

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

October 21, 2021

TO: The Honorable Catherine Payne, Chair
Board of Education

FROM: Stacey A. Aldrich, State Librarian 

SUBJECT: Board Action on Recommendations Concerning the Hawaii State Public Library System's (HSPLS) FY23 Supplemental Operating Budget and Capital Improvement Project Request for FB 2021-23

The Hawaii State Public Library System (HSPLS) respectfully requests the support of an operating budget of \$39,155,832 in general funds for the FY23 Supplemental Operating Budget, and \$10,000,000 in Capital Improvement Projects (CIP) funds. HSPLS proposed budget request reflects the constraints outlined in Finance Memorandum 21-11, FY 23 Supplemental Budget Policies and Guidelines (Fiscal Biennium 2021-2023), issued by the Department of Budget and Finance on September 17, 2021.

Our 51 public library locations on 6 islands are vital social infrastructure. They serve as community hubs that work to balance the physical and digital worlds of content (books, music, movies, journals, research tools and more). They support digital equity by providing access to technology, internet, Wi-Fi, and digital literacy skill building through tools like NorthStar and classes offered by our partners like the Workforce Development Council. Our communities value the opportunities to connect with collections of resources that support their literacy, education, job-seeking, economic success, connections to county/state/federal resources and programs, and safe places for our communities to gather and engage as we slowly begin to emerge from the pandemic cloud. Our communities value the simple ability to have a place to go to find books to read that introduce new stories, worlds, ideas and hope.

We are mindful of the continued uncertainty of the pandemic and the economic realities for the State, while also understanding that our communities need access to educational resources and economic recovery support. Our public libraries have continued to provide direct services to the public and throughout the pandemic since May 2020, and we have continuously adapted services to balance the health of the community while also providing equitable access to resources.

HSPLS must continue to be funded at least at the same level as FY22, so that we can continue to provide as much service as possible including hours opened, access to digital and physical content, access to technology, and programming that supports the educational and recreational needs of our communities.

Based on our experiences in FY21 and so far in FY22, there are three areas of focus for our budget request: 1) Staffing, 2) Security, and 3) Upgrading delivery van safety and capacity.

OVERVIEW OF FY23 SUPPLEMENT BUDGET REQUEST

	2022 BUDGET	2023 BUDGET REQUEST
General Funds		
Total FTE (Permanent & Temporary)	561.5	561.5
Base Budget	37,175,832	\$37,175,832
Additional Requests for FY23		
<i>Student Helpers</i>		\$130,000
<i>Security Guards and Security Systems for 11 libraries</i>		\$1,000,000
<i>Library Materials</i>		\$750,000
<i>Van for Hawaii and addition of lifts to vans on neighbor islands</i>		\$100,000
Total General Funds	37,175,832	\$39,155,832
Special Funds	4,000,000	4,000,000
Federal Funds	1,365,244	1,365,244
Total Operating Budget	42,541,076	\$44,521,076

Our Supplemental Budget Requests are as follows in priority order (see Attachment A):

1. **\$130,000 for Student Helpers.** This funding will support the increased cost for 200 student helpers across our 51 branches to provide vital staffing support in shelving millions of items, processing materials, and programming.
2. **\$1,000,000 for Security Guards and Security Systems for 11 libraries.** Additional funds are needed to provide higher level security at our libraries and to install monitored security systems at 11 libraries that have seen an increase in violence and destructive behavior around the facilities.
3. **\$750,000 for Library Materials.** Additional funds will increase the general fund base budget for books and library materials for 51 branches to \$1,500,000. The funding supports the purchase of physical and digital collections for the reading and learning needs of our communities.
4. **\$100,000 for van for Hawaii Island and addition of lifts to vans on neighbor islands.** An additional van is needed on Hawaii Island to support the work of our traveling janitor and provide additional delivery of material services. In order to support the health and efficiencies of our delivery drivers, we need to add lifts to the back of our delivery vans on the neighbor islands.

