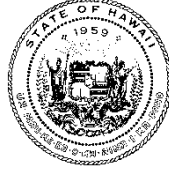


DAVID Y. IGE
GOVERNOR



BRUCE D. VOSS
CHAIRPERSON

**STATE OF HAWAII
BOARD OF EDUCATION**
P.O. BOX 2360
HONOLULU, HAWAII 96804

October 6, 2022

TO: Human Resources Committee

FROM: Kaimana Barcarse
Chairperson, Human Resources Committee

AGENDA ITEM: Committee Action on the state librarian evaluation system process
and State Librarian Priorities for the 2022-2023 fiscal year

I. EXECUTIVE SUMMARY

- The Board of Education (“Board”) last revised its state librarian evaluation system on July 15, 2021.
- The Board has a heavy lift this year setting up the public education system under a new strategic plan led by the Board, and State Librarian Stacey Aldrich has historically been a high performer. A limited yet laser-focused state librarian evaluation will help the Board meet its top priority while still providing oversight of the state librarian.
- I recommend the Board approve the truncated state librarian evaluation system attached as **Exhibit A** and the State Librarian Priorities attached as **Exhibit B** for the 2022-2023 fiscal year.

II. BACKGROUND

The employment contract with State Librarian Aldrich requires an annual formal evaluation by the Board of her performance. On August 15, 2019, the Board adopted a new state librarian evaluation system that mirrors the

superintendent evaluation system.¹ The Board last revised its state librarian evaluation system on July 15, 2021, for the 2021-2022 fiscal year.² In each of the three evaluations since the Board adopted the current system, the Board has rated State Librarian Aldrich as “highly effective” overall, the highest rating possible.

In January 2022, the Board executed a contract with the National Association of State Boards of Education (“NASBE”) for services related to a search for a new superintendent, strategic planning, and a superintendent evaluation process. The Board is currently focused on developing a new strategic plan with guidance and assistance from NASBE. The Board projects to adopt a strategic plan by February 2023. NASBE will also be reviewing and proposing possible improvements to the Board’s existing superintendent evaluation process for use next school year after the strategic planning process is completed.

III. DISCUSSION

The current state librarian evaluation system is set up to have the Board and state librarian mutually agree to the evaluation system details in July and the State Librarian Priorities in August. However, with the hiring of a new superintendent and the Board’s focus on strategic planning, it was not clear what the evaluations for both the state librarian and superintendent might look like this year.

Both new Superintendent Keith Hayashi and the Board have heavy lifts this year setting up the public education system under his new leadership and under a new strategic plan led by the Board. In light of this, Board Chairperson Bruce Voss has been working with Superintendent Hayashi, NASBE, and Board staff to truncate the superintendent evaluation to ensure the Board and Superintendent Hayashi’s time and energy are focused appropriately. Developing a new strategic plan is the Board’s top priority. A limited yet laser-focused state librarian evaluation will help the Board meet its top priority while still providing oversight of the state librarian.

¹ For more information, see Board Member Kili Namau’u’s memorandum dated August 1, 2019 attached to the submittal dated August 15, 2019, available here: https://boe.hawaii.gov/Meetings/Notices/Meeting%20Material%20Library/Special_20190815_Action%20n%20State%20Librarian%20evaluation%20recommendations.pdf.

² The Board’s state librarian evaluation system for the 2021-2022 fiscal year is attached as Exhibit B to Board Chairperson Catherine Payne’s memorandum dated July 15, 2021, available here: https://boe.hawaii.gov/Meetings/Notices/Meeting%20Material%20Library/Special_20210715_Action%20n%20State%20Librarian%20Evaluation%20and%20Job%20Description.pdf.

As was originally envisioned with the current state librarian evaluation system, it should mirror the evaluation the Board conducts for the superintendent, which I am also proposing be truncated. Further, given State Librarian Aldrich's past performance and continued dedication to public libraries, the Board should not be concerned about limiting the scope of the state librarian evaluation this year.

The proposed truncated state librarian evaluation system attached as **Exhibit A** has the Board conducting only an end-of-year evaluation limited to State Librarian Priorities, removing the evaluation of professional standards contained in the current evaluation system. This simplifies the evaluation process by removing more than half what the Board usually reviews and removes the mid-year review.

To be clear, the proposed truncated evaluation is for this year only. With the assistance of NASBE, the Board is still planning on reviewing and improving its superintendent evaluation system to use on a longer-term basis and potentially the state librarian evaluation system in turn.

