



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

July 23, 2013

TO: The Honorable Neil Abercrombie
Governor

THROUGH: The Honorable Kalbert K. Young
Director of Finance

FROM: Richard Burns
State Librarian

A handwritten signature in cursive script that reads "Richard Burns".

SUBJECT: FY14 Budget Execution Policies and Instructions

The Hawaii State Public Library System (HSPLS) provides the following response to Executive Memorandum (EM) No. 13-02 dated June 28, 2013.

HSPLS received a 5% contingency reserve restriction of \$1,453,031 on our discretionary general fund appropriations. With more than 82% of our total general fund appropriation going to personnel costs, this restriction will have an extremely negative impact on our public libraries and public services statewide. There is nothing in our operating expense budget that we can cut since we are already under-funded with only \$5.3M to cover increasing utility costs, maintenance costs for our integrated library system, increasing security hours, rising costs for supplies, books, auto fuel, and repairs and maintenance for all 50 of our public libraries. We have not received any increase in our allocation for the past 6 years to address these continual rate and price increases for our operational expenses. We have actually expanded our public service hours, we opened 2 new, larger replacement libraries in North Kohala and Manoa, and we have another library in Aiea that will open in the spring 2014. These 3 new replacement libraries have opened or are planned to open with no additional staff or funding as well.

Given our very tight budget, HSPLS will offer the following to meet this mandate: Act 134, SLH 2013 provided \$700,000 in FY 2014 for e-books and other library materials. We are proposing to set aside \$200,000 of this funding towards our 5% restriction. The balance of the \$1,253,031 restrictions will be met through select

vacant positions, and reducing or eliminating temporary and student hires. These actions will result in intermittent or short term closures of more than a dozen public libraries statewide. The other critical impact will be how the Legislature reacts to our restriction of these vacant positions. Last FY 2013, we presented the same budget plan applying the 5% efficiency restrictions towards our vacant positions. We shared this mandate with both the House Finance and Senate Ways and Means Committees and still had 7.50 FTE positions eliminated from our FB 2014-2015 budget. We simply cannot afford to continue losing permanent positions and funding while building new libraries and increasing public service hours.

As per EM No. 13-02, HSPLS is required to submit our operational expenditure plan and other FY 2014 budget forms and reports by July 26, 2013. Unfortunately, HSPLS requires the Board of Education's approval before we can formally submit our FY 2014 budget reports. We will be presenting our budget plan at their next general business meeting on August 20, 2013 and then will submit the approved budget forms and reports to your office and the Department of Budget and Finance. We apologize for not meeting your deadline but we can provide advanced copies of our budget reports at your request.

Please contact Keith T. Fujio at 586-3700, if you have any questions or require any additional information. Thank you.

Attachments

TO: DIRECTOR, DEPARTMENT OF BUDGET AND FINANCE

Request is hereby made for approval of the following allotments:

STATE OF HAWAII REQUEST FOR ALLOTMENT

JUL 22 2013

DEPARTMENT Hawaii State Public Library System
 APPROPRIATION SYMBOL G-14-047-E
X-XX-XXX-XX

COMPTROLLER'S NO. _____ DATE _____
XXXXXXXX MM/DD/YY

General

FUND

DEPT. NO. _____ 17

APPROPRIATION TITLE AND ACT NO. OR LAW Act 134, SLH 2013
 PROGRAM I.D. NO. AND TITLE EDN 407 - Public Libraries

A

MEANS OF FINANCING

ORIGINAL _____ OR AMENDMENT NO. 1

SIGNATURE [Signature]

ALLOTMENT CATEGORY DESCRIPTION	APPROPRIATION	RESTRICTED	ALLOCATION FOR THIS FISCAL YEAR	ALLOTMENT FOR QUARTER JULY-SEPT	ALLOTMENT FOR QUARTER OCT-DEC	ALLOTMENT FOR QUARTER JAN-MAR	ALLOTMENT FOR QUARTER APR-JUNE	ESTIMATED BALANCE JUNE 30, 20__	R E V
Personnel Services	23,887,661.00	0.00	5,971,915.00	5,971,915.00	0.00	0.00	0.00	17,915,746.00	
Amdt - Gross Allocation & Full-Year Adjustment			17,915,746.00	0.00	5,971,915.00	5,971,915.00	5,971,916.00	(17,915,746.00)	
CB - All, Other Salary Adjustments			371,742.00	92,935.00	92,935.00	92,935.00	92,937.00		
Contingency Reserve Restrictions		(1,253,031.00)	(1,253,031.00)	(313,250.00)	(313,250.00)	(313,250.00)	(313,281.00)		
10 - Personnel Services	23,887,661.00	(1,253,031.00)	23,006,372.00	5,751,600.00	5,751,600.00	5,751,600.00	5,751,572.00	0.00	
Other Current Expenses	5,372,950.00	0.00	1,343,237.00	1,343,237.00	0.00	0.00	0.00	4,029,713.00	
Amdt - Gross Allocation & Full-Year Adjustment			4,029,713.00	208,648.00	1,293,238.00	1,293,238.00	1,234,589.00	(4,029,713.00)	
Contingency Reserve Restrictions		(200,000.00)	(200,000.00)	(50,000.00)	(50,000.00)	(50,000.00)	(50,000.00)		
Trf - State Librarian's Protocol Account (G-14-197-E)			(2,000.00)	(500.00)	(500.00)	(500.00)	(500.00)		
20 - Other Current Expenses	5,372,950.00	(200,000.00)	5,170,950.00	1,501,385.00	1,242,738.00	1,242,738.00	1,184,089.00	0.00	
	29,260,611.00	(1,453,031.00)	28,177,322.00	7,252,985.00	6,994,338.00	6,994,338.00	6,935,661.00	0.00	