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

CIP PROJECTS	2022 BUDGET	2023 BUDGET REQUEST
Requested	n/a	n/a
Health and Safety	\$5,000,000	\$10,000,000
Other Appropriations	\$46,200,000	
Total CIP	\$51,200,000	\$10,000,000

Lump-sum Health & Safety CIP Funding of \$10,000,000 for FY 2023. (See Attachment B)

The requested amount will address our backlog of Health and Safety and energy efficiency projects, and will ensure that projects that are already in progress will be able to proceed forward without delay due to lack of funding. Our libraries are important community spaces that not only serve as vital places for reading, learning, using technology, and gathering, but often times the only cool space for people to go to escape the increasing heat from climate change. Sixty percent of our 51 buildings were built before the 1970s, and continual investment is required to ensure that our libraries are healthy, safe, energy efficient, and comfortable community spaces.

Public libraries are more important than ever as we seek to recover and be resilient in Hawaii. An investment in our public libraries is a direct investment in our communities.

If you have any questions or require further information, please do not hesitate to contact Mallory Fujitani, Special Assistant to the State Librarian at mallory.fujitani@librarieshawaii.org or (808) 586-3714.

Thank you for your review and consideration.

ATTACHMENT A

Supplemental Budget Request for FY23

1. **\$130,000 for Student Helpers.**

This funding will support the increase costs to provide up to 200 student helpers across our 51 branches to provide vital staffing support for shelving millions of items, cleaning and repairing materials, and providing assistance in programming for the public. At a time when it is difficult to recruit and hire permanent library staff, student helpers provide needed staffing statewide. These student helpers are important for our smallest of libraries, that struggle to keep the doors open, and our largest libraries that struggle to keep up and provide services. This program also supports workforce skill development and experience and an opportunity to earn money that is often saved to pay for future college experiences.

2. **\$1,000,000 for Security Guards and Monitored Security Systems for 11 libraries.**

Security has become increasingly important to the protection of State property and the personal safety of the library patrons and staff during public service hours, and when our libraries are closed.

Unfortunately, during the pandemic we have seen a rise in violent and destructive behavior both inside and outside of our buildings. Verbal abuse, pulling knives, spitting, throwing and destruction of library laptops, physical assault on staff as they leave work, and keying of staff cars are just a few examples of behavior our staff are dealing with now. Unfortunately, these are not one time occurrences; the frequency and intensity of the behavior has been disturbing.

Our current security contractor cannot provide appropriate staffing. They are not always trained or adept at interacting with the public, which is crucial for handling behavior issues. Eighty percent of our libraries are covered by the security contract, but in the past six months, there have been 123 instances where the security agency was unable to provide staffing at our libraries.

We must invest in our security guards to ensure they have the training and skills to handle critical situations, and make sure we have guards at the libraries that are most in need.

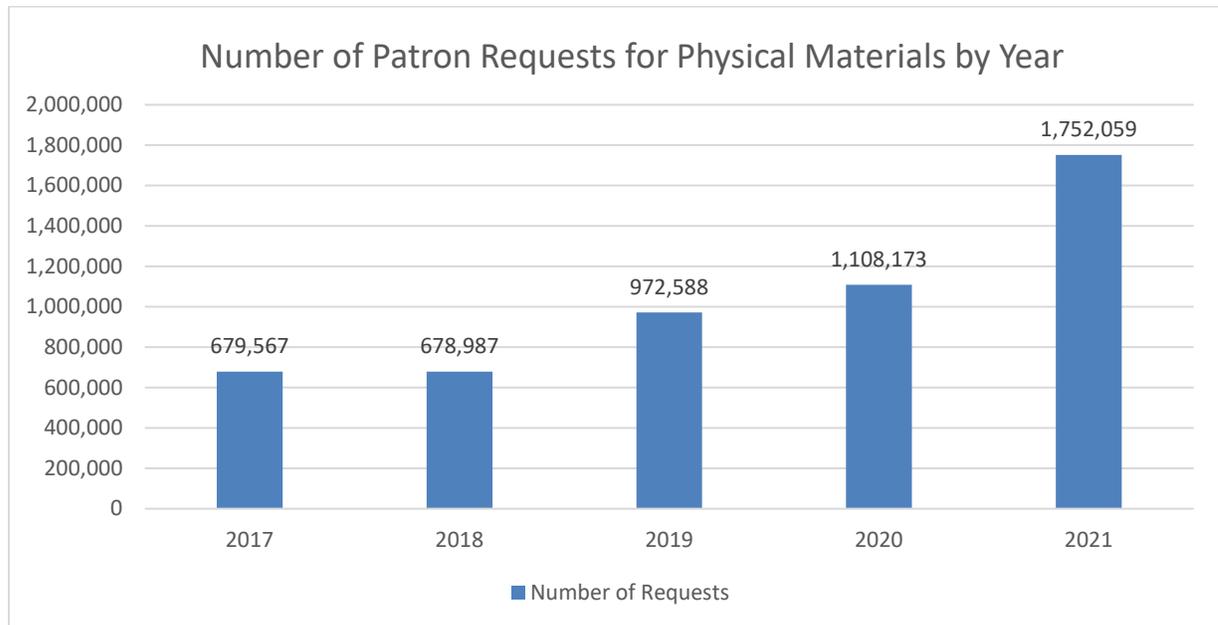
The outside of our buildings are also experiencing surges in violent and destructive behavior. In some locations, our staff are arriving to work where human waste has been smeared on staff doors, broken windows, and garbage everywhere. We have had stabbings after hours in our parking lot and an attempted kidnapping by knife point while our staff were inside the building. Staff tires have been slashed. Each time we have called on the police, they have asked if we have security cameras to help identify suspects. Eleven libraries have been identified as priority for installing security systems to protect staff, state property and support law enforcement.

