07	3	P	1.00	A	\$ 38,316	\$ 29,988		N			2
EDN407	QD	08/01/23	In recruitment	110637	LIBRARY ASSISTANT III	N	SR07	3	P	1.00	A	\$ 35,352	\$ 35,352		N		Sub	1
EDN407	QJ	04/17/23	In recruitment	111880	LIBRARIAN III	N	SR20	13	P	1.00	A	\$ 58,560	\$ 56,304		N			1
EDN407	QJ	09/01/23	In recruitment	111889	LIBRARIAN III	N	SR20	13	P	1.00	A	\$ 58,560	\$ 58,560		N			1
EDN407	QE	12/16/19		112125	LIBRARIAN III	N	SR20	13	P	1.00	A	\$ 58,560	\$ 50,916		N			1
EDN407	QM	12/01/22	In recruitment	112250	SECRETARY III	N	SR16	63	P	1.00	A	\$ 48,456	\$ 46,152		N			1
EDN407	QB	04/11/23	In recruitment	112710	PRE AUDIT CLERK I	N	SR11	3	P	1.00	A	\$ 46,608	\$ 42,792		N			1

Department of Education - Hawaii State Public Library System
 Vacancy Report as of November 30, 2023

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>Exem pt (Y/N)</u>	<u>SR Level</u>	<u>BU Code</u>	<u>Perm Temp (P/T)</u>	<u>FTE</u>	<u>MOF</u>	<u>Budgeted Amount</u>	<u>Actual Salary Last Paid</u>	<u>Authority to Hire (Y/N)</u>	<u>Occupied by 89 Day Hire (Y/N)</u>	<u># of 89 Hire Appts</u>	<u>Describe if Filled by other Means</u>	<u>Priority # to Retain</u>
EDN407	QL	05/16/20	1/2/2024	112911	LIBRARIAN V	N	SR24	23	P	1.00	A	\$ 68,556	\$ 59,616		N		TA	1
EDN407	QL	12/31/19		116890	LIBRARY ASSISTANT IV	N	SR09	3	P	1.00	A	\$ 48,456	\$ 43,008		N			1
EDN407	QL	06/01/20		116893	LIBRARY ASSISTANT IV	N	SR09	3	P	1.00	A	\$ 54,468	\$ 48,348		N			1
EDN407	QL	10/10/22	In recruitment	116903	JANITOR III	N	WS02	1	P	1.00	A	\$ 51,588	\$ 49,128		N		TA	1
EDN407	QB	01/16/09		119227	LIBRARIAN VI	N	SR26	93	P	1.00	A	\$ 74,124	Est. 01/16/09		N			3
EDN407	QD	12/02/19		122460	LIBRARY ASSISTANT III	N	SR07	3	P	1.00	A	\$ 35,352	\$ 29,088		N			2
EDN407	QD	07/01/22	In recruitment	122463	LIBRARY ASSISTANT III	N	SR07	3	P	1.00	A	\$ 35,352	\$ 32,460		N			1
EDN407	QD	02/01/23	In recruitment	122478	LIBRARIAN III	N	SR20	13	P	1.00	A	\$ 58,560	\$ 56,304		N		Sub	1
EDN407	QD	06/16/22	In recruitment	122758	LIBRARY ASSISTANT III	N	SR07	3	P	1.00	A	\$ 35,352	\$ 32,460		N		Sub	1
EDN407	QF	Est.12/28/20	In recruitment	123856	LIBRARIAN III	N	SR20	13	P	1.00	A	\$ 56,280	New psn		N			1
EDN407	QM	NEW	In recruitment	124277	IT BAND B SYSTEM ANALYST	N	SR22	13	P	1.00	A	\$ 60,912	New psn		N			1
EDN407	QM	NEW	In recruitment	124278	IT BAND B SYSTEM ANALYST - SR	N	SR24	13	P	1.00	A	\$ 60,912	New psn		N			1
EDN407	QM	NEW	In recruitment	124279	IT BAND B SYSTEM ANALYST - SR	N	SR24	13	P	1.00	A	\$ 60,912	New psn		N			1
EDN407	QM	NEW		124281	IT BAND B SYSTEM ANALYST	N	SR22	13	P	1.00	A	\$ 60,912	New psn		N			2
EDN407	QB	09/22/21	In recruitment	124610	FISCAL OFFICER I	N	SR26	93	P	1.00	A	\$ 90,000	\$ 98,136		N			1
EDN407	QB	NEW		22935E	ADMINISTRATIVE ASSISTANT V	YES	SRNA	93	P	1.00	A	\$ 99,468	New psn		N			1
EDN407	QM	NEW		24931E	LIBRARIAN VI	N	SR26	93	P	1.00	A	\$ 74,124	New psn		N			1
EDN407	QM	NEW		24932E	LIBRARIAN VI	N	SR26	93	P	1.00	A	\$ 74,124	New psn		N			1
EDN407	QM	NEW		24933E	JANITOR II - FLOATER	N	BC02	1	P	1.00	A	\$ 48,228	New psn		N			1
EDN407	QM	NEW		24934E	TRUCK DRIVER	N	BC06	1	P	1.00	A	\$ 55,800	New psn		N			1

Positions Filled and/or Established by Acts other than the State Budget as of November 30, 2023