ALLOTMENT ADVICE

TO THE HEAD OF THE DEPARTMENT NAMED ABOVE:
 Please be advised that the following allotments have been approved.
 Expenditures incurred during each allotment period must be restricted to the amounts approved.

DATE _____ DIRECTOR, DEPARTMENT OF BUDGET AND FINANCE
 BY DIRECTION OF THE GOVERNOR

APPROPRIATION		ALLOTMENT	ALLOT CAT	1ST QUARTER AMOUNT		2ND QUARTER AMOUNT		3RD QUARTER AMOUNT		4TH QUARTER AMOUNT		ALLOTMENT REVERSIONS
APPROPRIATION EST/ INCREASE	RESTRICTION INCREASE	ALLOT EST/ INCREASE		TC	XXXXXXXXXXXX	TC	XXXXXXXXXXXX	TC	XXXXXXXXXXXX	TC	XXXXXXXXXXXX	REVERSION DECREASE
TC	XXXXXXXXXXXX	TC	XXXXXXXXXXXX									TC
411	431	1,453,031.00	10	511		512	5,751,600.00	513	5,751,600.00	514	5,751,572.00	593
		ALLOT DECREASE	10	515	220,315.00	516		517		518		
		ALLOT DECREASE	20	511	158,148.00	512	1,242,738.00	513	1,242,738.00	514	1,184,089.00	593
412	432		20	515		516		517		518		

INSTRUCTIONS: Prepare in triplicate and submit all copies to the Department of Budget and Finance.
 State fully on the reverse side the necessity for requesting amended allotment. Requests for capital outlays must be itemized.

To reflect gross allocation, allotments for 2nd, 3rd and 4th quarters and to transfer to Protocol account (-2,000, other).

Act 79/2013		Act 82/2013		Act 173/2013	
Included	36,858	Included	248,591	Included	0
Excluded	<u>7,488</u>	Excluded	<u>48,750</u>	Excluded	<u>30,055</u>
	44,346		297,341		30,055

REPORT # OBBEXP1

STATE OF HAWAII
 OPERATIONAL EXPENDITURE PLAN
 2013 - 14

FISCAL YR: 14
 PROGRAM ID: EDN 407
 TABLE-ID: A
 PROGRAM TITLE: PUBLIC LIBRARIES

DEPARTMENT OF EDUCATION - HSPLS

DATE: 16-Jul-13

C R D	PROGRAM REQUIREMENTS	T R	APPROPRIATION 2013 - 14	CURRENT RESTRICTION 2013 - 14	NET TRANSFERS 2013 - 14	CURRENT ALLOCATION 2013 - 14	PLANNED EXPENDITURE PROGRAM				PLANNED EXPENDITURE PROGRAM TOTAL
							1ST QTR	2ND QTR	3RD QTR	4TH QTR	
	1. PERSONAL SVCS (PAYROLL)		23,887,661	1,253,031		22,634,630	5,658,665	5,658,665	5,658,665	5,658,635	22,634,630
	2. ALL CB, OTHER SALARY ADJS				371,742	371,742	92,935	92,935	92,935	92,937	371,742
	3. FINANCING AGREEMENTS					0					0
	4. OTHER CURRENT EXPENSES		4,872,950	200,000		4,672,950	1,376,885	1,118,238	1,118,238	1,059,589	4,672,950
	5. OTHER COST ITEMS - ALL				-2,000	-2,000	-500	-500	-500	-500	-2,000
	6. EQUIPMENT		500,000			500,000	125,000	125,000	125,000	125,000	500,000
	7. MOTOR VEHICLE					0					0
C R D	TOTAL APPROPRIATION	T R	29,260,611	1,453,031	369,742	28,177,322	7,252,985	6,994,338	6,994,338	6,935,661	28,177,322
	FUND YR APPR DEPT	R MOF									
8.	G 14 047 E	A									
9.	G 14 047 E	A	29,260,611	1,453,031	369,742	28,177,322	7,252,985	6,994,338	6,994,338	6,935,661	28,177,322
	TOTAL APPROPRIATION		29,260,611	1,453,031	369,742	28,177,322	7,252,985	6,994,338	6,994,338	6,935,661	28,177,322

OPERATIONAL EXPENDITURE PLAN FOR FISCAL YEAR 2014

PROGRAM ID: EDN 407

PROGRAM TITLE: Public Libraries

PROGRAM OBJECTIVES: To operate a public library program that will improve and enrich the intellectual development, personal achievement, and leisure time activities of the public by providing appropriate reading, research, audiovisual, and online resources, programs and services.

