



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

January 26, 2011

TO: The Honorable Carol Mon Lee, Chairperson  
Committee on Legislation, Public Charter Schools & Public Libraries  
Board of Education

FROM: Richard Burns  
State Librarian

A handwritten signature in blue ink that reads "Richard Burns".

SUBJECT: **RECOMMENDATION TO ALIGN THE HAWAII STATE PUBLIC LIBRARY SYSTEM'S CAPITAL IMPROVEMENTS PROJECTS (CIP) AND THE HAWAII STATE PUBLIC LIBRARY SYSTEM'S NEW, EXPANDED AND REPLACEMENT LIBRARIES TO ITS CIP MATRIX**

1. **RECOMMENDATION**

It is recommended that the Board of Education's (Board) Committee on Legislation, Public Charter Schools & Public Libraries approve the Hawaii State Public Library System's (HSPLS) recommendation to align the HSPLS Health and Safety Improvement Projects Priority List and the HSPLS New, Expanded and Replacement Libraries Priority List to its CIP Priority Matrix.

2. **RECOMMENDED EFFECTIVE DATE**

Upon Board approval.

3. **RECOMMENDED COMPLIANCE DATE**

Upon Board approval.

4. **DISCUSSION**

a. Condition leading to the recommendation

In an effort to more objectively address and prioritize the necessary CIP health and safety projects, as well as to provide a framework for the

prioritization of expansion, replacement and new library construction projects, HSPLS developed a CIP Priority Matrix back in April 2008.

b. Previous action of the Board on the same or similar matter

On April 15, 2008 the Board approved the HSPLS CIP Matrix with attached prioritized listing of CIP projects and new, expanded and replacement libraries. HSPLS has developed our CIP Priority List based on consultations with DAGS, branch library staff and professional consultants, including engineers and architects. In addition, annual inspections of all libraries are conducted by DAGS personnel and HSPLS staff to continually update and adjust these project listings and related costs.

c. Other policies affected

None.

d. Arguments in support of the recommendation

The proposed Matrix and Priorities Lists will provide various community stakeholders with the objective criteria HSPLS takes into account in the prioritization of various library projects. The alignment of HSPLS CIP list with our Priority Matrix will provide objective support for project priorities and will prove to be a valuable planning tool for the Hawaii State Public Library System.

e. Arguments against the recommendation

None.

f. Findings and conclusions of the Board committee

To be determined.

g. Other agencies or departments of the State involved in the action

The Department of Accounting and General Services (DAGS) will be affected as they are responsible for administration of all new construction well as maintenance-related services for our libraries, in accordance with our current Facility Repair and Maintenance Memorandum of Agreement. We will continue to work with them to provide safe library facilities and grounds, as well as to plan, design and construct new, expanded and replacement libraries.

- h. Possible reaction of the public, professional organizations, union, DOE staff and/or others to the recommendations

We hope this will provide a good logical understanding of all the potential factors affecting planning for and the prioritization of various library projects.

- i. Educational implications

None.

- j. Personnel implications

As existing libraries are expanded and new libraries are constructed, additional public service staff will be required. We will therefore need significant additional appropriated funds from the legislature, for which the Board and HSPLS will need to advocate and support.

- k. Facilities implications

Our first priority must be to provide safe and secure facilities for our patrons at all times. This alignment will impact the order in which projects are initiated based on the CIP Matrix.

- l. Financial implications

Planning, design and construction of expansion and new library projects is a multi-million dollar undertaking which will require broad-based community support as well as the support of the Board, the Legislature and the Executive Branch. The proposed alignment of the Matrix with our Project Priority Lists will impact how we prepare and develop our Fiscal Biennium Budget Requests for HSPLS CIP projects, which are presented to the Board for discussion and approval, then sent to the Governor and the Legislature. Any additional staff will require increased funding for HSPLS personnel.

## **5. OTHER SUPPLEMENTARY RECOMMENDATIONS**

None.