

## Accomplishments

The Arizona State Library, Archives and Public Records serves the information needs of Arizona citizens as authorized in Arizona Revised Statutes §41-1331 through §41-1352. Services are provided through the divisions of the agency: History and Archives, Braille and Talking Book Library, Library Development Division, Museum, Records Management, Research and Law Library and the cross-division clusters: Administration, Boards and Commissions, Digital Government, Technology and Outreach/Special Events.

**Our vision** is to ensure that the Arizona Legislature and Arizonans have access to the information they need today, as well as the history of Arizona for tomorrow, through partnerships with all types of cultural and public information institutions.

**Our mission** is to serve the Arizona Legislature and Arizonans by providing access to public information, fostering historical/cultural collaborative research and information projects, and ensuring that Arizona's history is documented and preserved.

**Our four goals** provide the focus and guidance for specific activities developed to achieve our vision and to ensure that we adhere to our mission. The work of our divisions is ongoing, collaborative, cumulative, and responsive to the changing needs of our diverse Arizona constituents. Our goals are:

- Provide prompt, professional legislative support.
- Provide access to public information.
- Preserve and document Arizona's history.
- Promote statewide collaboration for historical and cultural institutions.

## STRATEGIC ISSUES

### 1. Resource Development

Library and Archives raised over \$34 million in grant funds for Arizona cultural institutions and for its own services. In the future, despite the continued downturn of the economy, and the difficulties of fundraising, we will continue our efforts to seek outside funds. Although general operating funds must come from governmental sources (state general funds and federal IMLS funds), private and other governmental funds will be sought for special projects or pilot projects.

The most significant fundraising effort will center on the development of an endowment for our historic buildings preservation and maintenance.

## **2. Infrastructure**

Library and Archives operates from three historic buildings and two other structures with age related repair and renovation needs. In order to meet Arizona's records management requirements the Records Management Division secured a second temporary off site storage facility.

## **3. Digital Government**

Library and Archives has a broad range of responsibilities for governmental materials in all formats from all levels of government. With the increasing digitization of federal, state and local government, e-government will be one of our most important areas of concentration. Digital government will require the professional skill sets of archivists, records managers, librarians, and technology staff to ensure usability today and preservation for tomorrow.

# ***HIGHLIGHTS OF ACCOMPLISHMENTS***

***July 1, 2004 – June 1, 2005***

## **GOAL ONE: ENHANCED LEGISLATIVE SERVICE**

Through our Goal 1 activities we engage Legislative staff in designing the information services that we offer for Legislative research, including documenting press coverage on national, state, and local levels; helping to retrieve and disseminate specific information; and providing support for government efforts to connect with constituents. We also make it easier for Legislators and their staffs to access our services and collections by continually refining the organization and usefulness of our resources.

### **Goal One Accomplishments**

- The last Legislative session was extremely busy for the Records Management Division; 181 bills with public records issues were reviewed by Records staff.
- The Records Management, History and Archives, and the Law and Research Divisions have been working on a proof of concept for the Senate Librarian regarding providing electronic access to agency reports submitted to the President. This would provide multiple access to this information at anytime, day or night and on weekends.

- Law and Research librarians supported legislators by providing them with topical information, by locating older legislative committee reports and by providing desktop access to databases.
- Assisted legislative staff in working with GIS files and prepared a GIS map of an AZ Legislative District showing counties, roads and cities, and applied the District boundary to a published AZ road map.
- Assisted the House Speaker's office with information about logistics of 2005 Statehood activities.
- Completed article titled "Tour of Florida Supreme Court Library" for the National Conference of State Legislators (NCSL) Legislative Research Librarians *Newsline* newsletter.
- Completed three Legislative Study Committee Report abstracts for digitization.
- Coordinated the Open House and training schedule for Senate Interns and provided a tour with brief overview of the Law and Research library for interns.
- Held the Senate ERS Open House in January. ERS surveys were distributed to the House and Senate Analysts and Interns and researchers in Legislative Council in April and ERS Survey Results Report was completed in June.
- Created a GIS map of Arizona showing current legislative districts and locations of public libraries. Updated the library file and created map copies for distribution.
- Created three legislative district maps.
- Presented genealogy workshops regularly attended by legislators, staff and the public.
- Worked with a legislator to locate copies of selected AZ maps for purchase from USGS.
- Conducted research in response to various legislative requests, such as finding a newspaper article or assembling specific information.
- Attended a meeting of Senate assistants where the Agency was invited to talk about its holdings and services.
- Facilitated Lexis-Nexis Congressional database training at the Carnegie Center for legislative staff, staff of other state agencies and staff members from the Law and Research Division and Director's Office.