1. We will provide open access to our collections and services, including outreach services to our constituencies who do not use the library, or who are unable to get to the library, or for whom the printed word is not an acceptable mode of learning.
2. We will protect the public's "right to know"; we will protect their privacy and confidentiality.
3. We will stay in the forefront of the technological revolution, while maintaining our traditional modes of service.
4. We will be seen as the gathering place and the educational and information centers of our communities.
5. We will educate our constituencies and funding bodies to the value-added nature of the library and its librarians and support staff.
6. We will effectively and efficiently address the social, economic, technological, financial, and other changes in our communities and State.
7. We will provide collections, programs and services that are current, comprehensive, and authoritative; and assure that these services are efficient, cost-effective and timely.

	<u>1st Quarter</u>	<u>2nd Quarter</u>	<u>3rd Quarter</u>	<u>4th Quarter</u>
1) No. of In-Library Users (thousands)	1,288	1,288	1,288	1,288
2) No. of Hours of Service (annually)	22,940	22,940	22,940	22,940
3) No. of Items Linked (thousands)	42	42	42	42
4) No. of Items Circulated (thousands)	1,662	1,662	1,662	1,662
5) No. of Reference Questions (thousands)	167	167	167	167
6) No. of Items Circulated by LBPH	10,714	10,714	10,714	10,714
7) No. of eBooks & Digital Audio Books	2,420	2,420	2,420	2,420
8) No. of Subscription Online Databases	21	20	20	20
9) No. of Public Program Library Visits/Orientation/Tours	2,398	2,398	2,398	2,398
10) Total Attendance Pub. Program/Library Visits/Orientation/Tours	68,379	68,379	68,379	68,379

TO: DIRECTOR, DEPARTMENT OF BUDGET AND FINANCE

Request is hereby made for approval of the following allotments:

DEPARTMENT Hawaii State Public Library System

APPROPRIATION SYMBOL G-14-197-E

X-XX-XXX-XX

STATE OF HAWAII REQUEST FOR ALLOTMENT

COMPTROLLER'S NO. _____

XXXXXXXX

DATE **JUL 22 2013**

MM/DD/YY

DEPT. NO. _____

17

ORIGINAL _____

X

OR AMENDMENT NO. _____

SIGNATURE _____



APPROPRIATION TITLE AND ACT NO. OR LAW Act 134, SLH 2013

PROGRAM I.D. NO. AND TITLE EDN 407 - Public Libraries

General

FUND

A

MEANS OF FINANCING

ALLOTMENT CATEGORY DESCRIPTION	APPROPRIATION	RESTRICTED	ALLOCATION FOR THIS FISCAL YEAR	ALLOTMENT FOR QUARTER JULY-SEPT	ALLOTMENT FOR QUARTER OCT-DEC	ALLOTMENT FOR QUARTER JAN-MAR	ALLOTMENT FOR QUARTER APR-JUNE	ESTIMATED BALANCE JUNE 30, 20__	R E V
Personnel Services									
10 - Personnel Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Other Current Expenses			2,000.00	500.00	500.00	500.00	500.00	0.00	
20 - Other Current Expenses	0.00	0.00	2,000.00	500.00	500.00	500.00	500.00	0.00	
	0.00	0.00	2,000.00	500.00	500.00	500.00	500.00	0.00	

ALLOTMENT ADVICE

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DATE _____

DIRECTOR, DEPARTMENT OF BUDGET AND FINANCE
BY DIRECTION OF THE GOVERNOR

APPROPRIATION				ALLOT CAT	1ST QUARTER AMOUNT		2ND QUARTER AMOUNT		3RD QUARTER AMOUNT		4TH QUARTER AMOUNT		ALLOTMENT REVERSIONS	
APPROPRIATION EST/ INCREASE		RESTRICTION INCREASE			TC	XXXXXXXXXXXX : XX	REVERSION DECREASE							
TC	XXXXXXXXXXXX : XX	TC	XXXXXXXXXXXX : XX	10	511		512		513		514		TC	XXXXXXXXXXXX : XX
411		431		10	515		516		517		518		593	
APPROPRIATION DECREASE		RESTRICTION DECREASE		20	511	500.00	512	500.00	513	500.00	514	500.00	593	
TC	XXXXXXXXXXXX : XX	TC	XXXXXXXXXXXX : XX	20	515		516		517		518			

INSTRUCTIONS: Prepare in triplicate and submit all copies to the Department of Budget and Finance.