The amount requested adds an additional \$150,000 to the budget for better trained security guards and \$850,000 for monitored security systems to eleven libraries, or a total increase of \$1M for security. The estimated cost for monitored security systems is based on analysis of two cost models for installation (cost to install based on \$8/sq ft. and one based on just equipment and labor) and potential monitoring fees per month when the libraries are not open. The actual costs will be based on the installation requirements of each of the buildings, which will vary due to existing electrical infrastructure and building types. The security systems will add an ongoing monitoring fee that must be factored into future operating budgets.

3. \$750,000 for Books and Library Materials.

During the pandemic, our physical and digital collections became increasingly more important to our communities. We saw increases in not only the use of digital books, but in requests for physical books for patrons to pick up. Last year, we hit over a million downloads of ebooks, and the current data is indicating that we will surpass that number again in FY21.

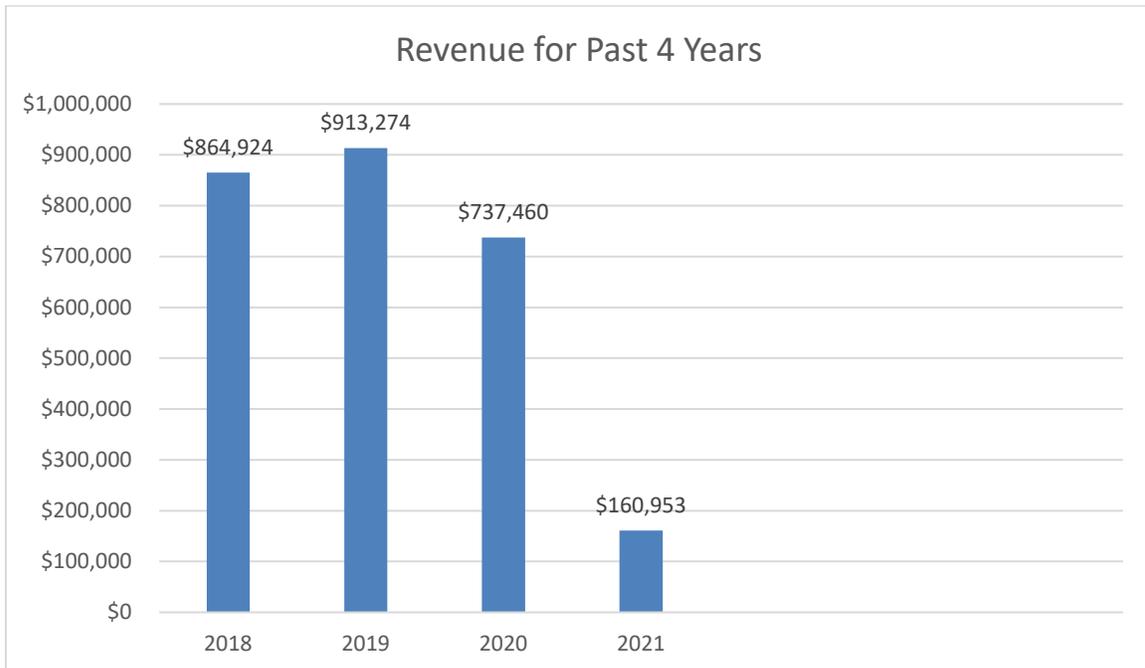
Because we are a single public library system, any patron can request a title online from their library branch, or any other library branch and have it delivered to their local branch for pick up. The following chart shows the increase that we have seen in the last 5 years alone.



