

## Arizona State Library, Archives and Public Records

### FY 2007 Budget Request

The Arizona State Library is one of the most respected state library agencies in the nation. Our management team consistently serves in major leadership positions in their national professional associations, and our agency is actively sought as a partner in a wide variety of state, regional, and national efforts.

In FY 2003, our agency general fund appropriation (excluding special line items) was to have been \$7,728,700 at a time when we delivered 80,592,796 access service contacts. After a budget reduction of almost \$1.7 million to \$6,057,300 in FY 2003, by FY 2006, our general fund appropriation has slightly increased to \$6,309,700 with 86,374,055 access service contacts in FY 2005. Each service contact is an individual or institution that obtained a service, information/fact, or assistance from one of our efforts. In FY 2005 our average cost per service contact was only 6.9 cents.

To help close the gap between the general fund appropriation and our operations needs, we raised funds through our statutory revenue streams and through grants. We have raised more than \$34.35 million in grant funds for our agency and for other Arizona cultural institutions since 1997. In addition, we bring to Arizona approximately \$3 million in federal funds and \$4 million in e-rate funds annually.

Despite our creativity and diligence, we cannot raise private or other public funds for core operations such as the storage of state records, archives, and artifacts; the selection, acquisition, access, and on-going Arizona-related book and journal purchases; or technological and other maintenance fees.

Recognizing the importance of the Legislature's priority of fiscal prudence, for FY 2007, I respectfully request only modest funding adjustments to cover inflationary increases the Arizona State Library has and will continue to incur. For FY 2007, I request additional appropriations of \$101,200 from the General Fund and 1.0 FTE as a technical correction, and \$114,300 from the Records Services Fund.

#### **1. Staff (Add 1 FTE) – Technical Correction      No additional funding required**

In 1997, when I became State Librarian, the agency was providing less than three million service deliveries with a staff of 119 FTEs. In 2001-2002, the agency staff was 129.1 FTEs.

In FY 2005, our very active agency provided 86,374,055 service contacts, guided by our goals of access, preservation, collaboration, and legislative service, with a staff of only 114.8 FTE's. During the FY 2003 budget curtailment, Library and Archives lost 16 full-time positions; 5 of those positions were filled, which resulted in a serious reduction in force. Recognizing this hardship, *last year the Legislature approved funding for a Director of Development position, but due to a technical oversight, the appropriated FTE count was not increased by 1.0 FTE.* The following language is included in the FY 2006 Appropriations Report:

*Director of Development*

The approved amount includes an increase of \$81,200 from the General Fund in FY 2006 for a Director of Development. This position will enhance ASLAPR's ability to obtain government grants and assist with private fundraising.

*Director of Development* – This full-time position works with program staff to write and compile information necessary for successful grant applications. This position requires an individual who has knowledge of state, federal, corporate, and foundation funding opportunities. It is nearly impossible to prepare the extensive grant applications required to maintain our grant success without dedicated management of the process and opportunities at the agency level. Resource Development was one of the three critical Strategic Issues approved by the Library Board in 2003. This position is essential for success in fundraising detailed by that Strategic Issue.

## **2. Technology and Electronic Infrastructure \$66,000**

The State Library's technology and copier maintenance costs in FY 2003 were approximately \$62,000. Since that time, we have received no additional funds to cover those expenses. In FY 2007, those costs will increase to approximately \$128,000. Additional funding is needed in order to pay increased costs for necessary maintenance agreements and costs.

Technology supports all we do and all of our services – it is critical infrastructure. Maintenance contracts must be maintained for the Library's technology equipment including computer hardware, software, photocopiers, and telephone systems. Software maintenance is necessary for SIRSI (online public catalog) and Marcive (federal documents catalog).

We request an increase of \$66,000 to cover maintenance for the most important hardware and software systems used, not just locally, but also by the statewide library and cultural community and members of the public.