- Exhibits section framed and installed the latest Speaker portrait and House leadership photos.
- The Museum provided an opportunity for legislators to meet 8,461 students and adults who toured the facility.
- The Museum prepared a special exhibit on the *USS Arizona* for display at the centennial of the Santa Cruz County Courthouse in Nogales. Citizens of Nogales were prominent in raising funds to pay for the exquisite silver service that was placed on the battleship when it was commissioned in 1915.

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## **GOAL TWO: PROVIDING ACCESS**

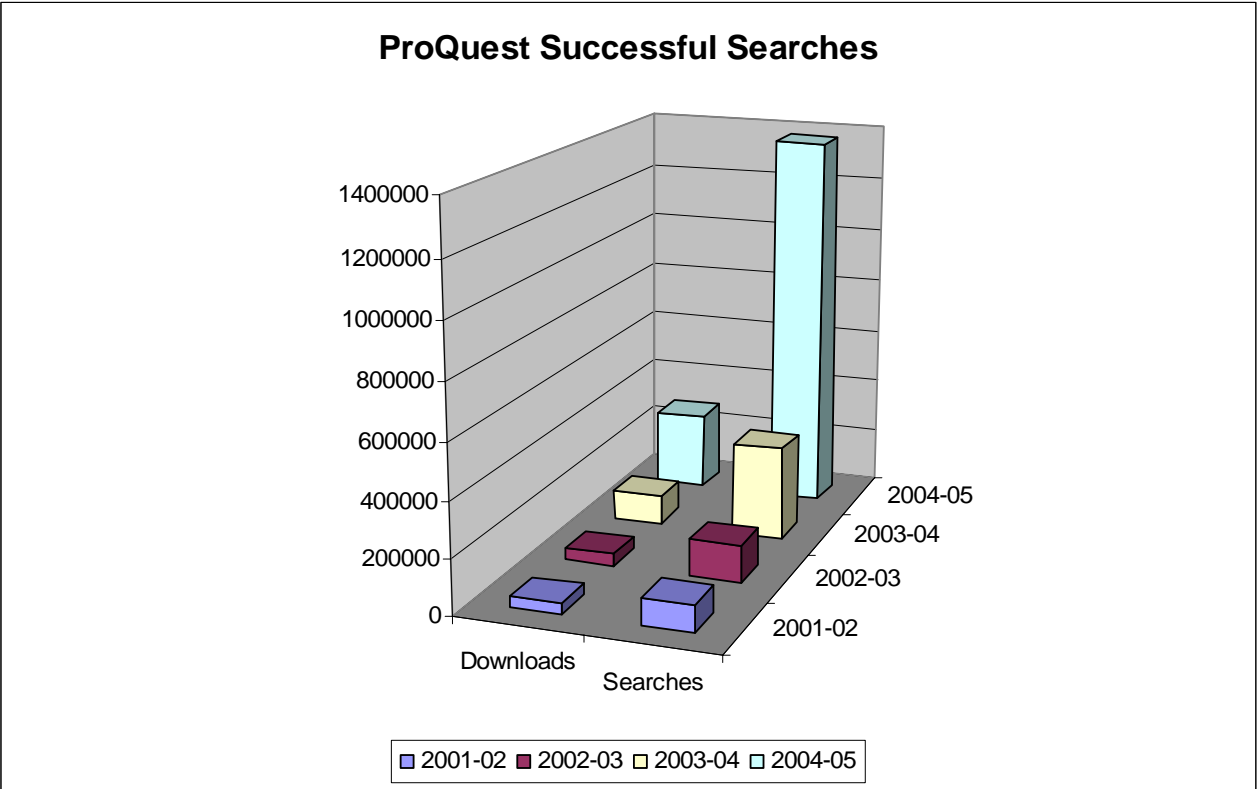
We work toward meeting Goal 2 by ensuring that our collections and finding aids are kept well-organized, readily available to our patrons, and that all patrons are efficiently served. We also initiate and maintain ongoing communication with current and potential constituents through publications and Internet technology, as well as meetings and presentations both on and off site. Meeting this goal requires that we efficiently process and repair our materials and continually develop more effective tools for public access to our research and educational materials. We also work with Legislative members and Arizona's Congressional Delegation on legislation, rules, and public policy issues related to ensuring access to information. Our combined division and cluster fieldwork staff logs over 100,000 Arizona miles yearly.