The continued increase is an indicator that physical collections and access to titles matters to our communities.

The current collection is almost entirely supported by special funds, which are the fines and fees charged to patrons for overdue, damaged and lost materials, fees charged for DVDs, meeting room rentals and other services. While our revenue in general was declining prior to the pandemic in large part due to changes in library patron behavior, such as the decline in DVD rentals and the use of our new digital app to track due dates, the pandemic has further reduced our ability to generate revenue. This past fiscal year, we lost more than \$500,000 in special fund revenue due to our inability to provide all of our revenue-generating services, while usage of library resources increased.

The chart below shows the revenue for the past 4 years. Last year was one of the worst years for our revenue and creates a gap as we move forward. While we think we may see some small increases in next year’s revenue, the ongoing impacts of the pandemic are still unknown for the future.



The cost of running a 21st Century library requires a budget to make purchases of both physical and digital copies. With an increase in the number of ebook users, the demand for more copies continues to increase. Providing access to electronic collections is expensive, but it also enhances our ability to provide access to the same resources to patrons through all 51 branches across 6 islands, instead of requiring the purchase of multiple physical copies for every branch.

The following is an example of the cost to purchase one title in multiple formats. It demonstrates the change in the purchasing structure from 20 years ago when the library only needed to purchase physical copies.

TITLE	COST		
	Format	List Price	Discounted Price*
Count to Ten by James Patterson	Paper	\$35.00	\$21.22
	Digital (ebook)	\$48.00	
	Audio (eaudio)	\$47.99	
	TOTAL	\$117.21	

**HSPLS receives discounts for purchasing multiple copies.*

We must continue to bridge the physical and virtual collections, and it is vital that we have enough funding to have the collections that our communities need. Digital content has a different cost structure, directly affecting our ability to acquire and maintain the digital collection used by our library patrons.

When we pay for digital content we are only leasing copies of the material. Publishers have differing thresholds of when we must pay more to continue access to the publication; in other words, the cost of keeping the most popular publications that library patrons want, in our collection, will

continuously rise. In the end, this means we must ensure there is a continuous stable source of funding to ensure patrons have access.

We are seeking alternatives for increasing revenue, but a consistent base level of funding ensures we can afford to provide patrons with the titles, materials and information resources that they need. A consistent base also enables us to look for new ways to remove barriers to access to our collections and materials for children and families, because we will not have to rely on fines to be one of the key supports of our budget.

Increasing our general fund base budget will ensure that funding for the purchase of physical and digital resources for all of our communities will be more stable, particularly if the pandemic continues to impact our ability to provide our full range of services to the public. As a core service, the base funding for the library collection must be increased to ensure equity of access to resources across the State.

4. **\$100,000 for van for Hawaii Island and addition of lifts to vans on neighbor islands.**

We continue to find more ways to be more cost effective, efficient and safe. We are requesting funding to purchase an additional van for Hawaii Island to support the work of our traveling janitor and provide additional delivery of material services. A new van costs approximately \$52,000. The remaining \$48,000 will be used to support the health and efficiencies of our delivery drivers. The lifts installed to the back of our delivery vans enable our drivers them to load heavy boxes of materials into the vans and minimize potential injury to our neighbor island drivers.

ATTACHMENT B

RZ DS

DAVID Y. IGE
GOVERNOR



CURT T. OTAGURO
COMPTROLLER
AUDREY HIDANO
DEPUTY COMPTROLLER

STATE OF HAWAII
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
P.O. BOX 119, HONOLULU, HAWAII 96810-0119

RA-22.0003

September 22, 2021

TO: Stacey Aldrich, State Librarian
Hawaii State Public Library System

ATTN: Mallory Fujitani, Special Assistant

FROM: Curt T. Otaguro, Comptroller 

SUBJECT: Project Funding Request for FY 2023 Budget for the Hawaii State Public Library System

Due to the pandemic and an extreme staff shortage, all engineering positions in our Department's Central Services Division were vacant and we were not able to survey any of your Department's facilities. We are unaware of any major issues at your facilities and feel the last priority listing of projects are accurate.

