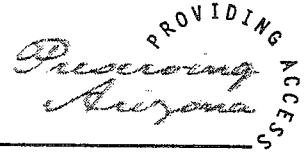




ARIZONA STATE
LIBRARY, ARCHIVES AND PUBLIC RECORDS

GladysAnn Wells, Director



DRAFT

October 10, 2007

Janet Napolitano, Governor
1700 W. Washington Street
Phoenix, AZ 85007

Dear Governor Napolitano:

Enclosed is the fiscal year 2009 budget request for the Arizona State Library, Archives and Public Records.

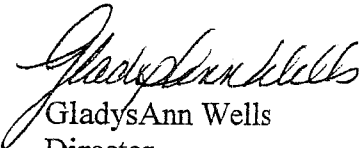
Out of respect for the current fiscal news and after consultation with the Library Board, we are submitting a straight line budget request.

This should not be construed as an indication of a lack of need, but rather as the acknowledgement of the realities that we all confront as we attempt to continue our programs and public service.

Despite an increase in demand for our services, we are facing challenges. Our fiscal situation is difficult due to increases in basic operational costs such as technology and book inflation.

Please contact me if any additional information is needed to consider this request.

Sincerely,


GladysAnn Wells
Director

FS 1

STATE CAPITOL

1700 W. Washington – Room 200 • Phoenix, Arizona 85007 • Home Page: <http://www.lib.az.us>
Phone: (602) 542-4035 • FAX: (602) 542-4972 • E-Mail: gawells@lib.az.us

An Equal Opportunity Employer



ARIZONA STATE
LIBRARY, ARCHIVES AND PUBLIC RECORDS

GladysAnn Wells, Director

PROVIDING ACCESS
*Preserving
Arizona*

October 7, 2003

Janet Napolitano, Governor
1700 W. Washington, Rm 800
Phoenix, AZ 85007

Dear Governor Napolitano:

Enclosed is the FY2005 budget request for the Arizona State Library, Archives and Public Records.

In deference to the state's continuing fiscal challenges and after consultation with the Library Board, we are submitting a 'critical needs only' budget request.

This should not be construed as an indication of a lack of need, but rather as the acknowledgment of the realities that we all confront as we attempt to continue our programs and public service.

The Library Board reviewed our request for an increase in the authority to reinvest the revenue already received from the Records Services Fund to in records services to state and local government.

Sincerely,


GladysAnn Wells
Director

FS 2

STATE CAPITOL

1700 W. Washington – Room 200 • Phoenix, Arizona 85007 • Home Page: <http://www.lib.az.us>
Phone: (602) 542-4035 • FAX: (602) 542-4972 • E-Mail: gawells@lib.az.us

An Equal Opportunity Employer

STATE OF ARIZONA
BUDGET REQUEST

TRANSMITTAL STATEMENT

AGENCY: ARIZONA STATE LIBRARY, ARCHIVES & PUBLIC RECORDS

A.R.S. CITATION:

ARS §41-1331-1353

GOVERNOR NAPOLITANO:

This and the accompanying budget schedules, statements and explanatory information constitute the operating budget supplemental of this agency for Fiscal Year 2006 and Fiscal Year 2007.

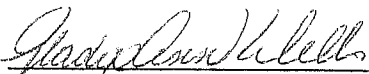
To the best of my knowledge all statements and explanations contained in the estimates submitted are true and correct.

| Appropriated Funds | FY 2005 Approp | FY 2006 Decis Pkg. | FY 2006 Total Budget | FY 2005 Approp | FY 2007 Decis Pkg. | FY 2007 Total Budget |
|------------------------|-------------------|-----------------------|-------------------------|-------------------|-----------------------|-------------------------|
| Total Amount Requested | 7,396.3 | 753.6 | 8,149.9 | 7,396.3 | 787.1 | 8,183.4 |
| General Fund | 6,724.1 | 753.6 | 7,477.7 | 6,724.1 | 787.1 | 7,511.2 |
| Records Services Fund | 672.2 | 0.0 | 672.2 | 672.2 | 0.0 | 672.2 |

AGENCY HEAD: GladysAnn Wells

TITLE: Director

| Non-Appropriated Funds | FY 2005 Approp | FY 2006 Decis Pkg. | FY 2006 Total Budget | FY 2005 Approp | FY 2007 Decis Pkg. | FY 2007 Total Budget |
|--------------------------|-------------------|-----------------------|-------------------------|-------------------|-----------------------|-------------------------|
| Total Amount Planned | 3,338.3 | 0.0 | 3,338.3 | 3,338.3 | 0.0 | 3,338.3 |
| Federal Grant | 2,937.4 | 0.0 | 2,937.4 | 2,937.4 | 0.0 | 2,937.4 |
| State Library Fund | 328.4 | 0.0 | 328.4 | 328.4 | 0.0 | 328.4 |
| Gift Shop Revolving Fund | 72.5 | 0.0 | 72.5 | 72.5 | 0.0 | 72.5 |


SIGNATURE:

PHONE: 6025424035

REQUEST PREPARED BY: Michael Hawthorne

E-MAIL ADDRESS: mhawthorne@lib.az.us

FS
3

DATE PREPARED: Friday, October 01, 2004

All dollars are presented in thousands.