### **Goal Two Accomplishments**

- After using the same library automation system since 1982, the Braille and Talking Book Library Division purchased a new KLAS system from Keystone this year. The KLAS system was specifically designed for use by libraries providing Talking Book services and provides features specific to a library service handled almost exclusively through the mail using federal free matter mailing privileges. The system tracks all patron records, circulation and inventory. New and improved features included keyword searching, books in series automatically sent to the patron in the proper order and the ability to easily construct queries for the production of statistical reports. These features improved staff efficiency and service to Arizona patrons who are unable to use the print books in their local library because of a visual or physical disability. The new online catalog of recorded books, Braille books and descriptive videos is much easier for patrons to use. It works well with screen readers used by patrons who are blind or visually impaired, has keyword searching

capabilities and allows patrons to place books in their own request list. Being able to request books online saves time for the patron and for library staff. Many patrons have said they appreciate the ability to search for and select books independently. This also allows staff more time to help those patrons who don't have their own computer access.

- The Director of the Braille and Talking Book Library was interviewed several times throughout the year to discuss library services available, the history of the program and what's new at the library. Examples of interviews include Sun Sounds of Arizona's Sun Talk program and Channel 12's Arizona Midday.
- Arizona libraries are national leaders in meeting the needs of active older adults. Our libraries are finding innovative ways to reach the untapped resource of Baby Boomer experience, while providing Boomers with connections to meaningful work and civic engagement. Model programs for lifelong learning like those listed below are starting or underway in libraries across the state. Because of our innovative library leaders, we have been cited as "A Statewide Laboratory for Change."
- Library Development Division staff worked Maricopa County Community Colleges to ensure that all of their libraries are set up to use the ProQuest databases provided by the Arizona State Library under the new contract, effective November 1, 2004.
- The ProQuest trainer worked with the community colleges in the state to ensure that all were set up to use the databases provided by the Arizona State Library under the 2004-2005 contract. They also offered large and small group trainings, as well as web trainings throughout the year to public and community college librarians to increase usage of the electronic resources. In addition, the Electronic Resource Librarian for Maricopa County Library District conducted workshops in how to market the databases for the State Library. All of these efforts resulted in usage of the ProQuest databases increasing by 302% from the previous year, with over 1.37 million searches conducted. Patrons using the services in libraries and through remote access downloaded 278,808 citations, abstracts, and full-text articles, representing a 168% increase.



- The 2004 Arizona Reading Program was a success. Statistics indicate that 42,470 children and adults participated in the *Plant A Seed . . . Read* program in 95 Arizona libraries. As soon as this program was completed, work began to plan for 2005. The Arizona State Library joined the 32-state Collaborative Summer Library Program and provided resources for libraries to offer *Dragons, Dreams, and Daring Deeds* for children and *Joust Read* for teens. Workshops were held in December and January in Yuma, Flagstaff, and Tucson for librarians to gather and share ideas for facilitating the program. In addition, LDD staff attended Children’s Services meetings in Cochise, Maricopa, and Yavapai Counties to work with them on planning for summer reading.
- Building a New Generation of Readers* offered libraries the opportunity to apply for training and funding from the State Library to offer *Every Child Ready to Read @ Your Library* workshops. Thirty-six libraries applied and were accepted to participate during this first year. A national trainer for the *Every Child Ready to Read* initiative, facilitated four training sessions for the librarians, their volunteers and community partners working with the project. During the trainings, the instructor modeled for participants how to present workshops on early literacy for parents and caregivers of preschool children and provided them with opportunities for guided practice with portions of the workshops.

- LDD staff represented the State Library at the opening of the Fort Mohave Tribal Library on January 13. At the ceremony, appreciation was expressed to the Arizona State Library for grant funding provided to assist with construction of the building.
- Public libraries in the following communities and legislative districts were awarded state grants in aid construction projects funds to assist with a variety of improvements from planning new library buildings, improving handicapped access, new building construction, remodeling, site preparation, rewiring, and renovation: Districts: 1, 4, 5, 23, 24 /Communities: Camp Verde, Chino Valley, Prescott, Heber, Snowflake, Clifton, Coolidge and Yuma.

Less than \$100,000 is available for public library construction, compared to an annual need of more than \$20,000,000 to keep pace with Arizona's growth. For those libraries receiving this support, the funding often makes the difference between success and failure in meeting community needs. Staff attended the opening of the Fort Mohave Tribal Library on January 13. At the ceremony, appreciation was expressed to the Arizona State Library for grant funding provided to assist with construction of the building.