<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	FY23 (actual)			FY24 (estimated)			FY25 (budgeted)		
				Base Salary \$\$\$\$	Overtime \$\$\$\$	Overtime Percent	Base Salary \$\$\$\$	Overtime \$\$\$\$	Overtime Percent	Base Salary \$\$\$\$	Overtime \$\$\$\$	Overtime Percent
EDN407	QB	Office of the State Librarian	A	\$ 1,737,841	\$ 12,465	0.7%	\$ 2,689,449	\$ 14,789	0.5%	\$ 2,801,852	\$ 10,000	0.4%
EDN407	QD	West Oahu Public Libraries	A	\$ 4,107,524	\$ 410	0.0%	\$ 4,987,974	\$ 416	0.0%	\$ 5,224,524	\$ 5,000	0.1%
EDN407	QE	East Oahu Public Libraries	A	\$ 5,166,292	\$ 364	0.0%	\$ 6,230,370	\$ 231	0.0%	\$ 6,523,182	\$ 5,000	0.1%
EDN407	QF	Hawaii Public Libraries	A	\$ 2,534,874	\$ 596	0.0%	\$ 3,028,008	\$ 904	0.0%	\$ 3,168,192	\$ 5,000	0.2%
EDN407	QG	Maui Public Libraries	A	\$ 1,656,395	\$ 295	0.0%	\$ 2,168,508	\$ 617	0.0%	\$ 2,266,308	\$ 5,000	0.2%
EDN407	QH	Kauai Public Libraries	A	\$ 1,141,333	\$ 6	0.0%	\$ 1,535,856	\$ 87	0.0%	\$ 1,604,664	\$ 5,000	0.3%
EDN407	QI	Library for the Blind & Physically Handicapped	A	\$ 332,162	\$ -	0.0%	\$ 537,854	\$ -	0.0%	\$ 562,528	\$ 3,000	0.5%
EDN407	QJ	Hawaii State Library	A	\$ 2,901,553	\$ 13	0.0%	\$ 4,938,655	\$ 56	0.0%	\$ 5,151,423	\$ 5,000	0.1%
EDN407	QL	Kapolei Public Library	A	\$ 962,900	\$ 520	0.1%	\$ 1,256,580	\$ 278	0.0%	\$ 1,312,476	\$ 5,000	0.4%
EDN407	QM	Library Development Services	A	\$ 2,210,163	\$ 11,992	0.5%	\$ 3,494,293	\$ 6,072	0.2%	\$ 3,636,290	\$ 5,000	0.1%

Department of Education - Hawaii State Public Library System
Active Contracts as of December 1, 2023

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	\$ 525,000	M	\$ 525,000	\$ 227,365	09/28/23	10/01/23	12/31/23	Allied Security Services	Security Services - Statewide	by Accountant		S
EDN407	A	\$ 4,129,746	M	\$ 4,129,746	\$ 4,129,746	11/22/23	01/01/24	12/31/24	American Guard Services, Inc.	Security Services - Statewide	by Accountant		S
EDN407	N	\$ 200,887	A	\$ 200,887	\$ -	07/01/23	07/01/23	06/30/24	EBSCO Information Services	EBSCO Publishing package subscription - for HSPLS	by Accountant		G
EDN407	N	\$ 32,703	A	\$ 32,703	\$ -	07/01/23	07/01/23	06/30/24	Encyclopaedia Britannica, Inc.	Encyclopaedia Britannica online database subscription - for HSPLS	by Accountant		G
EDN407	N	\$ 277,833	A	\$ 277,833	\$ -	07/24/23	09/01/23	08/30/24	Gale/Cengage Learning	Various Online Database subscription	by TSS Manager		G
EDN407	B								Ingram Library Services	Various books and materials	by TSS Manager		G
EDN407	A	\$ 27,170	A	\$ 27,170	\$ -	07/21/23	09/16/23	09/15/24	Ingram Library Services	Online Database subscription - Edelweiss Analytics	by TSS Manager		G
EDN407	A	\$ 12,980	A	\$ 12,980	\$ -	01/01/23	02/01/23	01/31/24	Johnson Controls Fire Protection LP	Fire alarm testing and inspection - Statewide	by Accountant		S
EDN407	A	\$ 53,373	Q	\$ 53,373	\$ 37,475	06/01/23	06/01/23	05/31/24	Oahu Air Conditioning Services, Inc.	AC and Ventilation Services at various Hawaii Island libraries	by Facilities Officer		S
EDN407	A	\$ 4,995	A	\$ 4,995	\$ -	12/12/22	01/01/23	12/31/23	Pacific Fire Protection, Inc.	Fire extinguisher inspection and servicing - Oahu Libraries	by Accountant		S
EDN407	A	\$ 99,195	A	\$ 99,195	\$ -	07/01/23	07/01/23	06/30/24	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	\$ 18,238	Q	\$ 18,238	\$ 9,119	07/01/23	07/01/23	06/30/24	Quadient - A Neopost USA Company	Lease of postage machine	by Accountant		E
EDN407	A	\$ 88,659	A	\$ 88,659	\$ 88,659	03/31/23	06/30/23	06/29/24	R & C Roofing Contractors	Annual roof inspection - Statewide	by Facilities Officer		S
EDN407	N	\$ 239,850	M	\$ 239,850	\$ -	07/01/23	07/01/23	06/30/24	SirsiDynix	ILS Horizon License software renewal	by Technology Officer		G
EDN407	A	\$ 24,000	M	\$ 24,000	\$ 14,000	07/01/23	07/01/23	06/30/24	University of Hawaii -Information Technology Services	INET Network Services for HSPLS	by Technology Officer		S
EDN407	A	\$ 44,827	M	\$ 44,827	\$ 29,956	07/31/23	08/01/24	07/31/24	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>FY24 \$\$\$</u>	<u>FY25 \$\$\$</u>
EDN407	1	1			Health and Safety	C	10,000,000	10,000,000
EDN407	2	2	2	3	Keaau-Mt. View Public Library, Hawaii	C	10,000,000	10,000,000

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 (https://www.ims.gov/grants/grants-state/purposes-and-priorities-1sta), 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
Administration Package Bills

Table 19

<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>			

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>			

Positions that are being paid higher than the salaries authorized as of November 30, 2023

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

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	This position is working on implementing a statewide RFID project, which requires onsite work at all 50 public libraries. Implementation includes coordination and installation of equipment, coordinating facility repairs and improvements to accommodate equipment installation, coordinating preparation of over 3 million items for transition into the new system, and work with all managers and staff to transition to new workflow processes at 50 libraries and affected support offices.	This position regularly checks in with the State Librarian and has a yearly evaluation.