Additionally, State Librarian Aldrich developed the proposed State Librarian Priorities attached as **Exhibit B**.

IV. RECOMMENDATION

Based on the forgoing, I recommend the Board approve the truncated state librarian evaluation system attached as **Exhibit A** and the State Librarian Priorities attached as **Exhibit B** for the 2022-2023 fiscal year.

Proposed Motion: "Moved to approve the truncated state librarian evaluation system and State Librarian Priorities for the 2022-2023 fiscal year attached as Exhibit A and Exhibit B, respectively, to Human Resources Committee Chairperson Kaimana Barcarse's memorandum, dated October 6, 2022."

Exhibit A

Truncated State Librarian Evaluation System for the 2022-2023 School Year

Date	Activity
October 6, 2022	The Board and state librarian mutually agree upon the truncated evaluation system, which consists of only the end-of-year final evaluation limited to State Librarian Priorities. The Board and state librarian also mutually agree upon the State Librarian Priorities.
June 8, 2023	The state librarian completes a self-assessment of her performance on the State Librarian Priorities and submits it along with all supporting documents and evidence to the Board Support Office. The Board Support Office posts this information publicly with the Board's June 15, 2023 general business meeting agenda.
June 15, 2023	<p>The Board publicly discusses and comes to consensus on the end-of-year evaluation ratings for the State Librarian Priorities.</p> <p>The Board publicly discusses with the state librarian its final evaluation findings. The Board and state librarian engage in a joint self-reflection to identify lessons learned and areas of improvement for both parties using the information and data from the evaluation. The Board and state librarian may provide comments, ask questions, and make recommendations to each other. The Board may make changes to its end-of-year evaluation ratings after the discussion.</p> <p>The minutes of the meeting serve as the official record of the evaluation of the state librarian.</p>

Exhibit B

State Librarian Priorities for the 2022-2023 Fiscal Year

State Librarian’s Priorities FY 2022-2023

INTRODUCTION

Hawaii State Public Library System (HSPLS) is the only single public library system in the United States. There are 51 library branches on 6 islands. This structure has advantages in creating economies of scale and support for Hawaii communities across the state. The challenge is creating a flexible planning and guiding system for 51 communities on 6 islands; each with their own unique needs. To address this challenge, we have created a Hawaii State Public Library System Framework with areas of focus. This framework is used by leadership to set goals and priorities each year. It will also be used by the local branches to set goals and priorities for their library. We wrap all of the goals and priorities into the map and use as a way to measure our movement forward. Each year we evaluate all of the achievements and learnings. We also review the framework and determine what should remain, what should be let go, and what should be added. This format enables us to focus on what is important, but flexible enough to grow and change.

HAWAII STATE PUBLIC LIBRARY SYSTEM FRAMEWORK – AREAS OF FOCUS



This year’s priorities for continuing to move the Hawaii State Public Library System forward are: 1) Update Mission and Vision and Expand Strategic Framework 2) Build Digital Literacy Framework to support SB2214, and 3) Implement RFID project to improve collection management and services to community.

While there are three key priorities, I plan on providing updates on the additional projects in our portfolio of work at check-in points with the Board of Education.

STATE LIBRARIAN'S PRIORITIES

PEOPLE/PLACE/COLLECTIONS/SERVICES & PROGRAMS

PRIORITY 1: Update Mission and Vision and Expand Strategic Framework

We are at a crucial cross road as we emerge from the pandemic. We can try to go back to the way things were or learn and grow to build for the future. This year we are working on the refresh of our mission and vision and the expansion of our current Strategic Framework. Our goal is to have a living document that helps us to be more strategic with our resources so that we can continue to provide the services and programs that support our communities.

INDICATORS

- I. *By July 31, 2022, consultant selected to support the process.*
- II. *By October 4, 2022, online surveys for patrons and staff completed.*
- III. *By October 31, 2022, additional stakeholder input completed.*
- IV. *By November 30, 2022, new and/or updated mission, vision and expanded HSPLS Strategic Framework completed and presented to the Board.*

SERVICES & PROGRAMS

PRIORITY 2: Build Digital Literacy Framework to Support SB2214

The thirty-first legislature in 2022 passed SB2214 (attachment A), which established a digital literacy program to be administered by the board of education through the state librarian to support the digital skills of our communities. While HSPLS has been providing digital literacy support since we first added computers to our libraries, this bill specifies the role of the library to 1) Establish a digital literacy program and 2) Provide coordination and facilitation of digital literacy activities with public, private and volunteer organizations.