- Met with Maricopa County Library District to discuss the future of EDIC, statewide electronic databases, and joint purchasing agreements. The group made a recommendation that the Library Development Division discuss the possibility of celebrating the conclusion of EDIC and the initiation of a new component of Equal Access related to business services. They further recommended that the State Library provide statewide access to a general periodical database, and suggested that libraries with an emphasis on business services use the Maricopa County contracts to purchase specialized business databases.
- LDD staff worked with the University of North Texas Library School to provide access to their series of library related online tutorials, access priced at only \$7 per person. The staff launched the first tutorial on June 20, *Dealing with Difficult Patrons*. This would partially fulfill requirements in the Western Council Library Practitioner Core Competency II: Public Library Administration.

LDD staff is designing new CE web pages that will integrate Agency information on continuing education. This will include: Continuum Certification info on how to subscribe to the statewide contract for College of DuPage teleconferences, free online tutorials, Library Institute, CE Scholarships (info. and applications), and links to other sources of CE opportunities, Link to Registration Page and Library Science Academic Courses available around the state.

- Awarded almost \$1 million in federal Library, Services and Technology Act (LSTA) funding to 52 Arizona library projects. The awards were announced recently for projects that will continue through August, 2006.

The State Library will receive \$2.9 million of LSTA funding this year from the Institute of Museum and Library Services (IMLS). Almost \$2 million of the funds are committed to statewide services such as digital government initiatives, the repository for cultural information, continuing education classes, network support, databases, interlibrary loan, Arizona Convocation and a number of other programs that benefit the entire state. The remaining money is invested in field-based competitive grants to Arizona libraries.

Arizona library grant recipients this year include the Alpine Public Library for books and community programs; the Elsie S. Hogan Community Library in Willcox for a teen program; the Tucson-Pima Public Library for after school homework assistance; the Apache Junction Public Library for an early literacy program; and the Prescott Valley Public Library for a mobile computer project.

- Arizona Center for the Book staff from the Carnegie Center participated in the fourth annual National Book Festival in Washington, DC. The Book National Festival is organized and sponsored by the Library of Congress and hosted by Laura Bush and featured more than seventy authors, illustrators, and poets. Attendance for the festival, which was held on the National Mall, was estimated at over 90,000. This widely anticipated national cultural event is free, open to the public, and a wonderful celebration of books and reading.
- Managed the Arizona State Library's Cultural Inventory Project (CIP), an online database serving a variety of users (researchers, historians, teachers, students, special interest groups, tourists, and the general public) and providing a finding aid to special collections, repositories, museums, historic and cultural societies, etc., of special and unique interest. The CIP links users to various collections of historic and cultural relevance in Arizona. Users can search the database by name, subject, or location. Started five years ago, the CIP is currently being updated with new entries and reviewed for overall usability. The database may be found on the Internet at <http://cip.lib.az.us>.
- Sponsored training sessions for librarians with topics ranging from E-rate to Train-the-Trainer to Spanish Health Information. These workshops benefited almost 500 participants.

- Presented interesting and informative sessions on genealogical topics to genealogy groups such as the East Valley Genealogy Society, Tempe Chapter of the Family History Society of Arizona, Phoenix Genealogical Society, Cottonwood Family History Center, and Family History Society of AZ (FHSA) Glendale Chapter, as well as organized tours of the genealogy collection for groups such as the Boy Scouts, Venture Out, Genealogy Club of Sun City, Saddle Brook Genealogy Club, West Valley Genealogy Club, and the Happy Trails Genealogy Club
- Coordinated the very popular Genealogy Lunchtime Family History monthly sessions, which are held at the Carnegie Center.
- Archives staff gave National History Day (NHD) workshops and presentations to students and teachers in Chandler, Tucson, Sierra Vista, Maricopa, Flagstaff and Tombstone. Archives staff also spent a day teaching and working with students at Apprende Junior High School about historical research and the National History Day program.
- The Student Interactive Guide, a tool to help teachers and students meet Arizona State Social Studies Standards and Performance Objectives, was created by Museum staff and distributed in 2005. It enhances legislative gallery visits and school tours.
- The Museum published *The Capitol Explorer*, a valuable tool for visitors who prefer a self-guided tour.
- On Veterans Day, staff opened an exhibit commemorating the fiftieth anniversary of the GI Bill. It is the first exhibit produced by the Museum to be invited to tour after display at the Capitol. It was the featured exhibit at the River of Time Museum in Fountain Hills during the summer of 2005.
- The Records Management Division has septic tank permit records from Maricopa County. The County sent these records to the Department of Environmental Quality based on a miscommunication between the two entities. DEQ refused to keep the records and Maricopa County refused to take the records. The Records Management Division ended up taking the records (approximately 55 boxes) to determine how long the records need to be retained and to negotiate a new records retention schedule with the County. The requests for these records have numbered 1,008.
- TOSS 2: This building was acquired 8/8/05, and we moved 90 pallets into it the following day. Shelving units were ordered 8/9/05 and with the great help from our vendor were fully installed the first week of September. (If we had ordered the shelves the following week there would have been an additional gas and steel surcharge on the units).
- Relocation projects: two box relocation projects took place before TOSS 2 was acquired to help make space for our increasing number of boxes. The first involved putting boxes on our top shelves. The second involved taking 700 boxes to TOSS 1.