State fully on the reverse side the necessity for requesting amended allotment. Requests for capital outlays must be itemized.

STATE ACCOUNTING FORM A-19
JANUARY 1, 2000 (REVISED)

REPORT # OBBEXP1

STATE OF HAWAII
 OPERATIONAL EXPENDITURE PLAN
 2013 - 14

FISCAL YR: 14
 PROGRAM ID: EDN407
 TABLE-ID: A
 PROGRAM TITLE: PUBLIC LIBRARIES

DEPARTMENT OF Hawaii State Public Library System

DATE: 16-Jul-13

C R D	PROGRAM REQUIREMENTS	T R	APPROPRIATION 2013 - 14	CURRENT RESTRICTION 2013 - 14	NET TRANSFERS 2013 - 14	CURRENT ALLOCATION 2013 - 14	PLANNED EXPENDITURE PROGRAM				PLANNED EXPENDITURE PROGRAM TOTAL	
							1ST QTR	2ND QTR	3RD QTR	4TH QTR		
	1. PERSONAL SVCS (PAYROLL)					0					0	
	2. ALL CB, OTHER SALARY ADJS										0	
	3. FINANCING AGREEMENTS					0					0	
	4. OTHER CURRENT EXPENSES			0	2,000	2,000	500	500	500	500	2,000	
	5. OTHER COST ITEMS - ALL										0	
	6. EQUIPMENT					0					0	
	7. MOTOR VEHICLE					0					0	
TOTAL APPROPRIATION			0	0	2,000	2,000	500	500	500	500	2,000	
C R D	FUND YR APPR DEPT	T R	MOF									
8.	G 14 197 E	A										
9.	G 14 197 E	A		0	0	2,000	2,000	500	500	500	500	2,000
TOTAL APPROPRIATION			0	0	2,000	2,000	500	500	500	500	2,000	

OPERATIONAL EXPENDITURE PLAN FOR FISCAL YEAR 2014

PROGRAM ID: EDN 407

PROGRAM TITLE: Public Libraries

PROGRAM OBJECTIVES: To operate a public library program that will improve and enrich the intellectual development, personal achievement, and leisure time activities of the public by providing appropriate reading, research, audiovisual, and online resources, programs and services.

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	<u>1st Quarter</u>	<u>2nd Quarter</u>	<u>3rd Quarter</u>	<u>4th Quarter</u>
1) No. of In-Library Users (thousands)	1,288	1,288	1,288	1,288
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3) No. of Items Linked (thousands)	42	42	42	42
4) No. of Items Circulated (thousands)	1,662	1,662	1,662	1,662
5) No. of Reference Questions (thousands)	167	167	167	167
6) No. of Items Circulated by LBPH	10,714	10,714	10,714	10,714
7) No. of eBooks & Digital Audio Books	2,420	2,420	2,420	2,420
8) No. of Subscription Online Databases	21	20	20	20
9) No. of Public Program Library Visits/Orientation/Tours	2,398	2,398	2,398	2,398
10) Total Attendance Pub. Program/Library Visits/Orientation/Tours	68,379	68,379	68,379	68,379

TO: DIRECTOR, DEPARTMENT OF BUDGET AND FINANCE

Request is hereby made for approval of the following allotments:

DEPARTMENT Hawaii State Public Library System

APPROPRIATION SYMBOL S-14-335-E

X-XX-XXXX-XX

STATE OF HAWAII REQUEST FOR ALLOTMENT

Special

FUND

B

MEANS OF FINANCING

COMPTROLLER'S NO. _____

XXXXXXXXXX

DATE

JUL 22 2013

MM/DD/YY

DEPT. NO. _____

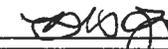
17

ORIGINAL _____

OR AMENDMENT NO. _____

1

SIGNATURE _____



ALLOTMENT CATEGORY DESCRIPTION	APPROPRIATION	RESTRICTED	ALLOCATION FOR THIS FISCAL YEAR	ALLOTMENT FOR QUARTER JULY-SEPT	ALLOTMENT FOR QUARTER OCT-DEC	ALLOTMENT FOR QUARTER JAN-MAR	ALLOTMENT FOR QUARTER APR-JUNE	ESTIMATED BALANCE JUNE 30, 20	R E V
Personnel Services									
10 - Personnel Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Other Current Expenses Amdt - Allocation & Full-Year Allotment	2,000,000.00	0.00	500,000.00 1,500,000.00	500,000.00 100,000.00	0.00 600,000.00	0.00 600,000.00	0.00 200,000.00	1,500,000.00 (1,500,000.00)	
20 - Other Current Expenses	2,000,000.00	0.00	2,000,000.00	600,000.00	600,000.00	600,000.00	200,000.00	0.00	
	2,000,000.00	0.00	2,000,000.00	600,000.00	600,000.00	600,000.00	200,000.00	0.00	