The goal is to ensure that EVERYONE (including those with disabilities) has opportunities to learn the digital skills they need to be successful in communication, education, work, connecting with government, and navigating our digital world.

The goal of this priority to build a framework that can help us coordinate and facilitate digital literacy skill building opportunities that meet the needs of our patrons.

Digital Inclusion has been a major part of our services and programs. From offering access to the internet and devices to digital skill building online resources and classes. We will continue to build the plane as we are flying it.

INDICATORS

- I. *By June 8, 2023, present the HSPLS Digital Literacy Framework to the BOE, which will include a map of resources, partners, plans for implementing digital skills building opportunities statewide.*

PEOPLE/COLLECTIONS

PRIORITY 3: Implement RFID project to improve collection management and services to community

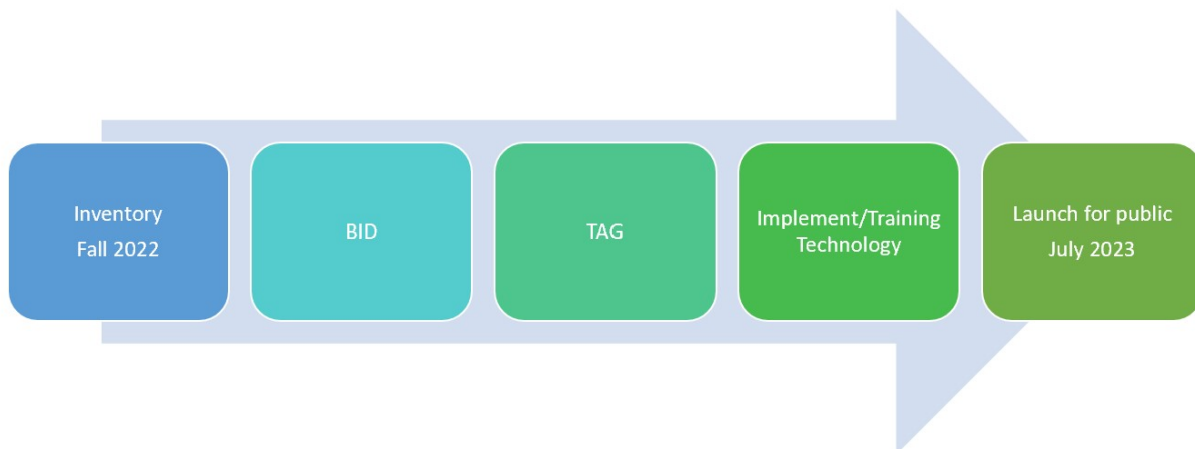
HSPLS received \$3M in the GF budget in FY23 to implement a RFID project to improve collection management and services to the community. RFID stands for radio-frequency identification and is a technology that is used by most stores to manage inventory and security for their products. They are usually the square shaped tags you see on products that you purchase. This project also includes the use of new technology for staff to check out materials, ability to scan shelves for inventory, self-check machines, and security gates.



HSPLS will be implementing RFID in all of its branches to more effectively manage inventory, secure materials, and prepare for future technology upgrades like automated material handling systems (AMHS) for our largest circulating branches.

The goal of this priority is to use technology that will help us be more efficient and effective.

Here is a general overview of the project



INDICATORS

- I. *By January 31, 2023, Inventories will have been completed by all branches.*
- II. *By February 28, 2023, vendor selected for equipment and implementation.*
- III. *By March 31, 2023, tagging project of materials will have begun.*
- IV. *By May 31, 2023, installation of equipment and training in libraries will have begun.*
- V. *By June 30, 2023, staff will have been fully trained.**
- VI. *By July 31, 2023, launched to the public.**

**Note: While there are two dates outside of the evaluation period, I will report progress during my evaluation. These dates reflect the time needed to ensure competition due to potential issues with the BID process and/or supply chain issues.*

ATTACHMENT A



GOV. MSG. NO. 1334

EXECUTIVE CHAMBERS
HONOLULU

DAVID Y. IGE
GOVERNOR

June 30, 2022

The Honorable Ronald D. Kouchi,
President
and Members of the Senate
Thirty-First State Legislature
State Capitol, Room 409
Honolulu, Hawai'i 96813

The Honorable Scott K. Saiki,
Speaker and Members of the
House of Representatives
Thirty-First State Legislature
State Capitol, Room 431
Honolulu, Hawai'i 96813