- New Records Center Management software: O'Neil Software was purchased and migration plans are under way.
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### **GOAL THREE: PRESERVING ARIZONA**

To effectively preserve the history, culture, and traditions of Arizona, we work with individuals and agencies throughout the state and nation to identify, collect, access, and preserve the fundamental documents and artifacts that document the state's rich past. We also ensure that the collected materials are repaired and augmented as necessary.

#### **Goal Three Accomplishments**

- The National Association of Government Archives and Records Administrators held their annual meeting in Phoenix. All of the archivists attended three or more sessions of NAGARA. The Archives Division Director organized and chaired the session on Tribal Archives.
- Archives staff continues to work with the Supreme Court and Clerks of the Court regarding case file retention schedules.
- The first phase of a three-part effort, rebinding of Arizona's historic law materials and law reference materials that are most in need of repair, has recently been concluded and the materials have been returned to us. Phase II focuses on the Arizona Attorney General's Opinions and making those available in readable form for users of our law collection. Phase III is the replacement of non-Arizona law reporters and state materials, or the repair of these materials. All phases deal only with the existing collection, a large portion of which is 19th or early 20th century. Law and Research Library staff has contacted other states' law librarians to determine what may be obtained from their redundant collections. *Arizona Attorney* is scheduled to do a story on the library and the new archives building project. The story will highlight the project and our desire to have Arizona's early materials available in well-preserved form. Currently, we are fund raising for private donations for Phase III.
- For several months, History and Archives Division staff met with the Oro Valley Public Library and with other city staff to talk about planning for their new city archives. Archives staff gave them information on best practices on preservation, storage, finding aids to make their collections accessible, electronic records, deeds of gift and more.

- Archives staff accepted an invitation to be on the Museum Association of Arizona's Taskforce on Disaster Planning. The Archive's staff written disaster plan will provide a basis for MAA members to use in developing their own. .
- Archives staff, along with representatives from the Supreme Court and the Maricopa Superior Courts, made a presentation to the Arizona Judicial Council about the new court retention schedules. The judges unanimously agreed to accept and support the schedules and applauded us for all of the work we have done to preserve Arizona's historical legal records.
- Three Agency managers attended a meeting sponsored by the Library of Congress at which archivists, state librarians, and Information Technology professionals from all over the United States met to discuss concerns with the long term preservation of electronic records.
- Archives and Capitol Museum staff worked with the White Mountain Apache Tribe to help them develop their archives. Archives staff was able to help them remove the glue from tape residue from a number of their historical photos. Capitol Museum staffed talked to them about ways they could use their archival materials in exhibits.
- Archives staff spoke at the Tombstone City Council Meeting about the critical need for them to preserve the historical records they took back from the Tombstone Courthouse State Park. The City officials promised that they would move the records into a secure, air conditioned room by the end of July. Archives staff also advised the Tombstone City Clerk how to treat mold on some of their older records.
- Exhibits staff consulted on lighting problems threatening the unique Jay Datus murals in the Research Library.
- Museum staff, led by the Collections manager, served on the planning team for the Arizona history and archives building. The Museum cares for a valuable part of the physical heritage of the State.
- The Records Management Division conducted 139 workshops for 3,950 people on Records Management and Public Records requirements and issues.
- The Records Management Division has processed and received approval for 268 retention schedules, with 2,542 items from state agencies, cities, counties, universities, school districts, community colleges and special districts.