Department of Education - Hawaii State Public Library System
Work-related travel as of November 30, 2023

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	QB	102936	Administrative Assistant	01/30/23	01/30/23	Lanai - to conduct training for MobileStaff modules on Inventory and Deselect. Also an opportunity to discuss weeding parameters and preparation for RFID conversion.	N	N	Y	198.00	198.00	Y
EDN-407	QM	317	Librarian IV	01/30/23	01/30/23	Lanai - to conduct training for MobileStaff modules on Inventory and Deselect. Also an opportunity to discuss weeding parameters and preparation for RFID conversion.	N	N	Y	178.00	178.00	Y
EDN-407	QM	44656	Information Technology Band B	01/30/23	01/30/23	Lanai - public PC deployment, convert 3560X to 9300 and cut over to BIS circuit	N	N	N	228.00	228.00	Y
EDN-407	QM	23064	Automated Systems Equipment Tech 1	01/30/23	01/30/23	Lanai - cabling for outdoor WIFI and circulation desk, public PC deployment, packing and mailing all IT hardware to Oahu	N	N	N	227.00	227.00	Y
EDN-407	QF	102936	Administrative Assistant	02/02/23	02/02/23	Koloa and Lihue Library - to conduct training for MobileStaff modules on Inventory and Deselect. Also an opportunity to discuss weeding parameters and preparation for RFID conversion.	N	N	Y	182.91	182.91	Y
EDN-407	QM	317	Librarian IV	02/02/23	02/02/23	Koloa and Lihue Library - to conduct training for MobileStaff modules on Inventory and Deselect. Also an opportunity to discuss weeding parameters and preparation for RFID conversion.	N	N	Y	68.41	68.41	Y
EDN-407	QM	44656	Information Technology Band B	02/03/23	02/03/23	Hilo - to complete installation of CISCO 9300 at Keaau and Mt. View Libraries	N	N	N	220.90	220.90	Y
EDN-407	QM	15147	Information Technology Band C	02/06/23	02/06/23	Lihue - BIS circuit cutover at Waimea and Hanapepe libraries	N	N	N	146.51	146.51	Y
EDN-407	QM	44656	Information Technology Band B	02/06/23	02/06/23	Lihue - BIS circuit cutover at Lihue and Princeville libraries	N	N	N	116.01	116.01	Y
EDN-407	QM	23064	Automated Systems Equipment Tech 1	02/07/23	02/07/23	controller swap and assist Hawaiian Telcom on Kihei circuit install.	N	N	N	68.41	68.41	Y
EDN-407	QM	44658	Automated Systems Equipment Tech 1	02/07/23	02/07/23	controller swap and assist Hawaiian Telcom on Kihei circuit install.	N	N	N	140.91	140.91	Y
EDN-407	QB	102936	Administrative Assistant	02/08/23	02/08/23	Hanapepe and Waimea branches - to conduct training for Mobile Staff modules on Inventory and Deselect. Also an opportunity to discuss weeding parameters and preparation of RFID conversion.	N	N	Y	182.91	182.91	Y
EDN-407	QM	317	Librarian IV	02/08/23	02/08/23	Hanapepe and Waimea branches - to conduct training for Mobile Staff modules on Inventory and Deselect. Also an opportunity to discuss weeding parameters and preparation of RFID conversion.	N	N	Y	68.41	68.41	Y
EDN-407	QB	101286	State Librarian	02/09/23	02/09/23	Conduct PLB Branch Managers' Meeting at Kihei Public Library	N	Y	N	88.41	88.41	Y
EDN-407	QM	49822	Managing Librarian II	02/09/23	02/09/23	Conduct PLB Branch Managers' Meeting at Kihei Public Library	N	Y	N	162.91	162.91	Y
EDN-407	QM	15147	Information Technology Band C	02/10/23	02/10/23	Lihue - BIS circuit cutover at Koloa and Kapaa libraries	N	N	N	111.99	111.99	Y
EDN-407	QB	102936	Administrative Assistant	02/10/23	02/10/23	MobileStaff modules on Inventory and Deselect. Also an opportunity to discuss weeding parameters and preparations for RFID conversion.	N	N	Y	220.90	220.90	Y
EDN-407	QM	317	Librarian IV	02/10/23	02/10/23	MobileStaff modules on Inventory and Deselect. Also an opportunity to discuss weeding parameters and preparations for RFID conversion.	N	N	Y	106.40	106.40	Y
EDN-407	QM	44656	Information Technology Band B	02/10/23	02/10/23	Kahului - BIS circuit cutover at Wailuku and Kahului libraries	N	N	N	232.15	232.15	Y
EDN-407	QM	23064	Automated Systems Equipment Tech 1	02/10/23	02/10/23	Kahului - BIS circuit cutover at Wailuku and Kahului libraries	N	N	N	181.65	181.65	Y
EDN-407	QB	101286	State Librarian	02/10/23	02/10/23	Conduct PLB Branch Managers' Meeting at Keaau Public & School Library	N	Y	N	126.40	126.40	Y

Department of Education - Hawaii State Public Library System
Work-related travel as of November 30, 2023

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	49822	Managing Librarian II	02/10/23	02/10/23	Conduct PLB Branch Managers' Meeting at Keaau Public & School Library	N	Y	N	200.90	200.90	Y
EDN-407	QM	15147	Information Technology Band C	02/13/23	02/13/23	libraries	N	N	N	140.91	140.91	Y
EDN-407	QB	102936	Administrative Assistant	02/13/23	02/13/23	Wailuku and Makawao branches - to conduct training for MobileStaff modules on Inventory and Deselect. Also an opportunity to discuss weeding parameters and preparation for RFID conversion.	N	N	Y	182.89	182.89	Y
EDN-407	QM	317	Librarian IV	02/13/23	02/13/23	Wailuku and Makawao branches - to conduct training for MobileStaff modules on Inventory and Deselect. Also an opportunity to discuss weeding parameters and preparation for RFID conversion.	N	N	Y	68.39	68.39	Y
EDN-407	QB	102936	Administrative Assistant	02/15/23	02/15/23	Honokaa and Laupahoehoe branches - to conduct training for MobileStaff modules on Inventory and Deselect. Also an opportunity to discuss weeding parameters and preparation for RFID conversion.	N	N	Y	201.90	201.90	Y
EDN-407	QM	317	Librarian IV	02/15/23	02/15/23	Honokaa and Laupahoehoe branches - to conduct training for MobileStaff modules on Inventory and Deselect. Also an opportunity to discuss weeding parameters and preparation for RFID conversion.	N	N	Y	87.40	87.40	Y
EDN-407	QB	101286	State Librarian	02/17/23	02/18/23	Kauai - PLB Branch Managers' Meeting at Hanapepe Library (2/17/23); Library site visits and looking at potential temporary locations for upcoming Princeville Public Library closure (2/18/23)	N	Y	N	102.50	102.50	Y
EDN-407	QM	49822	Managing Librarian II	02/17/23	02/18/23	Kauai - PLB Branch Managers' Meeting at Hanapepe Library (2/17/23); Library site visits and looking at potential temporary locations for upcoming Princeville Public Library closure (2/18/23)	N	Y	N	609.56	609.56	Y
EDN-407	QM	15147	Information Technology Band C	02/21/23	02/21/23	Hilo - BIS circuit cutover at Pahala and Naalehu libraries	N	N	N	226.05	226.05	Y
EDN-407	QB	102936	Administrative Assistant	02/22/23	02/22/23	Kailua-Kona - visit to North Kohala & T. Parker library to conduct training for MibileStaff modules on Inventory and Deselect. Also an oppurtunity to discuss weeding parameters and preparation for RFID conversion.	N	N	Y	209.87	209.87	Y
EDN-407	QM	43922	Library Technician V	02/22/23	02/22/23	Kailua-Kona - visit to North Kohala & T. Parker library to conduct training for MibileStaff modules on Inventory and Deselect. Also an oppurtunity to discuss weeding parameters and preparation for RFID conversion.	N	N	Y	119.92	119.92	Y
EDN-407	QB	102936	Administrative Assistant	02/24/23	02/24/23	MobileStaff modules on Inventory and Deselect. Also an opportunity to discuss weeding parameters and preparation for RFID conversation.	N	N	Y	305.70	305.70	Y
EDN-407	QM	317	Librarian IV	02/24/23	02/24/23	MobileStaff modules on Inventory and Deselect. Also an opportunity to discuss weeding parameters and preparation for RFID conversation.	N	N	Y	191.20	191.20	Y
EDN-407	QM	44656	Information Technology Band B	02/24/23	02/24/23	Kona - BIS circuit cutover at North Kohala and Honokaa libraries	N	N	N	169.16	169.16	Y
EDN-407	QM	43922	Library Technician V	02/24/23	02/24/23	MobileStaff modules on Inventory and Deselect. Also an opportunity to discuss weeding parameters and preparation for RFID conversation.	N	N	Y	233.20	233.20	Y
EDN-407	QM	49822	Managing Librarian II	02/24/23	02/25/23	Kailua-Kona - Meet with and provide orientation for new branch manager	N	N	N	721.51	721.51	Y