ALLOTMENT ADVICE

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DIRECTOR, DEPARTMENT OF BUDGET AND FINANCE
BY DIRECTION OF THE GOVERNOR

APPROPRIATION		ALLOTMENT	1ST QUARTER AMOUNT		2ND QUARTER AMOUNT		3RD QUARTER AMOUNT		4TH QUARTER AMOUNT		ALLOTMENT REVERSIONS	
APPROPRIATION EST/ INCREASE	RESTRICTION INCREASE	ALLOT CAT	TC	XXXXXXXXXXXXXX	TC	XXXXXXXXXXXXXX	TC	XXXXXXXXXXXXXX	TC	XXXXXXXXXXXXXX	REVERSION DECREASE	
TC	XXXXXXXXXXXXXX	XX	TC	XXXXXXXXXXXXXX	XX	TC	XXXXXXXXXXXXXX	XX	TC	XXXXXXXXXXXXXX	XX	
411	431		10	511		512		513		514	593	
APPROPRIATION DECREASE	RESTRICTION DECREASE	ALLOT EST/ INCREASE	20	511	100,000:00	512	600,000:00	513	600,000:00	514	200,000:00	593
TC	XXXXXXXXXXXXXX	XX	TC	XXXXXXXXXXXXXX	XX	TC	XXXXXXXXXXXXXX	XX	TC	XXXXXXXXXXXXXX	XX	
412	432		20	515		516		517		518		

INSTRUCTIONS: Prepare in triplicate and submit all copies to the Department of Budget and Finance.
State fully on the reverse side the necessity for requesting amended allotment. Requests for capital outlays must be itemized.

STATE ACCOUNTING FORM A-19
JANUARY 1, 2000 (REVISED)

To reflect gross allocation, increase 1st qtr. allotment and allotments for 2nd, 3rd and 4th quarters.

REPORT # OBBEXP1

STATE OF HAWAII
 OPERATIONAL EXPENDITURE PLAN
 2013 - 14

FISCAL YR: 14
 PROGRAM ID: EDN 407
 TABLE-ID: B
 PROGRAM TITLE: PUBLIC LIBRARIES

DEPARTMENT OF EDUCATION - HSPLS

DATE: 16-Jul-13

C R D	PROGRAM REQUIREMENTS	T R	APPROPRIATION 2013 - 14	CURRENT RESTRICTION 2013 - 14	NET TRANSFERS 2013 - 14	CURRENT ALLOCATION 2013 - 14	PLANNED EXPENDITURE PROGRAM				PLANNED EXPENDITURE PROGRAM TOTAL				
							1ST QTR	2ND QTR	3RD QTR	4TH QTR					
	1. PERSONAL SVCS (PAYROLL)					0					0				
	2. ALL CB, OTHER SALARY ADJS										0				
	3. FINANCING AGREEMENTS					0					0				
	4. OTHER CURRENT EXPENSES					0					0				
	5. OTHER COST ITEMS - ALL										0				
	6. EQUIPMENT		2,000,000	0	0	2,000,000	600,000	600,000	600,000	200,000	2,000,000				
	7. MOTOR VEHICLE					0					0				
<hr/>															
C R D	TOTAL APPROPRIATION		2,000,000	0	0	2,000,000	600,000	600,000	600,000	200,000	2,000,000				
	FUND	YR	APPR	DEPT	T R	MOF									
8.	S	14	335	E	B		0								
9.	S	14	335	E	B		2,000,000	0	0	2,000,000	600,000	600,000	600,000	200,000	2,000,000
<hr/>															
	TOTAL APPROPRIATION		2,000,000	0	0	2,000,000	600,000	600,000	600,000	200,000	2,000,000				

OPERATIONAL EXPENDITURE PLAN FOR FISCAL YEAR 2014

PROGRAM ID: EDN 407

PROGRAM TITLE: Public Libraries

PROGRAM OBJECTIVES: To operate a public library program that will improve and enrich the intellectual development, personal achievement, and leisure time activities of the public by providing appropriate reading, research, audiovisual, and online resources, programs and services.

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STATE OF HAWAII REQUEST FOR ALLOTMENT

JUL 22 2013

DEPARTMENT Hawaii State Public Library System
APPROPRIATION SYMBOL S-14-336-E
x-xx-xxxx-xx

COMPTROLLER'S NO. _____ DATE _____
xxxxxxxx MM/DD/YY

Special
FUND

DEPT. NO. _____ 17

APPROPRIATION TITLE AND ACT NO. OR LAW Act 134, SLH 2013
PROGRAM I.D. NO. AND TITLE EDN 407 - Public Libraries