TRANSMITTAL STATEMENT

STATE OF ARIZONA
BUDGET REQUEST
TRANSMITTAL STATEMENT

AGENCY: ARIZONA STATE LIBRARY, ARCHIVES & PUBLIC RECORDS

A.R.S. CITATION:
ARS §41-1331-1353

| Appropriated Funds | FY 2005 Approp | FY 2006 Decis Pkg. | FY 2006 Total Budget | FY 2005 Approp | FY 2007 Decis Pkg. | FY 2007 Total Budget |
|------------------------|-------------------|-----------------------|-------------------------|-------------------|-----------------------|-------------------------|
| Total Amount Requested | 7,338.5 | 753.6 | 8,092.1 | 7,338.5 | 787.1 | 8,125.6 |
| General Fund | 6,666.3 | 753.6 | 7,419.9 | 6,666.3 | 787.1 | 7,453.4 |
| Records Services Fund | 672.2 | 0.0 | 672.2 | 672.2 | 0.0 | 672.2 |

GOVERNOR NAPOLITANO:
This and the accompanying budget schedules, statements and explanatory information constitute the operating budget supplemental of this agency for Fiscal Year 2006 and Fiscal Year 2007.
To the best of my knowledge all statements and explanations contained in the estimates submitted are true and correct.

AGENCY HEAD: GladysAnn Wells

TITLE: Director

| Non-Appropriated Funds | FY 2005 Approp | FY 2006 Decis Pkg. | FY 2006 Total Budget | FY 2005 Approp | FY 2007 Decis Pkg. | FY 2007 Total Budget |
|--------------------------|-------------------|-----------------------|-------------------------|-------------------|-----------------------|-------------------------|
| Total Amount Planned | 3,338.3 | 0.0 | 3,338.3 | 3,338.3 | 0.0 | 3,338.3 |
| Federal Grant | 2,937.4 | 0.0 | 2,937.4 | 2,937.4 | 0.0 | 2,937.4 |
| State Library Fund | 328.4 | 0.0 | 328.4 | 328.4 | 0.0 | 328.4 |
| Gift Shop Revolving Fund | 72.5 | 0.0 | 72.5 | 72.5 | 0.0 | 72.5 |


SIGNATURE:

PHONE: 6025424035

REQUEST PREPARED BY: Michael Hawthorne
E-MAIL ADDRESS: mhawthorne@lib.az.us

FS 4

DATE PREPARED: Friday, October 01, 2004

All dollars are presented in thousands.

TRANSMITTAL STATEMENT

STATE OF ARIZONA

FY 2005

Appropriations Report

July 2004

FS 5

JLBC

Director: GladysAnn Wells

JLBC Analyst: Steve Grunig

| | FY 2003 Actual | FY 2004 Estimate | FY 2005 Approved |
|---|-------------------|---------------------|-----------------------------------|
| OPERATING BUDGET | | | |
| <i>Full Time Equivalent Positions</i> | 112.8 | 112.8 | 114.8 |
| Personal Services | 3,800,200 | 4,173,800 | 4,410,300 |
| Employee Related Expenditures | 880,200 | 1,098,400 | 1,129,100 |
| Professional and Outside Services | 157,600 | 121,600 | 121,600 |
| Travel - In State | 8,000 | 8,000 | 8,000 |
| Travel - Out of State | 17,200 | 15,500 | 15,500 |
| Other Operating Expenditures | 1,430,600 | 801,200 | 805,600 |
| Equipment | 17,600 | 25,000 | 100,000 |
| OPERATING SUBTOTAL | 6,311,400 | 6,243,500 | 6,590,100 |
| SPECIAL LINE ITEMS | | | |
| Grants-in-Aid | 572,000 | 651,400 | 651,400 |
| Statewide Radio Reading Service for the Blind | 97,000 | 97,000 | 97,000 |
| AGENCY TOTAL | 6,980,400 | 6,991,900 | 7,338,500^{1/2/3/} |
| FUND SOURCES | | | |
| General Fund | 6,670,100 | 6,565,800 | 6,666,300 |
| <u>Other Appropriated Funds</u> | | | |
| Records Services Fund | 310,300 | 426,100 | 672,200 |
| SUBTOTAL - Other Appropriated Funds | 310,300 | 426,100 | 672,200 |
| SUBTOTAL - Appropriated Funds | 6,980,400 | 6,991,900 | 7,338,500 |
| Other Non-Appropriated Funds | 873,500 | 465,800 | 465,800 |
| Federal Funds | 2,741,600 | 2,937,400 | 2,937,400 |
| TOTAL - ALL SOURCES | 10,595,500 | 10,395,100 | 10,741,700 |