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EDN-407	QB	102936	Administrative Assistant	02/27/23	02/27/23	Keaau and Pahoa branches - to conduct training for MobileStaff modules on Inventory and Deselect. Also an opportunity to discuss weeding parameters and preparation for RFID conversion.	N	N	Y	258.55	258.55	Y
EDN-407	QM	317	Librarian IV	02/27/23	02/27/23	Keaau and Pahoa branches - to conduct training for MobileStaff modules on Inventory and Deselect. Also an opportunity to discuss weeding parameters and preparation for RFID conversion.	N	N	Y	144.05	144.05	Y
EDN-407	QB	102936	Administrative Assistant	03/01/23	03/01/23	Lahaina and Kihei branches - to conduct training for MobileStaff modules on Inventory and Deselect. Also an opportunity to discuss weeding parameters and preparation for RFID conversion.	N	N	Y	150.39	150.39	Y
EDN-407	QM	317	Librarian IV	03/01/23	03/01/23	Lahaina and Kihei branches - to conduct training for MobileStaff modules on Inventory and Deselect. Also an opportunity to discuss weeding parameters and preparation for RFID conversion.	N	N	Y	77.89	77.89	Y
EDN-407	QB	102071	Special Assistant to the State Librarian	03/01/23	03/02/23	Hawaii Island - to attend Pahoa Community meeting and Pahala's 60th Anniversary	N	Y	N	421.54	421.54	Y
EDN-407	QM	15147	Information Technology Band C	03/03/23	03/03/23	Lahaina - to assess and resolve network issue	N	N	N	198.51	198.51	Y
EDN-407	QM	43922	Library Technician V	03/03/23	03/03/23	Kona - RFID	N	N	N	157.91	157.91	Y
EDN-407	QB	102936	Administrative Assistant	03/03/23	03/03/23	Visit to Kealahou and Kailua-Kona branches to conduct training for MobileStaff modules on Inventory and Deselect. Also an opportunity to discuss weeding parameters and preparation for RFID conversion.	N	N	Y	188.41	188.41	Y
EDN-407	QB	102936	Administrative Assistant	03/06/23	03/07/23	Lanai - to conduct training for MobileStaff modules on Inventory and Deselect. Also an opportunity to discuss weeding parameters and preparation for RFID conversion.	N	N	Y	669.15	669.15	Y
EDN-407	QM	317	Librarian IV	03/06/23	03/07/23	Lanai - to conduct training for MobileStaff modules on Inventory and Deselect. Also an opportunity to discuss weeding parameters and preparation for RFID conversion.	N	N	Y	733.59	733.59	Y
EDN-407	QM	23064	Automated Systems Equipment Tech 1	03/06/23	03/07/23	Lanai - to conduct training for MobileStaff modules on Inventory and Deselect. Also an opportunity to discuss weeding parameters and preparation for RFID conversion.	N	N	Y	677.59	677.59	Y
EDN-407	QB	102071	Special Assistant to the State Librarian	03/06/23	03/07/23	Hawaii Island - to attend Keaau-Mt. View open house meeting and meet with vendors/contractors at Hilo and Laupahoehoe library	N	Y	N	451.62	451.62	Y
EDN-407	QB	101286	State Librarian	03/07/23	03/09/23	Washington, DC - to attend COSLA Spring Meeting (NOTE: Traveler paid for airfare at her cost and did not claim per diem/meal allowance. Used a family car and claimed only for mileage and parking)	N	Y	N	401.61	401.61	Y
EDN-407	QM	15147	Information Technology Band C	03/09/23	03/09/23	Lahaina - Install 9300, security cameras and outdoor wifi and cutting over to BIS circuit.	N	N	N	218.02	218.02	Y
EDN-407	QM	44656	Information Technology Band B	03/09/23	03/09/23	Molokai - Install 9300, security cameras and outdoor wifi and cutting over to BIS circuit.	N	N	N	312.52	312.52	Y
EDN-407	QM	15147	Information Technology Band C	03/20/23	03/20/23	Kailua-Kona / T. Parker - Program CISCO 9300	N	N	N	93.01	93.01	Y
EDN-407	QM	15147	Information Technology Band C	03/22/23	03/22/23	Kahului - inventory reconciliation; introduce Ratcliff to staff	N	N	N	160.52	160.52	Y
EDN-407	QM	124280	Information Technology Band B	03/22/23	03/22/23	Kahului - inventory reconciliation; introduce Ratcliff to staff	N	N	N	83.52	83.52	Y
EDN-407	QB	102071	Special Assistant to the State Librarian	04/03/23	04/03/23	Kahului - site visit to assess repair and maintenance related needs	N	N	N	164.41	164.41	Y