ORIGINAL _____ OR AMENDMENT NO. 1

B
MEANS OF FINANCING

SIGNATURE _____

ALLOTMENT CATEGORY DESCRIPTION	APPROPRIATION	RESTRICTED	ALLOCATION FOR THIS FISCAL YEAR	ALLOTMENT FOR QUARTER JULY-SEPT	ALLOTMENT FOR QUARTER OCT-DEC	ALLOTMENT FOR QUARTER JAN-MAR	ALLOTMENT FOR QUARTER APR-JUNE	ESTIMATED BALANCE JUNE 30, 20__	R E V
Personnel Services									
10 - Personnel Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Other Current Expenses Amdt - Gross Allocation & Full-Year Adjustment	1,125,000.00	0.00	281,250.00 843,750.00	281,250.00 50,000.00	0.00 281,250.00	0.00 281,250.00	0.00 231,250.00	843,750.00 (843,750.00)	
20 - Other Current Expenses	1,125,000.00	0.00	1,125,000.00	331,250.00	281,250.00	281,250.00	231,250.00	0.00	
	1,125,000.00	0.00	1,125,000.00	331,250.00	281,250.00	281,250.00	231,250.00	0.00	

ALLOTMENT ADVICE

TO THE HEAD OF THE DEPARTMENT NAMED ABOVE:
Please be advised that the following allotments have been approved.
Expenditures incurred during each allotment period must be restricted to the amounts approved.

DATE _____ DIRECTOR, DEPARTMENT OF BUDGET AND FINANCE
BY DIRECTION OF THE GOVERNOR

APPROPRIATION				ALLOTMENT	ALLOT CAT	1ST QUARTER AMOUNT		2ND QUARTER AMOUNT		3RD QUARTER AMOUNT		4TH QUARTER AMOUNT		ALLOTMENT REVERSIONS
APPROPRIATION EST/ INCREASE		RESTRICTION INCREASE				TC	XXXXXXXXXXXX	TC	XXXXXXXXXXXX	TC	XXXXXXXXXXXX	TC	XXXXXXXXXXXX	
TC	XXXXXXXXXXXX	TC	XXXXXXXXXXXX	ALLOT EST/ INCREASE	10	511		512		513		514		REVERSION DECREASE
411		431		ALLOT DECREASE	10	515		516		517		518		593
TC	XXXXXXXXXXXX	TC	XXXXXXXXXXXX	ALLOT EST/ INCREASE	20	511	50,000.00	512	281,250.00	513	281,250.00	514	231,250.00	593
412		432		ALLOT DECREASE	20	515		516		517		518		

INSTRUCTIONS: Prepare in triplicate and submit all copies to the Department of Budget and Finance.
State fully on the reverse side the necessity for requesting amended allotment. Requests for capital outlays must be itemized.

STATE ACCOUNTING FORM A-19
JANUARY 1, 2000 (REVISED)

To reflect gross allocation, increase 1st quarter allotment and allotments for 2nd, 3rd and 4th quarters.

REPORT # OBBEXP1

STATE OF HAWAII
 OPERATIONAL EXPENDITURE PLAN
 2013 - 14

FISCAL YR: 14
 PROGRAM ID: EDN 407
 TABLE-ID: B
 PROGRAM TITLE: PUBLIC LIBRARIES

DEPARTMENT OF EDUCATION - HSPLS

DATE: 16-Jul-13

C R D	PROGRAM REQUIREMENTS	T R	APPROPRIATION 2013 - 14	CURRENT RESTRICTION 2013 - 14	NET TRANSFERS 2013 - 14	CURRENT ALLOCATION 2013 - 14	PLANNED EXPENDITURE PROGRAM				PLANNED EXPENDITURE PROGRAM TOTAL	
							1ST QTR	2ND QTR	3RD QTR	4TH QTR		
	1. PERSONAL SVCS (PAYROLL)					0					0	
	2. ALL CB, OTHER SALARY ADJS										0	
	3. FINANCING AGREEMENTS					0					0	
	4. OTHER CURRENT EXPENSES					0					0	
	5. OTHER COST ITEMS - ALL										0	
	6. EQUIPMENT		1,125,000	0	0	1,125,000	331,250	281,250	281,250	231,250	1,125,000	
	7. MOTOR VEHICLE					0					0	
	TOTAL APPROPRIATION		1,125,000	0	0	1,125,000	331,250	281,250	281,250	231,250	1,125,000	
C R D	FUND YR APPR DEPT	T R	MOF									
	8. S 14 336 E	B		0								
	9. S 14 336 E	B		1,125,000	0	0	1,125,000	331,250	281,250	281,250	231,250	1,125,000
	TOTAL APPROPRIATION			0	0	0	1,125,000	331,250	281,250	281,250	231,250	1,125,000

OPERATIONAL EXPENDITURE PLAN FOR FISCAL YEAR 2014

PROGRAM ID: EDN 407

PROGRAM TITLE: Public Libraries

PROGRAM OBJECTIVES: To operate a public library program that will improve and enrich the intellectual development, personal achievement, and leisure time activities of the public by providing appropriate reading, research, audiovisual, and online resources, programs and services.