Attached are copies of last year's prioritized backlog lists of repair/maintenance projects that you may use for the upcoming budget request for FY 2023. Upon request, staff from our Central Services Division will attend scope and consultant selection meetings and provide support when available.

The individual projects were scored and prioritized, by funding type. Also, projects that are ongoing or funded by your Department should be removed from the list.

The CIP and General funding needed were based on high priority projects (generally Condition rating '9' and above). Projects rated '9' and higher are energy related or the conditions may begin to affect occupants' operations. We recommend requesting for funds that were requested in last year's biennium budget request that were not received. The recommended budget request for last year was:

	<u>CIP Bond Fund</u>	<u>General Fund</u>
FY2022	\$7,036,000	\$1,574,000
FY2023	\$7,028,000	\$1,461,000

If you have any questions, please contact Mr. Dean Shimomura at 831-6730 or dean.h.shimomura@hawaii.gov.

Attachments

c: D. Shimomura
J. Hisano
R. Louis

2020 HSPLS East Oahu Facilities

TYPE	QTY	BLDG/FACILITY	DESCRIPTION OF WORK	D T	S/CON C	ONSTR COS	TIMATE
28	10	128	WAIPAHU	ROOF - RECOAT METAL SEAM	G	61,950	121,275 183,225
20	10	120	PAHOA	TERMITE TENT - 2012	G	28,350	37,422 65,772
20	10	120	THELMA PARKER	TERMITE TENT	G	28,350	37,422 65,772
18	10	118	LAUPAHOEHOE	PAINT EXTERIOR - RESEAL & PAINT	G	60,900	137,445 198,345
18	10	118	LAUPAHOEHOE	REPAIR AND PAINT SAFETY RAILING - CONF RM EXIT	G	38,850	52,500 91,350
18	10	118	MT. VIEW	PAINT EXTERIOR - PEELING	G	63,000	124,971 187,971
9	10	109	KIHEI	CUT DOWN TREES - LEANING ON WALL, RUPTURED WATER	G	27,930	31,500 59,430
4	10	104	KEAAU	PAINT INTERIOR - PEELING	G	65,100	118,619 183,719
28	9	109	KEAAU	ROOF - RECOAT (2009)	G	59,850	112,382 172,232
19	9	100	KAPOLEI	HECO/ELEC BOX & COVERS REBUILD/REPLACE	G	26,600	30,000 56,600
18	9	99	MCCULLY	PAINT EXTERIOR	G	84,000	224,879 308,879
18	9	99	PAHOA	PAINT EXTERIOR	G	45,150	71,841 116,991
18	9	99	WAIANAE	PAINT EXTERIOR - SEAL	G	59,850	112,382 172,232
14	9	95	KAHULUI	FLOORING - RPL CARPET IN WORK AREA	G	74,550	162,393 236,943
14	9	95	KEAAU	FLOORING - RPL CARPET	G	38,850	56,249 95,099
12	9	93	KAHULUI	PARKING RESEAL	G	60,900	124,971 185,871
12	9	93	KAIMUKI	PARKING RESEAL UPPER LOT	G	59,850	112,382 172,232
12	9	93	KALIHI	PARKING RESEAL (2006)	G	59,850	112,382 172,232
8	9	89	WAIANAE	IRRIGATION - RPL SYS	G	45,150	81,197 126,347
4	9	85	HILO	PAINT INTERIOR	G	60,900	121,275 182,175
28	8	92	PAHOA	ROOF - RECOAT (2009 LAST PAINT)	G	59,850	112,382 172,232
28	8	92	THELMA PARKER	ROOF - RECOAT	G	59,850	112,382 172,232
21	8	85	SALT LAKE	REPLACE WINDOW TINT	G	15,960	10,500 26,460
20	8	84	HANAPEPE	TERMITE TREATMENT (2013)	G	27,300	31,185 58,485
20	8	84	HAWAII STATE	TERMITE TENT	G	68,250	138,600 206,850
20	8	84	KIHEI	TERMITE TREATMENT	G	34,650	43,775 78,425
18	8	82	EWA BEACH	PAINT EXTERIOR (2007)	G	74,550	187,341 261,891
18	8	82	HONOKAA	PAINT EXTERIOR (2008)	G	45,150	72,765 117,915
18	8	82	KAILUA-KONA	REPAIR AND PAINT EXTERIOR	G	75,600	160,545 236,145
18	8	82	KOHALA	PAINT EXTERIOR (2010)	G	75,600	160,545 236,145
18	8	82	LANAI	PAINT EXTERIOR (2008)	G	60,900	124,971 185,871
18	8	82	MILILANI	PAINT LOWER PARKING LOT WALLS	G	52,500	97,020 149,520
17	8	81	HAWAII STATE	REPLACE/REPAIR WINDOW GASKETS/SEALS	G	83,475	210,000 293,475