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EDN-407	QM	49822	Managing Librarian II	04/12/23	04/12/23	Attend the SMMH TOD Master Plan Update at Samuel Mahelona Memorial Hospital (Kapaa)	N	N	N	251.16	251.16	Y
EDN-407	QI	19333	Managing Librarian I	04/25/23	04/27/23	Sacramento, CA - National Library Service (Library of Congress) annual training conference for the western region	N	N	N	496.00	496.00	Y
EDN-407	QM	44656	Information Technology Band B	05/05/23	05/05/23	Kahului - work on Spicework tickets - Makawao, Hihei and Kahului	N	N	Y	244.39	244.39	Y
EDN-407	QB	102071	Special Assistant to the State Librarian	05/05/23	05/05/23	Princeville - attend project initiation meeting (DAGS # 14-36-6631)	N	N	N	192.91	192.91	Y
EDN-407	QM	30136	Automated Systems Equipment Tech 1	05/18/23	05/18/23	Kahului - ASET coverage to resolve Spicework tickets at Maui Libraries	N	Y	N	184.40	184.40	Y
EDN-407	QB	101286	State Librarian	05/18/23	05/19/23	Site visit with Alu Like staff at Hana Public & School Library on May 18, 2023 May 19, 2023 Maui Branch Managers' Meeting at Kihei Public Library; possible library site visits as time permits after the meeting.	N	N	N	207.76	207.76	Y
EDN-407	QM	49822	Managing Librarian II	05/18/23	05/19/23	Site visit with Alu Like staff at Hana Public & School Library on May 18, 2023 May 19, 2023 Maui Branch Managers' Meeting at Kihei Public Library; possible library site visits as time permits after the meeting.	N	Y	N	207.76	207.76	Y
EDN-407	QG	30845	Librarian IV	05/19/23	05/19/23	To attend Branch Manager Meeting, 5/19/2023 at Kihei, Maui	N	Y	N	238.00	238.00	Y
EDN-407	QB	101286	State Librarian	05/22/23	05/22/23	To conduct the PLB Hawaii Managers' Meeting at Hilo Public Library Site visits to Hawaii libraries (pending travel time on island)	N	Y	N	106.39	106.39	Y
EDN-407	QM	49822	Managing Librarian II	05/22/23	05/22/23	Library Site visits to Hawaii libraries (pending travel time on island)	N	Y	N	205.39	205.39	Y
EDN-407	QM	30136	Automated Systems Equipment Tech 1	05/25/23	05/25/23	Kahului - ASET coverage to resolve Spicework tickets at Maui Libraries	N	Y	N	193.89	193.89	Y
EDN-407	QB	101286	State Librarian	05/26/23	05/26/23	To conduct the PLB Kauai Managers' Meeting at Lihue Public Library Kauai library site visits after the meeting	N	N	N	125.39	125.39	Y
EDN-407	QM	49822	Managing Librarian II	05/26/23	05/26/23	To conduct the PLB Kauai Managers' Meeting at Lihue Public Library Kauai library site visits after the meeting	N	N	N	224.39	224.39	Y
EDN-407	QM	44656	Information Technology Band B	06/06/23	06/06/23	Kahului - printer install. Kihei - UPS battery, color printer install. Wailuku - wireless barcode scanner, iNet Wailuku to MTRC.	N	Y	N	184.40	184.40	Y
EDN-407	QB	102936	Administrative Assistant	06/13/23	06/13/23	Visit to Lahaina, Kihei and Kahului branches to complete site survey documentation and measurements for RFID gates.	N	Y	N	198.89	198.89	Y
EDN-407	QM	317	Librarian IV	06/13/23	06/13/23	Visit to Lahaina, Kihei and Kahului branches to complete site survey documentation and measurements for RFID gates.	N	N	N	77.89	77.89	Y
EDN-407	QB	102936	Administrative Assistant	06/14/23	06/14/23	Visit to Makawao and Wailuku branches to complete site survey documentation and measurements for RFID gates.	N	N	N	198.89	198.89	Y
EDN-407	QM	317	Librarian IV	06/14/23	06/14/23	Visit to Makawao and Wailuku branches to complete site survey documentation and measurements for RFID gates.	N	N	N	97.89	97.89	Y
EDN-407	QM	30136	Automated Systems Equipment Tech 1	06/14/23	06/14/23	cable to Meraki switch, inventory & documwnt network. Lahaina /Kahului - connect Sorento mgmt cable to Meraki	N	N	N	126.38	126.38	Y
EDN-407	QM	30136	Automated Systems Equipment Tech 1	06/20/23	06/20/23	Maui	N	N	N	173.90	173.90	Y
EDN-407	QM	44656	Information Technology Band B	06/20/23	06/21/23	Lanai	N	N	N	208.00	208.00	Y
EDN-407	QB	101286	State Librarian	06/22/23	06/27/23	ALA conference - Chicago, Illinois	N	N	N	2,528.91	2,528.91	Y