1. We will provide open access to our collections and services, including outreach services to our constituencies who do not use the library, or who are unable to get to the library, or for whom the printed word is not an acceptable mode of learning.
2. We will protect the public's "right to know"; we will protect their privacy and confidentiality.
3. We will stay in the forefront of the technological revolution, while maintaining our traditional modes of service.
4. We will be seen as the gathering place and the educational and information centers of our communities.
5. We will educate our constituencies and funding bodies to the value-added nature of the library and its librarians and support staff.
6. We will effectively and efficiently address the social, economic, technological, financial, and other changes in our communities and State.
7. We will provide collections, programs and services that are current, comprehensive, and authoritative; and assure that these services are efficient, cost-effective and timely.

	<u>1st Quarter</u>	<u>2nd Quarter</u>	<u>3rd Quarter</u>	<u>4th Quarter</u>
1) No. of In-Library Users (thousands)	1,288	1,288	1,288	1,288
2) No. of Hours of Service (annually)	22,940	22,940	22,940	22,940
3) No. of Items Linked (thousands)	42	42	42	42
4) No. of Items Circulated (thousands)	1,662	1,662	1,662	1,662
5) No. of Reference Questions (thousands)	167	167	167	167
6) No. of Items Circulated by LBPH	10,714	10,714	10,714	10,714
7) No. of eBooks & Digital Audio Books	2,420	2,420	2,420	2,420
8) No. of Subscription Online Databases	21	20	20	20
9) No. of Public Program Library Visits/Orientation/Tours	2,398	2,398	2,398	2,398
10) Total Attendance Pub. Program/Library Visits/Orientation/Tours	68,379	68,379	68,379	68,379

TO: DIRECTOR, DEPARTMENT OF BUDGET AND FINANCE
Request is hereby made for approval of the following allotments:

STATE OF HAWAII REQUEST FOR ALLOTMENT

JUL 22 2013

DEPARTMENT Hawaii State Public Library System
APPROPRIATION SYMBOL S-14-247-E
X-XX-XXX-XX

COMPTROLLER'S NO. _____ DATE _____
XXXXXXXX MM/DD/YY

Special
FUND

DEPT. NO. _____ 17

APPROPRIATION TITLE AND ACT NO. OR LAW Act 134, SLH 2013
PROGRAM I.D. NO. AND TITLE EDN 407 - Public Libraries

ORIGINAL _____ OR AMENDMENT NO. 1

P

MEANS OF FINANCING

SIGNATURE [Signature]

ALLOTMENT CATEGORY DESCRIPTION	APPROPRIATION	RESTRICTED	ALLOCATION FOR THIS FISCAL YEAR	ALLOTMENT FOR QUARTER JULY-SEPT	ALLOTMENT FOR QUARTER OCT-DEC	ALLOTMENT FOR QUARTER JAN-MAR	ALLOTMENT FOR QUARTER APR-JUNE	ESTIMATED BALANCE JUNE 30, 20__	R E V
Personnel Services									
10 - Personnel Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Other Current Expenses	1,365,244.00	0.00	341,311.00	341,311.00	0.00	0.00	0.00	1,023,933.00	
Amdt - Gross Allocation & Full-Year Adjustment			1,023,933.00	0.00	400,000.00	300,000.00	323,933.00	(1,023,933.00)	
Carry-Over			531,560.00	531,560.00					
20 - Other Current Expenses	1,365,244.00	0.00	1,896,804.00	872,871.00	400,000.00	300,000.00	323,933.00	0.00	
	1,365,244.00	0.00	1,896,804.00	872,871.00	400,000.00	300,000.00	323,933.00	0.00	

ALLOTMENT ADVICE

TO THE HEAD OF THE DEPARTMENT NAMED ABOVE:

Please be advised that the following allotments have been approved.

Expenditures incurred during each allotment period must be restricted to the amounts approved.

DATE _____

DIRECTOR, DEPARTMENT OF BUDGET AND FINANCE
BY DIRECTION OF THE GOVERNOR

APPROPRIATION				ALLOTMENT	ALLOT CAT	1ST QUARTER AMOUNT		2ND QUARTER AMOUNT		3RD QUARTER AMOUNT		4TH QUARTER AMOUNT		ALLOTMENT REVERSIONS							
APPROPRIATION EST/ INCREASE		RESTRICTION INCREASE				TC	XXXXXXXXXX	XX	TC	XXXXXXXXXX	XX	TC	XXXXXXXXXX	XX	TC	XXXXXXXXXX	XX				
TC	XXXXXXXXXX	XX	TC	XXXXXXXXXX	XX																
411	531,560	00	431																		
APPROPRIATION DECREASE				RESTRICTION DECREASE		ALLOT EST/ INCREASE	10	511													
TC	XXXXXXXXXX	XX	TC	XXXXXXXXXX	XX																
412			432																		
APPROPRIATION DECREASE				RESTRICTION DECREASE		ALLOT EST/ INCREASE	20	511	531,560	00	512	400,000	00	513	300,000	00	514	323,933	00	593	
TC	XXXXXXXXXX	XX	TC	XXXXXXXXXX	XX																
412			432																		

INSTRUCTIONS: Prepare in triplicate and submit all copies to the Department of Budget and Finance.
State fully on the reverse side the necessity for requesting amended allotment. Requests for capital outlays must be itemized.