2020 HSPLS East Oahu Facilities

TYPE	ON	TY	F	BLDG/FACILITY	DESCRIPTION OF WORK	ID	T	S/CON	CO	ONSTR	COS	TIMATE
14	8	78		KAHUKU	FLOORING - RPL	G		52,500		93,671		146,171
14	8	78		KAIMUKI	FLOORING - RPL	G		60,900		149,919		210,819
12	8	76		WAIANAE	PARKING REPAVE	G		49,350		87,434		136,784
9	8	73		KAPOLEI	CONCRETE LANDINGS/PADS CRACKED/SPALL AT SECONDA	G		16600		15000		31,600
8	8	72		EWA BEACH	IRRIGATION - RPL SYS	G		27,300		31,185		58,485
8	8	72		KAPOLEI	IRRIGATION - REPAIR	G		33,600		43,775		77,375
8	8	72		KIHEI	IRRIGATION REPLACE/REPAIR	G		38,850		57,750		96,600
8	8	72		PEARL CITY	IRRIGATION - REPAIR/REPLACE	G		28,350		37,422		65,772
4	8	68		HAWAII STATE	PAINT INTERIOR - FROM VARIOUS LEAKS	G		215,250		874,451		1,089,701

2020 HSPLS East Oahu Facilities

TYPE	NO	TY	BLDG/FACILITY	DESCRIPTION OF WORK	ID	T/CON	CO	CONSTR	COS	TIMATE
29	10	129	HAWAII STATE	HOLD PROJECTS, RENOVATION BEING PLANNED (I2019)	B					
29	10	129	KAPAA	HOLD PROJECTS, STUDY TO RELOCATE FACILITY (I2019)	B					
29	10	129	MAKAWAO	HOLD PROJECTS, PLANNING FACILITY EXPANSION (I2019)	B					
29	10	129	MOLOKAI	HOLD PROJECTS, PROBABLE FACILITY EXPANSION (I2019)	B					
28	10	128	HAWAII STATE	ROOF - RPL TILE & FLAT (RPR 2015)	B	480,900	2,425,500	2,906,400		
28	10	128	KOHALA	ROOF - (2010) REPLACE	B	91,350	262,500	353,850		
27	10	127	EWA BEACH	A/C - RPL 60 TON CHILLER (1990)	B	114,450	363,825	478,275		
27	10	127	HANAPEPE	A/C - RPL 2 CHILLERS & ENCLOSURE AT OLD SIDE	B	102,900	311,850	414,750		
27	10	127	HANAPEPE	A/C - RPL 2 AHUS AT OLD SIDE	B	102,900	311,850	414,750		
27	10	127	MT. VIEW	A/C - RPL 2 CHILLRS, 2 AHUS, DUCTWORK (1993)	B	124,950	424,463	549,413		
23	10	123	KAILUA-KONA	FIRE ALARM - UPGRADE	B	42,735	62,486	105,221		
22	10	122	HAWAII KAI	WASTE/WATER PIPING	B	83,475	210,000	293,475		
21	10	121	KALIHI	WINDOW - REPLACE TINT FRONT PICTURE WINDOWS	B	39,900	57,750	97,650		
21	10	121	MCCULLY	ENERGY - WINDOW GASKET LEAKS	B	28,350	36,383	64,733		
19	10	119	KAILUA	ELECTRICAL - INSTALL MAIN BREAKER	B	61,950	115,500	177,450		
19	10	119	KEALAKEKUA	ELECTRICAL UPGR (FRONT IS KNOB & TUBE)	B	60,375	99,908	160,283		
18	10	118	KAHULUI	PAINT EXTERIOR - SPALL / CMU AT CRTYARD	B	74,550	194,040	268,590		
17	10	117	WAILUKU	WINDOWS - REPLACE JALOUSIES	B	66,045	126,000	192,045		