- Examples of Preservation Imaging projects this year:
    - ASU Japanese internment camp newspapers, scanned film from our collection
    - Attorney General opinions filmed and scanned
    - Scanned ADOA state as-built plans to the Territorial era are being filmed
    - Bill files for Senate, House and Legislative Council filmed
    - Lab services for the City of Phoenix
    - Film scanning for City of Scottsdale
    - Scanning of public birth and death records for Health Services web site
  - Sunset Review of Drug and Gang Policy Council (SB1166): This agency was the only one of 17 up for review which sunsetted. The records were collected in September and are now in the State Archives.
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## **GOAL FOUR: PROMOTING STATEWIDE COLLABORATION**

To meet Goal 4, we provide Arizona's cultural and public information communities with leadership, problem solving, and information to help them improve the depth and breadth of the cultural and historic services they offer to Arizonans. We participate in a variety of statewide working groups to collaborate in building an inventory of Arizona's cultural collections – print and web-based – for all to use and to improve local services and information. This agency has received (and has also helped Arizona win) more National Leadership Grants than any other state library.

### **Goal Four Accomplishments**

- The History and Archives Division in collaboration with the Arizona Historical Foundation, SRP and Friends of Arizona Archives, hosted a state-wide Archivists Roundtable at the Capitol on October 1st. The roundtable was a kickoff for Arizona Archives Week and provided a day-long forum for the 18 attendees to discuss common issues such as collections policies, budgets, outreach, archival education and the importance of working together. Dr. Matthew Whitaker, ASU history professor, spoke to the group. Rob Spindler demonstrated the Online Archives of Arizona. At the end of a day of stimulating discussion, the archivists agreed that they would like to develop a list-serve where we could share information and concerns. The group also agreed to think about the possibility of forming a state-wide organization of archivists sometime in the future.

- VRATE! - BTBL booth was hosted by the reader advisors. The large print calendars were popular with those attending and there were a surprising number of people in attendance who did not know about our service. It was also a great opportunity to meet and greet our patrons and catch up with our colleagues.
- The Braille and Talking Book Library volunteer recognition event, with 191 attendees, was held in March at the Phoenix Art Museum. The theme this year was "Reading is for Everyone – Volunteers Create Works of Art from the Heart." Ten volunteers received letters of congratulations from Governor Napolitano and certificates for donating over 1,000 hours of service to the library. In fiscal year 2004 there were 282 volunteers who donated 22,065 hours to the library for a value to the State of over \$400,000.
- Medtronic employees spent a day volunteering at BTBL in March. This is the fifth year that Medtronic has allowed their employees to participate in this community service activity at the library during the workday.
- ASLAPR and Rehabilitation Services Administration/DES will partner again in FY2006 to continue providing the Newsline® and Jobline® services. These services were developed by the National Federation of the Blind and provide telephone access to over 150 newspapers from across the country and to job information from America's Jobline. The print text of the newspapers is converted to synthetic voice and available over the phone the same day.
- Worked with the US Bureau of Land Management Office in Phoenix to identify publications and maps not in the Depository Program that the Bureau could provide. Staff made arrangements to get a set of Arizona trail maps, and also requested information on microform copies of historic General Land Office field notes.
- Law and Research staff presented sessions on Depository Basics for the Five State Depository Meeting in Santa Fe, New Mexico (August 2004), U.S. Public Printer's Depository Library Council meeting in Albuquerque, New Mexico (April 2005), and the U.S. Government Printing Office's Federal Depository Library Council meeting in Washington, D.C. (October 2005).
- Law and Research staff is participating in an effort to revise and update the Depository Library Manual for the U.S. Government Printing Office's Federal Depository Library Program. During the Federal Depository Conference in Washington, D.C. (October 2005), Agency staff served on a program presenting drafts of Manual chapters.

- Law and Research staff made numerous presentations related to map preservation including:

July 2004 - Arizona Historic Preservation Partnership Conference (topic – Historic maps at the State Library)

April 2005 – Research and Archives staff co-presented “Wheeler Expedition: Forever in the Shadow of John Wesley Powell” at the 46<sup>th</sup> Annual Arizona History Convention in Flagstaff, AZ.

May 2005 – a staff member attended Arizona Depository Library Council meeting at Carnegie. She gave brief presentation on the Map and Geographic Information Collections in Transition meeting in Wash. DC.