STATE ACCOUNTING FORM A-19
JANUARY 1, 2000 (REVISED)

To reflect gross allocation, allotment for 2nd, 3rd and 4th quarters, and to increase allotment by carry-over amount from FY 13.

REPORT # OBBEXP1

STATE OF HAWAII
 OPERATIONAL EXPENDITURE PLAN
 2013 - 14

FISCAL YR: 14
 PROGRAM ID: EDN 407
 TABLE-ID: P
 PROGRAM TITLE: PUBLIC LIBRARIES

DEPARTMENT OF EDUCATION - HSPLS

DATE: 16-Jul-13

C R D	T R	APPROPRIATION 2013 - 14	CURRENT RESTRICTION 2013 - 14	NET TRANSFERS 2013 - 14	CURRENT ALLOCATION 2013 - 14	PLANNED EXPENDITURE PROGRAM				PLANNED EXPENDITURE PROGRAM TOTAL	
						1ST QTR	2ND QTR	3RD QTR	4TH QTR		
1.					0					0	
2.										0	
3.					0					0	
4.		1,365,244	0	0	1,365,244	341,311	400,000	300,000	323,933	1,365,244	
5.										0	
6.					0					0	
7.					0					0	
<hr/>											
C		TOTAL APPROPRIATION									
R		=====	1,365,244	0	0	1,365,244	341,311	400,000	300,000	323,933	1,365,244
D		FUND YR APPR DEPT	T	R	MOF	=====	=====	=====	=====	=====	
8.	S	14 247 E	P			0					
9.	S	14 247 E	P			1,365,244	341,311	400,000	300,000	323,933	1,365,244
<hr/>											
		TOTAL APPROPRIATION									
		=====	1,365,244	0	0	1,365,244	341,311	400,000	300,000	323,933	1,365,244
<hr/>											

OPERATIONAL EXPENDITURE PLAN FOR FISCAL YEAR 2014

PROGRAM ID: EDN 407

PROGRAM TITLE: Public Libraries

PROGRAM OBJECTIVES: To operate a public library program that will improve and enrich the intellectual development, personal achievement, and leisure time activities of the public by providing appropriate reading, research, audiovisual, and online resources, programs and services.

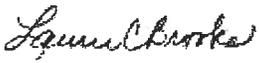
1. We will provide open access to our collections and services, including outreach services to our constituencies who do not use the library, or who are unable to get to the library, or for whom the printed word is not an acceptable mode of learning.
2. We will protect the public's "right to know"; we will protect their privacy and confidentiality.
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10) Total Attendance Pub. Program/Library Visits/Orientation/Tours	68,379	68,379	68,379	68,379



**Official Award Notification for Grants and
Cooperative Agreements**

Date of Award January 26, 2012

Awardee Name and Address Hawaii State Public Library System 44 Merchant Street Honolulu, HI 96813-4311	LSTA State Grants Award Number LS-00-12-0012-12
Authorizing Official Richard Burns 44 Merchant Street Honolulu, HI 96813-4311	Award Period From October 01, 2011 To September 30, 2013
Project Director Richard Burns 44 Merchant Street Honolulu, HI 96813-4311	Total Award Amount \$ 1,159,084.00 01/26/2012 \$1,159,084.00 Original Award
Basic Award Information 1. IMLS provides this grant support under the Library Services and Technology Act (LSTA) for the purposes of the Act (P.L. 104-208, as amended, CFDA No. 45.310) and as identified in the grantee's Five-Year State Plan for FY2008-2012 and any forthcoming amendments approved by IMLS. 2. The grantee must request and receive IMLS' prior approval for amendments, including new or substantial changes to the goals as documented in the State's Five-Year Plan. 3. The administration of this grant and the expenditure of grant funds are subject to the guidance provided at the time of award and the guidance provided in the State Library Program Manual, posted on our Extranet. The latter document incorporates by reference the audit requirements of OMB CircularA-133 and the applicable uniform administrative requirements and cost principles promulgated by the Office of Management and Budget (See Section IV. Statutes, Regulations and IMLS Guidance). 4. The first request for payment will indicate the grantee's acceptance of the award and compliance with the LSTA statutory and regulatory requirements.	
IMLS Authorizing Official Signature 	Name and Title Laurie C. Brooks Associate Deputy Director
Accounting code: CFDA Number: 45.310	TIN No. - 990277716 DUNS No. - 949573844