### **3. Book Budget \$19,300**

In 1997 and 1998 the Library obtained small grants to hire two consultants to evaluate the collections. The consultants identified the strongest collections when compared to other Arizona libraries, and recommended gaps in those collections be filled and newer materials acquired. The History and Archives Division acquires out-of-print books and microfilm of Arizona newspapers, city directories, and federal records of the territorial period missing from our collections whenever funds allow. The Law and Research Library seeks to strengthen its law collections by acquiring updated state materials, treatises, tribal law, and city and county codes. In FY 2003 on a third grant, we organized a statewide evaluation of public law collections. We carefully tailored our law collection to ensure a comprehensive legal research capacity for Arizona in concert with the four other major collections. The Federal Documents collection receives all federal publications at no cost, but access to the information contained in those reports is often unclear or labor intensive. The Law and Research Library will acquire commercially-produced indices and research tools to provide efficient and effective access to the information in federal documents. The Law and Research Library purchases materials for the genealogy collection, which is the second largest in Arizona.

The Library also hopes to continue access to electronic databases throughout the Capitol Complex, making it convenient for legislative employees to consult these databases from their desktops as well as from the Library, House, and Senate research areas.

In FY 2002, our book acquisition budget was \$500,000, but it was cut to \$200,000 during the budget reduction in FY 2003. In FY 2005, the Library gratefully received an additional \$68,800 for book acquisitions, and the budget is currently \$269,000. Unfortunately, the continued reduced funding adversely affects our ability to maintain our carefully reduced and painstakingly selected unique collections, let alone ensure availability of current legal materials. Out-of-date legal materials are useless. We are the Law Library for the Legislature, State agencies, and the public. The other major law libraries, especially the universities, primarily provide services to students and faculty. We are the ones who assist the public as an important part of our legal mandate.

The requested increase in acquisitions would provide the ability to keep pace with inflationary increases and continue minimal updating of legal and reference material. The cost of library books and databases increases annually (an average of 7.16 percent in 2004, as compared to the Consumer Price Index of only 5.2 percent during the same period) thereby reducing purchasing power even with constant funding. The attached charts summarize library material

inflation costs. This additional funding will allow us to keep pace with inflation and maintain our core unique collections.

We request an increase of \$19,300 for the book budget, for a total of \$288,300, to purchase print and electronic resources for the collections, including the law and specific Arizona and genealogy materials.

**4. Risk Management**  
**\$15,900**

ADOA Risk Management charges to the State Library increased by \$15,900 from FY 2003 to FY 2006. This amount is needed to cover the increase.

**5. Off-Site Records Storage Overflow Facility – Records Services Fund**  
**\$114,300**

The requested amount, which would be appropriated from the Records Services Fund, includes rent and operating costs to maintain the new 13,000 square foot records storage overflow facility located at 52<sup>nd</sup> Avenue and Van Buren.

**6. Third Records Storage Overflow Facility – Records Services Fund**  
**Footnote**

During FY 2007, the second off-site records storage facility opened in August 2005 will be filled to capacity. It will be necessary to open a third facility during FY 2007. Because the exact timing and costs of opening a third storage facility are unknown at this time, it is requested that the JLBC recommended footnote in the FY 2006 Appropriations Report concerning the expenditure of excess Records Services Fund receipts be continued in the FY 2007 appropriation.

All Records Services Fund receipts, including prior year fund balances, received by Arizona State Library, Archives and Public Records in excess of \$626,700 in FY 2006 are appropriated to the Arizona State Library, Archives and Public Records. Before the expenditure of Records Services Fund receipts in excess of \$626,700 in FY 2006, the Arizona State Library, Archives and Public Records shall submit the intended use of the monies for review by the Joint Legislative Budget Committee.