12	10	112	HAWAII KAI	PARKING REPAVE	B	65,100	127,050	192,150		
12	10	112	MCCULLY	PARKING REPAVE	B	91,350	274,775	366,125		
7	10	107	MAKAWAO	CEILING TILES - CHECK AND SECURE GLUED ON TILES	B	38,850	52,500	91,350		
7	10	107	WAILUKU	CEILING TILES - RPL @ HAW RM LOOSE (ALL?)	B	33,600	42,504	76,104		
28	9	109	HAWAII KAI	ROOF - RPL GRAVEL BUR (2004)	B	124,950	424,463	549,413		
28	9	109	KAILUA-KONA	ROOF - RPL GUTTERS	B	38,850	59,021	97,871		
28	9	109	LAHAINA	ROOF - RPL WOOD SHINGLES (1998)	B	84,000	249,827	333,827		
27	9	108	KOLOA	A/C - RPL CHILLR/ 3 AHUS (2000)	B	155,400	545,738	701,138		
27	9	108	LAUPAHOEHOE	A/C - RPL CHILLER/DOORS/LOUVERS	B	150,150	562,139	712,289		
27	9	108	MOLOKAI	A/C - RPL 3 CHILLERS (1993)	B	102,900	314,738	417,638		
27	9	108	MOLOKAI	A/C - RPL 3 AHU & DUCTS IN ATTIC	B	114,450	363,825	478,275		
27	9	108	THELMA PARKER	A/C - MAIN FAN SYSTEM OLD	B	59,850	109,148	168,998		
27	9	108	WAIPAHU	A/C - RPL 2 AHUS (1996?)	B	137,550	485,100	622,650		
26	9	107	HILO	REPAIR INTERIOR PLASTER DAMAGE FROM EARTHQUAKE	B	60,375	105,000	165,375		
26	9	107	HILO	REPAIR UNEVEN FLOOR - NON-FICTION AREA	B	27,930	31,500	59,430		

2020 HSPLS East Oahu Facilities

TYPE	UNITY	F	BLDG/FACILITY	DESCRIPTION OF WORK	ID	T	S/CON	CO	CONSTR	COST	ESTIMATE
26	9	107	MOLOKAI	STRUCT - TERM DAM ROOF & LANAI BEAMS	B		45,150		72,765		117,915
25	9	106	HILO	ELEVATOR - UPGRADE FREIGHT/DUMBWTR	B		171,150		635,250		806,400
23	9	104	HAWAII STATE	FIRE ALARM - UPGRADE	B		84,000		249,827		333,827
19	9	100	LAHAINA	ELECTRIC UPGRADE	B		49,350		87,434		136,784
19	9	100	LAUPAHOEHOE	ELECTRICAL - RESTORE FLOOR OUTLETS	B		21,000		24,255		45,255
19	9	100	THELMA PARKER	ELECTRICAL UPGRADE	B		38,850		56,249		95,099
16	9	97	LAHAINA	EXTERIOR LIGHTING - ADD MORE FIXTURES	B		24,465		26,250		50,715
14	9	95	WAILUKU	FLOORING - RPL ACM VCT & CARPET	B		42,000		69,300		111,300
12	9	93	LAHAINA	PARKING REPAVE	B		15,750		6,237		21,987
12	9	93	OLD AIEA	PARKING REPAVE (ARTISIAN SPRING IN PARKING LOT)	B		74,550		157,500		232,050
12	9	93	PEARL CITY	PARKING REPAVE	B		49,455		84,000		133,455
11	9	92	KAHULUI	RPL CMU WALL @ PROPLINE & CRTYARD	B		84,000		231,000		315,000
10	9	91	MILILANI	BOOK DROP - EXPAND, SAFETY	B		45,150		74,960		120,110
10	9	91	WAIANAE	REPLACE MECH RM DOORS	B		17,430		15,750		33,180