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EDN-407	QB	102071	Special Assistant to the State Librarian	06/21/23	06/21/23	Kahului	N	N	N	196.89	196.89	Y
EDN-407	QG	1119	Librarian V	06/23/23	06/27/23	ALA conference - Chicago, Illinois	N	N	N	3,135.99	3,135.99	Y
EDN-407	QD	19336	Librarian III	06/23/23	06/27/23	ALA conference - Chicago, Illinois	N	N	N	4,011.17	4,011.17	Y
EDN-407	QM	30136	Automated Systems Equipment Tech 1	07/06/23	07/06/23	Maui	N	N	N	202.40	202.40	Y
EDN-407	QM	49822	Managing Librarian II	07/12/23	07/12/23	Site visit and meet with Kailua -Kona Public Library Manager. Site visit and meet with Hilo Public Library Manager.	N	N	N	206.50	206.50	Y
EDN-407	QM	49822	Managing Librarian II	07/18/23	07/18/23	Travel to Kona to view library space at Judiciary building, meet with contractor at Kailua-Kona Library, and attend pre-con meeting with contractor.	N	N	N	121.89	121.89	Y
EDN-407	QM	124280	Information Technology Band B	07/18/23	07/18/23	To Maui	N	N	N	154.89	154.89	Y
EDN-407	QB	102071	Special Assistant to the State Librarian	07/18/23	07/18/23	Kona -	N	Y	N	193.89	193.89	Y
EDN-407	QB	101286	Managing Librarian II	07/19/23	07/20/23	Site visit to various Maui libraries and to meet with Alu Like staff at Hana Public Library	N	N	N	449.76	449.76	Y
EDN-407	QM	49822	Managing Librarian II	07/19/23	07/20/23	Site visit to various Maui libraries and to meet with Alu Like staff at Hana Public Library	N	N	N	578.76	578.76	Y
EDN-407	QB	101286	Managing Librarian II	07/19/23	07/20/23	Hana	N	N	N	170.00	170.00	Y
EDN-407	QM	49822	Managing Librarian II	07/19/23	07/20/23	Hana	N	N	N	170.00	170.00	Y
EDN-407	QB	15445	Librarian IV	07/23/23	07/26/23	Research Institute for Public Libraries (RIPL) Immersive Learning Event - Madison, Wisconsin	N	N	N	2,893.86	\$2,893.86 paid by State & \$1,494.57 paid by other entity	Y
EDN-407	QM	43922	Library Technician V	07/27/23	07/27/23	To Kahului	N	N	N	197.89	197.89	Y
EDN-407	QM	15147	Information Technology Band C	07/27/23	07/27/23	To Kahului	N	N	N	230.89	230.89	Y
EDN-407	QM	49822	Managing Librarian II	07/27/23	07/28/23	Library visit and Waimea re-opening	N	N	N	629.77	629.77	Y
EDN-407	QB	101286	State Librarian	07/27/23	07/28/23	Library visit and Waimea re-opening	N	N	N	102.49	102.49	Y
EDN-407	QM	49822	Managing Librarian II	07/31/23	07/31/23	Site Visit and meet with Molokai Public Library staff to discuss and plan operations.	N	N	N	317.00	317.00	Y
EDN-407	QB	101286	State Librarian	07/31/23	07/31/23	Site Visit and meet with Molokai Public Library staff to discuss and plan operations.	N	N	N	307.00	307.00	Y
EDN-407	QB	102071	Special Assistant to the State Librarian	07/31/23	07/31/23	Site Visit and meet with Molokai Public Library staff to discuss and plan operations.	N	N	N	272.00	272.00	Y
EDN-407	QM	30136	Automated Systems Equipment Tech 1	08/03/23	08/03/23	Maui Per Diem Meals	N	N	N	265.15	265.15	Y
EDN-407	QM	49822	Managing Librarian II	08/04/23	08/04/23	Kauai Branch Managers' Meeting at Waimea Public Library	N	Y	N	214.88	214.88	Y
EDN-407	QB	101286	State Librarian	08/04/23	08/04/23	Kauai Branch Managers' Meeting at Waimea Public Library	N	Y	N	194.88	194.88	Y
EDN-407	QM	49822	Managing Librarian II	08/07/23	08/07/23	Hawaii Branch Managers' Meeting at Hilo Public Library	N	Y	N	176.89	176.89	Y
EDN-407	QB	101286	State Librarian	08/07/23	08/07/23	Hawaii Branch Managers' Meeting at Hilo Public Library	N	Y	N	156.89	156.89	Y
EDN-407	QB	102071	Special Assistant to the State Librarian	08/07/23	08/07/23	Hilo -	N	N	N	96.89	96.89	Y
EDN-407	QJ	318	Librarian IV	08/08/23	08/13/23	Representing Hawaii at the Library of Congress National Book Festival. The Hawaii State Library is the Library of Congress' Center for the Book affiliate.	N	N	N	2,464.86	\$2,464.86 paid by other entity	Y
EDN-407	QJ	49823	Librarian III	08/08/23	08/13/23	Representing Hawaii at the Library of Congress National Book Festival. The Hawaii State Library is the Library of Congress' Center for the Book affiliate.	N	N	N	1,922.09	\$1,031.94 paid by State and \$890.15 paid by other entity	Y
EDN-407	QM	49822	Managing Librarian II	08/11/23	08/11/23	Hawaii Branch Managers' Meeting - Maui	N	Y	N	115.88	115.88	Y
EDN-407	QB	101286	State Librarian	08/11/23	08/11/23	Hawaii Branch Managers' Meeting - Maui	N	Y	N	115.88	115.88	Y
EDN-407	QM	19329	Librarian IV	08/20/23	08/23/23	Attend COSLA forum for continuing education coordinators in Nashville, TN	N	N	N	2,264.91	2,264.91	Y
EDN-407	QM	15147	Information Technology Band C	08/23/23	08/23/23	Site visit to Kahului Public Library to plan for partial reopening of the facility and to meet with staff on-island following the Maui fires to follow up on action item and responses to address community needs.	N	N	N	68.39	68.39	Y