June 2005 – A staff member presented “Historic Maps in the State Archives” at the 3<sup>rd</sup> Annual Statewide Historic Preservation Partnership Conference in Tucson. (Repeat of the 2004 presentation)

- Librarians in the Law and Research Library participated in the *Government Information Online* virtual reference pilot project ([www.govtinfo.org](http://www.govtinfo.org)). Librarians in 33 institutions across the country answered government-related questions through email and chat connections. This pilot project began in November 2004 and will continue through December 2005, with possibilities of moving out of the “pilot” phase and offering this service in the future.
- Law and Research attended a meeting with representatives from the Department of Corrections on organizing electronic documents. The Records Management Division and Information Technology staff participated in this meeting on February 1, 2004.
- Assisted legislative librarians from other states with requests, such as information about studies of the solvency of public retirement systems, the means and effectiveness of communications between constituents and Arizona legislators and information regarding circumstances that would allow a school district to be taken over by the State of Arizona.
- Staff collaborated with smaller museums to help their staff and volunteers identify and care for artifacts that document local history.
- Museum staff is consulting with Arizona State Parks on plans for observing the Parks’ Fiftieth Anniversary.
- The Museum Store hosted four book signings related to new exhibits and the Division’s Lunch Bunch Series, informal conversations with interesting Arizonans. The Store also worked with the Central Arizona Museum Association to promote museum development and programming.

- The Records Management Division was given one week's notice by the Department of Revenue to pull 98,000 individual tax returns stored in the State Records Management Center in a six week period. Working together, the project was finished one week ahead of schedule before the end of the fiscal year.
- Agency staff met with the Arizona Association of College Registrars and Admission Officers (AzACRAO) to discuss the challenges of electronic student records.
- Staff from the Records Management Division and the Director's Office worked with other volunteers from other states on a National Electronic Commerce Coordinating Council – NECCC – work group regarding the Analysis of State Records Laws.
- Records Management staff was asked to participate on a panel for the Association for Information and Image Management's (AIIM) On-Line Solution Center. The panel consisted of three representatives from state and local government. A staff member was the "State Government" representative for the country.
- Records Management staff had a workshop for 52 school officials at the AZ Association of School Board Officials conference.
- Records Management staff served as a member of the Joint Committee for the Society of American Archivists (SAA) and the Association of Records Managers and Administrators, International, Inc. (ARMA).
- Records Management staff was on a panel on "Documenting Government" at the AIIM Advisory Trade Member Executive Summit program.
- Records Management Division hosted the local ARMA Chapter's monthly meeting in March. We had 30 records management professionals networking and touring the State Records Management Center.
- Records Management staff participated at the Government Technology Magazine's Editorial Roundtable Breakfast, an exclusive roundtable discussion where a select group of peers participated in a discussion to learn more about Arizona's initiatives and the progress made in implementing Technology in Government.
- Records Management staff gave a presentation at the Government Technology Magazine's Arizona Summit.
- LDD staff met with Curriculum and Instruction faculty (Early Childhood Education) at Arizona State University to discuss possible collaboration on school readiness projects.

LDD staff spoke with faculty from the Northern Arizona University Undergraduate Elementary Teacher Preparation Program in Tucson about the research they would like to do on collaboration between teachers and school librarians. Staff also discussed professional development needs of school librarians with the chair of the Teacher-Librarian Division of AzLA. As a result, the Arizona State Library will sponsor a workshop on *Leadership Through Collaboration* in June of 2005, and a statewide survey has been prepared to be distributed in January. The same survey will be sent to Children's Services staff in public libraries.

LDD staff discussed professional development needs of school librarians with the Teacher-Librarian Division of AzLA at their monthly meeting on January 8 at Verrado Middle School. Staff will represent TLD on this year's AzLA conference committee.

LDD staff visited the Teacher-Librarian at the Queen Creek High School Library to discuss the professional development needs of librarians working in schools.

LDD staff worked with Dr. Judi Moreillon at the Teacher-Librarian workshop that she developed for the Arizona State Library, Teacher Librarians = Teacher-Leaders. The full-day training was held on June 11 at Mesa Public Library with 25 in attendance. Judi has developed a web page with a group picture of the participants <http://storytrail.com/tlstls2.htm> and resources from the workshop <http://storytrail.com/tlstls.htm>. In their evaluations, teacher-librarians expressed gratitude to the State Library for providing professional development specifically for them.

- LDD staff participated with other University of Michigan Library School's mentors and mentees in discussions about the future of the Community Information Corporation and its ongoing funding. This annual gathering has proven to be a helpful networking opportunity too.
- LDD staff worked with the Maricopa County Library District Youth Services Manager, to prepare for the Arizona Department of Education's first summer conference on Early Childhood Learning, where the Youth Services Librarian at the Campbell Library, will present a workshop on multicultural literature.
- Coordinated and attended the annual Arizona Convocation, an opportunity for professionals from cultural institutions to get together for informational, educational and networking opportunities. The seventh annual Arizona Convocation was held in Phoenix in March. The theme of the Convocation was: *Beyond the Five Cs: Cultural Legacies*. This year's Keynote Speaker was Dr. David Carr. Dr. Carr explored the idea of cultural institutions as spaces where ordinary people can go to investigate society's past and to create visions of the future through individual contemplation.