Dear President Kouchi, Speaker Saiki, and Members of the Legislature:

This is to inform you that on June 30, 2022, the following bill was signed into law:

SB2214 SD2 HD1 CD1

RELATING TO DIGITAL LITERACY.
ACT 232

Sincerely,

DAVID Y. IGE
Governor, State of Hawai'i

A BILL FOR AN ACT

RELATING TO DIGITAL LITERACY.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF HAWAII:

1 SECTION 1. The legislature finds that, according to a 2015
2 report by the Association of Library Service to Children,
3 library services increasingly center on digital tools and media.
4 In 2015, seventy-five per cent of households owned some form of
5 digital media device. However, guidance and knowledge on the
6 use of digital media are often lacking. Providing parents and
7 children with a deeper understanding of the digital tools
8 available to them is essential to the well-being of families in
9 the twenty-first century.

10 The legislature further finds that digital literacy skills
11 are crucial for career success in the twenty-first century.
12 According to a Brookings Institution report from 2017,
13 workplaces across the country and globe have undergone a rapid
14 process of digitization. The percentage of workplaces with high
15 levels of digital content has grown dramatically in recent
16 years, while the percentage of workplaces that rely on a lower
17 level of digital content has decreased by a similarly dramatic
18 margin. While digitization offers advantages to digitally



1 literate individuals, it also increases barriers for members of
2 the public who lack digital skills. Increasing digital literacy
3 among members of the public would increase their competitiveness
4 in an economy increasingly defined by the ability to use digital
5 tools.

6 The purpose of this Act is to increase access to digital
7 tools and promote digital literacy by establishing a digital
8 literacy program to be administered by the board of education
9 through the state librarian.

10 SECTION 2. Chapter 312, Hawaii Revised Statutes, is
11 amended by adding a new section to be appropriately designated
12 and to read as follows:

13 "§312- Digital literacy program. (a) The board of
14 education, through the state librarian, shall:

15 (1) Provide for the establishment and ongoing operation of
16 a digital literacy program for the public libraries in
17 the State; and

18 (2) Provide coordination and facilitation of the
19 activities of digital literacy service providers and
20 digital literacy programs in the public, private, and
21 volunteer sectors.



1 (b) The objectives of the digital literacy program shall
2 be to provide programmatic activities promoting digital learning
3 in the community by providing digital skill building
4 opportunities that aim to improve:

- 5 (1) Knowledge and skills in digital literacy;
- 6 (2) Knowledge and skills in the use of digital education
7 tools and platforms; and
- 8 (3) Knowledge, skills, and the use of digital education
9 tools and platforms to make digital technology
10 accessible to individuals with disabilities.

11 (c) The digital literacy program shall not affect existing
12 department of education programs relating to adult education as
13 provided under sections 302A-432 to 302A-435."

14 SECTION 3. There is appropriated out of the general
15 revenues of the State of Hawaii the sum of \$75,000 or so much
16 thereof as may be necessary for fiscal year 2022-2023 for the
17 establishment and administration of the digital literacy program
18 established by this Act.

19 The sum appropriated shall be expended by the Hawaii state
20 public library system for the purposes of this Act.

21 SECTION 4. New statutory material is underscored.



1 SECTION 5. This Act shall take effect on July 1, 2022.



S.B. NO. 2214
S.D. 2
H.D. 1
C.D. 1

APPROVED this 30th day of June, 2022


A handwritten signature in black ink, appearing to read "David Ige". The signature is fluid and cursive, with a large initial "D" and a long, sweeping underline.


GOVERNOR OF THE STATE OF HAWAII

THE SENATE OF THE STATE OF HAWAI‘I

Date: May 3, 2022
Honolulu, Hawaii 96813

We hereby certify that the foregoing Bill this day passed Final Reading in the Senate of the Thirty-First Legislature of the State of Hawai‘i, Regular Session of 2022.


President of the Senate


Clerk of the Senate

SB No. 2214, SD 2, HD 1, CD 1

THE HOUSE OF REPRESENTATIVES OF THE STATE OF HAWAII

Date: May 03, 2022
Honolulu, Hawaii

We hereby certify that the above-referenced Bill on this day passed Final Reading in the House of Representatives of the Thirty-First Legislature of the State of Hawaii, Regular Session of 2022.



Scott K. Saiki
Speaker
House of Representatives



Brian L. Takeshita
Chief Clerk
House of Representatives