Director: GladysAnn Wells

JLBC Analyst: Steve Grunig

	FY 2004 Actual	FY 2005 Estimate	FY 2006 Approved
<b>OPERATING BUDGET</b>			
<i>Full Time Equivalent Positions</i>	112.8	114.8	114.8
Personal Services	3,761,300	4,410,300	4,555,300
Employee Related Expenditures	987,200	1,186,900	1,402,500
Professional and Outside Services	116,200	121,600	121,600
Travel - In State	11,400	8,000	8,000
Travel - Out of State	15,900	15,500	15,500
Other Operating Expenditures	1,142,100	805,600	808,500
Equipment	39,900	100,000	25,000
<b>OPERATING SUBTOTAL</b>	<b>6,074,000</b>	<b>6,647,900</b>	<b>6,936,400</b>
<b>SPECIAL LINE ITEMS</b>			
Grants in Aid	562,500	651,400	651,400
Statewide Radio Reading Service for the Blind	97,000	97,000	97,000
<b>AGENCY TOTAL</b>	<b>6,733,500</b>	<b>7,396,300</b>	<b>7,684,800<sup>1/2/3/</sup></b>
<b>FUND SOURCES</b>			
General Fund	6,307,400	6,724,100	7,058,100
<u>Other Appropriated Funds</u>			
Records Services Fund	426,100	672,200	626,700
<b>SUBTOTAL - Other Appropriated Funds</b>	<b>426,100</b>	<b>672,200</b>	<b>626,700</b>
<b>SUBTOTAL - Appropriated Funds</b>	<b>6,733,500</b>	<b>7,396,300</b>	<b>7,684,800</b>
Other Non-Appropriated Funds	316,600	400,900	400,900
Federal Funds	3,112,300	2,937,400	2,937,400
<b>TOTAL - ALL SOURCES</b>	<b>10,162,400</b>	<b>10,734,600</b>	<b>11,023,100</b>

**AGENCY DESCRIPTION** — The agency is the archival authority and the designated repository for historical records and documents of state and local government, as well as a designated federal document regional repository. Other responsibilities include: the Braille and Talking Book Library; coordination of statewide planning and development of library services; the State Capitol Museum and the Carnegie Center and a general research and State Law Library.

<b>PERFORMANCE MEASURES</b>	FY 2003	FY 2004	FY 2006
	Actual	Actual	Approved
• Customer satisfaction rating (Scale 1-8)	7.4	7.6	7.4

**Operating Budget**

The budget provides \$6,936,400 for the operating budget in FY 2006. This amount consists of \$6,309,700 from the General Fund and \$626,700 from the Records Services Fund.

The approved amount includes an increase of \$213,500 in FY 2006 for statewide adjustments. This amount consists of \$184,000 from the General Fund and \$29,500 from the Records Services Fund. (Please see the Statewide Adjustments section at the end of this Appropriations Report for details.)

1/ This appropriation is a continuing appropriation and is exempt from the provisions of A.R.S. § 35-190, relating to lapsing of appropriations. (General Appropriation Act footnote)  
 2/ General Appropriation Act funds are appropriated as an Operating Lump Sum with Special Line Items by Agency.  
 3/ All Records Services Fund receipts, including prior year fund balances, received by the Arizona State Library, Archives and Public Records in excess of \$626,700 in FY 2006 are appropriated to the Arizona State Library, Archives and Public Records. Before the expenditure of Records Services Fund receipts in excess of \$626,700 in FY 2006, the Arizona State Library, Archives and Public Records shall submit the intended use of the monies for review by the Joint Legislative Budget Committee. (General Appropriation Act footnote, as adjusted for statewide allocations)

*Eliminate One-Time Equipment*

The approved amount includes a decrease of \$(75,000) from the Records Services Fund in FY 2006 for the elimination of one-time equipment.

*Director of Development*

The approved amount includes an increase of \$81,200 from the General Fund in FY 2006 for a Director of Development. This position will enhance ASLAPR's ability to obtain government grants and assist with private fundraising.

*Book Acquisition Budget*

The approved amount includes an increase of \$68,800 from the General Fund in FY 2006 for enhancement of Law and Research Library resources, and to continue legislative access to databases.

**Special Line Items**

*Grants-in-Aid*

The budget provides \$651,400 from the General Fund for Grants-in-Aid in FY 2006. This amount is unchanged from FY 2005. Monies in this Special Line Item are used to fund a portion of the state match that is required for receipt of federal dollars under the Library Services and Technology Act (LSTA). Receipt of LSTA monies is dependent on the state's ability to meet a maintenance of effort requirement, which is tied to the state contribution made in each of the 3 prior years.

*Statewide Radio Reading Service for the Blind*

The budget provides \$97,000 from the General Fund for Statewide Radio Reading Service for the Blind in FY 2006. This amount is unchanged from FY 2005. Monies in this Special Line Item are used to provide information access services for blind and visually impaired individuals. Services include radio information broadcasts, a telephone and web-based news reading service, and internet radio broadcasting for individuals who are outside the range of the radio broadcast.