Nearly 200 librarians, archivists, historians, and museum professionals from around the state attended the Convocation. One hundred percent of participants who completed evaluations reported that they learned something new that would help them do their job better, and 96% reported that they met people with whom they will collaborate on projects and programs.

- Planning for Results is an all-in-one guide that outlines a tested, results-driven planning process designed to enable libraries to respond effectively to rapid change. A total of 87 Arizona public libraries have completed plans since 2002. Nineteen libraries completed “Creating Policies for Results” and an additional 19 libraries have completed an intensive boot camp on “Planning for Results.”
- The second national conference of Tribal Libraries, Archives and Museums was held in Mesa, Arizona May 24-27, 2005. This conference is designed to create a network of support for tribal cultural institutions and programs; articulate contemporary issues related to the development of tribal libraries, archives and museums; and encourage collaboration among tribal and non-tribal cultural institutions. It is funded by the Institute of Museum and Library Services in partnership with the Arizona State Museum and the Arizona State Library, Archives and Public Records. Participants from all parts of the United States and Canada attended the conference.
- The Arizona State Library, Archives and Public Records was one of the major co-sponsors of the Arizona Humanities Council’s 8<sup>th</sup> annual Arizona Book Festival on Saturday April 2nd on the grounds of the Carnegie Center at 1101 W. Washington. Over 8500 book lovers from around the state attended the free, family event to celebrate the book in all its forms.

The Arizona Book Festival also served as the official kick-off for the 2005 OneBookAZ. This year’s event celebrated reading in the State of Arizona by encouraging the reading and exploration of two very different books, one fiction and one non-fiction account of the mysterious disappearance of Glen and Bessie Hyde during their honeymoon trip down the Colorado River.

OneBookAZ is a coordinated effort between ASLAPR, the Arizona Humanities Council, Barnes & Noble, Maricopa County Library Council, and the Phoenix Zoo. Total participation for both the adult and children’s events reached over 136,000 people.

- ASLAPR sponsors the Arizona National History Day program, part of a national academic contest that includes 800,000 participants from across the country. Archives staff provides workshops for teachers concentrating on how to find and analyze primary resource materials and work directly with students in their classrooms in preparation for this event. Since the Agency took over the coordination of the project in 2002, the Arizona program has grown from 45 to 2,500 students in 2004. There are now five regions – Prescott, Phoenix/West, East Valley, Tucson, and Sierra Vista.

Approximately 4000 students, representing 44 Arizona schools participated at some level of the program in 2005. Five regional competitions in March featuring the best

650 entries from schools statewide led to the Arizona State Finals, held on April 9<sup>th</sup> with 316 contestants from the regional competitions participating. National History Day students utilized the Historic Capitol and House and Senate buildings. Finalists represented every geographic area of the state, from Douglas to Page, Morenci to Wickenburg. Fifty two students were selected as national finalists and join over 2000 students from 54 other states and territories at the national finals in Washington DC this June.

- Coordinated the annual Summer Library Institute to provide professional development training for Arizona library staff who do not have a master's degree in Library Science and who work in predominantly rural areas of the state. This Institute provides participants with training on a variety of topics related to their work and increases their job skills and knowledge. Five days spent on the campus of the University of Arizona provides learning experiences from highly regarded library professionals, including faculty from the School of Information Resources and Library Science (SIRLS), experienced trainers, State Library staff, and fellow participants.

The 2005 Institute began a three-year plan to address the six Library Practitioner Core Competencies developed by the Western Council of State Libraries as part of the "Continuum of Library Education" funded by the Institute of Museum and Library Services. Library Practitioner Core Competencies comprise those knowledge and skill sets required for competent performance as a library director/manager of a small, usually rural, public library. Mastery of the Library Practitioner Core Competencies as demonstrated through successful completion of approved education and training courses will lead to certification through a regional Western Council Library Practitioner certification program. The Arizona State Library will be tracking training completed toward certification.

This year's Institute was held May 31 – June 2, 2005 with 34 participants attending from the following counties: Apache, Cochise, Coconino, Gila, Graham, Greenlee, Maricopa, Mohave, Navajo, Pima, Pinal, Santa Cruz, and Yavapai.