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EDN-407	QB	102071	Special Assistant to the State Librarian	08/23/23	08/23/23	Site visit to Kahului Public Library to plan for partial reopening of the facility and to meet with staff on-island following the Maui fires to follow up on action item and responses to address community needs.	N	N	N	189.39	189.39	Y
EDN-407	QB	101286	State Librarian	08/23/23	08/23/23	Site visit to Kahului Public Library to plan for partial reopening of the facility and to meet with staff on-island following the Maui fires to follow up on action item and responses to address community needs.	N	N	N	68.39	68.39	Y
EDN-407	QM	49822	Managing Librarian II	08/23/23	08/23/23	Site visit to Kahului Public Library to plan for partial reopening of the facility and to meet with staff on-island following the Maui fires to follow up on action item and responses to address community needs.	N	N	N	88.39	88.39	Y
EDN-407	QB	102071	Special Assistant to the State Librarian	08/25/23	08/25/23	Review library spaces for additional public services due to Lahaina wildfire crisis	N	N	N	192.88	192.88	Y
EDN-407	QM	15147	Information Technology Band C	08/30/23	08/30/23	Assist Javier and Nicole - work in Kahului	N	N	N	213.78	213.78	Y
EDN-407	QM	30136	Automated Systems Equipment Tech 1	08/30/23	08/30/23	ASET coverage	N	N	N	88.39	88.39	Y
EDN-407	QM	15147	Information Technology Band C	08/30/23	08/30/23	Assist Arthur and Javier - work in Kahului	N	Y	N	111.14	111.14	Y
EDN-407	QM	43922	Library Technician V	08/30/23	08/30/23	Assist Arthur and Javier - work in Kahului	N	N	N	145.39	145.39	Y
EDN-407	QB	102071	Special Assistant to the State Librarian	08/30/23	08/31/23	Attend pre-offer meetings with contractors at Kihei and Kahului and meeting with vendors to prepare Kahului for re-opening	N	N	N	112.39	112.39	Y
EDN-407	QG	1135	Library Technician V	09/11/23	09/11/23	Travel to Oahu for RFID tagging training. Serving as Lanai liason.	N	Y	N	220.39	220.39	Y
EDN-407	QM	30136	Automated Systems Equipment Tech 1	09/12/23	09/12/23	Cabling and rack installation - Kahului	N	N	Y	321.00	321.00	Y
EDN-407	QM	46029	Automated Systems Equipment Tech 1	09/12/23	09/12/23	Cabling and rack installation - Kahului	N	N	N	228.00	228.00	Y
EDN-407	QB	102936	Administrative Assistant	09/13/23	09/13/23	Hilo - onsite training with Bibliotheca for RFID conversion	N	N	N	146.19	146.19	Y
EDN-407	QM	317	Librarian IV	09/13/23	09/13/23	Hilo - onsite training with Bibliotheca for RFID conversion	N	N	Y	227.39	227.39	Y
EDN-407	QM	30136	Automated Systems Equipment Tech 1	09/13/23	09/13/23	Cabling and rack installation - Kahului	N	N	Y	135.88	135.88	Y
EDN-407	QM	46029	Automated Systems Equipment Tech 1	09/13/23	09/13/23	Cabling and rack installation - Kahului	N	N	N	228.00	228.00	Y
EDN-407	QB	102936	Administrative Assistant	09/14/23	09/14/23	Wailuku - onsite training with Bibliotheca for RFID conversion	N	N	N	146.19	146.19	Y
EDN-407	QM	317	Librarian IV	09/14/23	09/14/23	Wailuku - onsite training with Bibliotheca for RFID conversion	N	N	Y	217.90	217.90	Y
EDN-407	QB	102936	Administrative Assistant	09/15/23	09/15/23	Lihue - onsite training with Bibliotheca for RFID conversion	N	N	Y	116.90	116.90	Y
EDN-407	QM	317	Librarian IV	09/15/23	09/15/23	Lihue - onsite training with Bibliotheca for RFID conversion	N	N	Y	303.38	303.38	Y
EDN-407	QB	102071	Special Assistant to the State Librarian	09/15/23	09/15/23	Meeting with RMA Architects at Kahului Library for an on-site visit for surveying field observations and measuring	N	N	Y	202.38	202.38	Y
EDN-407	QF	19113	Librarian IV	09/18/23	09/25/23	Attending the Association for Rural and Small Libraries conference in Wichita, Kansas happening September 20-23, 2023. This conference focuses on the management and programming in small and rural libraries, such as North Kohala.	N	Y	N	236.88	236.88	Y
EDN-407	QG	1135	Library Technician V	09/18/23	09/25/23	ARSL conference - Wichita, KS (Conference is from 09/20-09/23)	N	N	N	2,105.27	2,105.27	Y
EDN-407	QM	30136	Automated Systems Equipment Tech 1	09/27/23	09/27/23	Kahului - terminating cable and setup computers	N	N	N	2,355.27	2,355.27	Y
EDN-407	QM	46029	Automated Systems Equipment Tech 1	09/27/23	09/27/23	Kahului - terminating cable and setup computers	N	N	N	237.49	237.49	Y
EDN-407	QM	317	Librarian IV	10/02/23	10/02/23	Visit to Molokai Library to conduct on-site training and set up of equipment for RFID Conversion. ASET will install network cable required for future RFID gate installation.	N	N	N	165.20	165.20	Y
EDN-407	QB	102936	Administrative Assistant	10/02/23	10/02/23	Visit to Molokai Library to conduct on-site training and set up of equipment for RFID Conversion. ASET will install network cable required for future RFID gate installation.	N	N	Y	293.01	293.01	Y

Department of Education - Hawaii State Public Library System
Work-related travel as of November 30, 2023

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	23064	Automated Systems Equipment Tech 1	10/02/23	10/02/23	Visit to Molokai Library to conduct on-site training and set up of equipment for RFID Conversion. ASET will install network cable required for future RFID gate installation.	N	N	Y	336.00	336.00	Y
EDN-407	QB	101286	State Librarian	10/02/23	10/04/23	Attend the 2023 Broadband Ho'ike as presenter	N	N	Y	317.01	317.01	Y
EDN-407	QM	124280	Information Technology Band B	10/04/23	10/04/23	Kahului - preparation for opening of Kahului library	N	N	N	1,834.11	1,834.11	Y
EDN-407	QM	46029	Automated Systems Equipment Tech 1	10/04/23	10/04/23	Kahului - preparation for opening of Kahului library	N	N	N	161.78	161.78	Y
EDN-407	QM	15147	Information Technology Band C	10/04/23	10/04/23	Kahului - preparation for opening of Kahului library	N	N	N	176.58	176.58	Y
EDN-407	QM	15147	Information Technology Band C	10/09/23	10/09/23	Kauai -	N	N	N	194.78	194.78	Y
EDN-407	QM	46029	Automated Systems Equipment Tech 1	10/10/23	10/10/23	Maui	N	N	N	174.79	174.79	Y
EDN-407	QM	43922	Library Technician V	10/10/23	10/10/23	Kahului - preparation for opening of Kahului library	N	N	N	195.59	195.59	Y
EDN-407	QM	15147	Information Technology Band C	10/10/23	10/10/23	Kahului - preparation for opening of Kahului library	N	N	N	152.28	152.28	Y
EDN-407	QB	101286	State Librarian	10/10/23	10/10/23	Site visit to potential location for Lahaina Library	N	N	N	185.28	185.28	Y
EDN-407	QB	102071	Special Assistant to the State Librarian	10/10/23	10/10/23	To visit possible temporary site location for Lahaina Library	N	N	N	152.28	152.28	Y
EDN-407	QM	46029	Automated Systems Equipment Tech 1	10/10/23	10/10/23	Kahului - preparation for opening of Kahului library	N	N	N	273.28	273.28	Y
EDN-407	QB	102071	Special Assistant to the State Librarian	10/11/23	10/11/23	To visit Hawaii (Hilo-Kona) libraries with an electrician to review and confirm electrical resources for the RFID installation	N	N	N	195.59	195.59	Y
EDN-407	QB	102071	Special Assistant to the State Librarian	10/12/23	10/12/23	To visit Hawaii (Kona-Hilo) libraries with an electrician to review and confirm electrical resources for the RFID installation	N	N	N	653.98	653.98	Y
EDN-407	QM	49822	Managing Librarian II	10/12/23	10/12/23	Site visit to Molokai Public Library	N	N	N	351.00	351.00	Y
EDN-407	QM	23064	Automated Systems Equipment Tech 1	10/16/23	10/16/23	Lanai - install network cable required for future RFID gates	N	N	N	261.00	261.00	Y
EDN-407	QM	43922	Library Technician V	10/16/23	10/16/23	Lanai - install network cable required for future RFID gates	N	N	N	236.00	236.00	Y
EDN-407	QM	317	Librarian IV	10/16/23	10/16/23	Lanai - install network cable required for future RFID gates	N	N	N	236.00	236.00	Y
EDN-407	QM	46029	Automated Systems Equipment Tech 1	10/17/23	10/17/23	Maui	N	N	N	209.83	209.83	Y
EDN-407	QB	101286	State Librarian	10/24/23	10/24/23	Kauai - Broadband Hoike	Y	N	N	111.99	111.99	Y
EDN-407	QG	1119	Librarian V	10/25/23	10/25/23	Work with Substitute Librarian Technician V to maintain the Molokai collection and discuss HSPLS policies and practices.	N	N	N	362.00	362.00	Y
EDN-407	QM	49822	Managing Librarian II	10/26/23	10/26/23	Bookmobile visit to Lahaina: travel from Kahului to follow the Wailuku Bookmobile on a visit to Lahaina stops.	N	N	N	221.79	221.79	Y
EDN-407	QB	102071	Special Assistant to the State Librarian	10/27/23	10/27/23	Visit Molokai to attend the Electrical and Networking Improvements Project initiation meeting. DAGS Job# 15-36-6639	N	Y	N	351.00	351.00	Y
EDN-407	QB	101286	State Librarian	10/29/23	11/01/23	Rhode Island - COSLA	Y	N	N	1,695.00	1,695.00	Y
EDN-407	QM	15147	Information Technology Band C	11/01/23	11/01/23	Kauai	N	N	N	108.28	108.28	Y
EDN-407	QB	102071	Special Assistant to the State Librarian	11/01/23	11/01/23	Maui - to attend Electrical and Networking improvement project at Wailuku Library. DAGS Job#15-36-6639	N	N	N	219.79	219.79	Y
EDN-407	QB	102071	Special Assistant to the State Librarian	11/02/23	11/02/23	Hilo - to attend Electrical and Networking improvement project at Hilo Library. DAGS Job#11-36-6641	N	N	N	194.78	194.78	Y
EDN-407	QB	102071	Special Assistant to the State Librarian	11/08/23	11/08/23	Hilo - attend the Replace AC and Fire Alarm system pre-construction meeting at Honokaa Library. DAGS Job#61-36-6595	N	Y	N	194.78	194.78	Y
EDN-407	QM	49822	Managing Librarian II	11/08/23	11/08/23	Representing HSPLS for KITV's promotional filming for Lahaina's Bookmobile.	N	N	N	161.78	161.78	Y
EDN-407	QM	15147	Information Technology Band C	11/08/23	11/08/23	Hilo - Replace CISCO 9300	N	N	N	219.38	219.38	Y
EDN-407	QM	46029	Automated Systems Equipment Tech 1	11/08/23	11/08/23	RFID - Maui	N	N	N	176.58	176.58	Y
EDN-407	QM	49822	Managing Librarian II	11/09/23	11/09/23	Palau - annual Pacific Island Association of Libraries conference	N	N	N	3,869.26	3,869.26	Y
EDN-407	QM	46029	Automated Systems Equipment Tech 1	11/13/23	11/15/23	RFID - Maui	N	N	N	417.18	417.18	Y
EDN-407	QM	23064	Automated Systems Equipment Tech 1	11/13/23	11/13/23	RFID - Maui	N	N	N	166.29	166.29	Y

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EDN-407	QM	15147	Information Technology Band C	11/14/23	11/14/23	RFID - Maui	N	N	N	127.28	127.28	Y
EDN-407	QM	15147	Information Technology Band C	11/15/23	11/15/23	RFID - Maui	N	N	N	108.30	108.30	Y
EDN-407	QB	102071	Special Assistant to the State Librarian	11/16/23	11/16/23	Kauai - attend initiation meeting for the Electrical and Networking improvements for Hanapepe Public Library. DAGS	N	Y	N	238.78	238.78	Y
EDN-407	QM	49822	Managing Librarian II	11/18/23	11/18/23	Site visits to Makawao and Kahului libraries	N	N	N	196.78	196.78	Y
EDN-407	QM	46029	Automated Systems Equipment Tech 1	11/21/23	11/21/23	Maui ASET coverage	N	N	N	194.29	194.29	Y
EDN-407	QM	46029	Automated Systems Equipment Tech 1	11/28/23	11/28/23	Maui ASET coverage	N	N	N	148.10	148.10	Y
EDN-407	QM	49822	Managing Librarian II	11/29/23	11/29/23	Molokai - site visit and meet with staff	N	N	N	351.00	351.00	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	FY24		FY25		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. Instead, we will convert the scope of work to planning to support HSPLS efforts for the insurance claim, possible FEMA claim, site planning for a temporary location and site planning for a replacement library.	C	\$ 500,000.00					

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

Table 25

<u>Prog ID</u>	<u>Sub-Org</u>	<u>Positions dispersed for Wildfire Reponse</u>	<u>Justification</u>	<u>MOF</u>	<u>FY24</u>				<u>FY25</u>				<u>Expected End Date</u>	<u>FEMA Eligible?</u>	<u>FEMA Reimb App?</u>	
					<u>Pos (P)</u>	<u>Pos (T)</u>	<u>Pavroll Hours</u>	<u>\$\$\$</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>Pavroll Hours</u>	<u>\$\$\$</u>				