AGENCY DESCRIPTION — The department is the archival authority and the designated repository for historical records of state and local government, as well as a designated federal document repository. Other responsibilities include: the Library for the Blind and Physically Handicapped; coordination of statewide planning and development of library services; the State Capitol Museum and Hall of Fame Museum and 2 libraries, one for general research and the other the State Law Library.

| | FY 2003 Appropriation | FY 2003 Actual | FY 2004 Appropriation | FY 2005 Appropriation |
|--|--------------------------|-------------------|--------------------------|--------------------------|
| PERFORMANCE MEASURES | | | | |
| • Tour participants and program attendees | 193,176 | 154,735 | 125,000 | 154,735 |
| • Number of volunteer hours | 34,928 | 30,910 | 34,800 | 34,800 |
| • Outside funds raised (grants and donations) (in dollars) | 4,600,000 | 3,551,800 | 1,300,000 | 3,551,800 |
| • Customer satisfaction rating (Scale 1-8) | 7.4 | 7.4 | 7.0 | 7.4 |
| • % of agency staff turnover | 10.0 | 10.0 | 12.0 | 10.0 |
| • Administration as a % of total cost | 3.5 | 3.6 | 4.0 | 3.6 |

FS 6

- 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 \$672,200 in FY 2005 are appropriated to the Arizona State Library, Archives and Public Records. Before the expenditure of Records Services Fund receipts in excess of \$672,200 in FY 2005, 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)

Operating Budget

The budget provides \$6,590,100 for the operating budget in FY 2005. This amount consists of \$5,917,900 from the General Fund and \$672,200 from the Records Services Fund. This amount includes an increase for statewide salary and other adjustments. *(Please see the Statewide Adjustments section at the end of this Appropriations Report for details.)*

Lease Costs

The budget includes a General Fund decrease of \$(5,800) for lease costs.

Records Services Fund

The budget includes a Records Services Fund increase of \$233,700 and 2 FTE Positions for upgrade of the computerized inventory system, renovation of the Records Management Center computer room, and the addition of technology and E-archives staff positions. This amount consists of \$148,500 for Personal Services and Employee Related Expenditures, \$75,000 for one-time equipment and \$10,200 for Other Operating Expenditures.

Special Line Items

Grants - in - Aid

The budget provides \$651,400 from the General Fund for Grants-in-Aid in FY 2005. This amount is unchanged from FY 2004. 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 Construction Act (LSCA) Titles I, II and III. Receipt of LSCA monies is dependent on the state's ability to meet a maintenance of effort requirement, which is tied to the state contribution made in the 2 years prior to the current fiscal year.

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 2005. This amount is unchanged from FY 2004. 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.

FS 7



ARIZONA STATE
LIBRARY, ARCHIVES AND PUBLIC RECORDS

GladysAnn Wells, Director

PROVIDING ACCESS
*Preserving
Arizona*

November 15, 2004

Janet Napolitano, Governor
1700 W. Washington
Phoenix, AZ 85007

Dear Governor Napolitano:

Enclosed is the FY2006 and FY2007 budget request for Arizona State Library, Archives and Public Records. This submission received the support of the Library Board at its annual meeting on August 25, 2004.

The enclosed charts illustrate the biggest challenge we face: a 31 percent increase in the demand for our services since 2002 with a corresponding 16.7 percent reduction in funding and an 11 percent reduction in staffing during the same period. This budget request attempts to address this challenge, while remaining as fiscally conservative as possible.

This request does not include funds needed for construction or facilities-related expenses of the Polly Rosenbaum Archives and History Building, which is in the final stages of the design process. Those figures will be provided as soon as they become available.

Sincerely,


GladysAnn Wells
Director

FS 8

STATE CAPITOL

STATE OF ARIZONA

FY 2006

Appropriations Report

July 2005

FS 9

JLBC

Legislature - Arizona State Library, Archives and Public Records

A.R.S. § 41-1331

Director: GladysAnn Wells

JLBC Analyst: Steve Grunig

| | FY 2004 Actual | FY 2005 Estimate | FY 2006 Approved |
|---|-------------------|---------------------|-----------------------------------|
| OPERATING BUDGET | | | |
| <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 |
| OPERATING SUBTOTAL | 6,074,000 | 6,647,900 | 6,936,400 |
| SPECIAL LINE ITEMS | | | |
| Grants in Aid | 562,500 | 651,400 | 651,400 |
| Statewide Radio Reading Service for the Blind | 97,000 | 97,000 | 97,000 |
| AGENCY TOTAL | 6,733,500 | 7,396,300 | 7,684,800^{1/2/3/} |
| FUND SOURCES | | | |
| 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 |
| SUBTOTAL - Other Appropriated Funds | 426,100 | 672,200 | 626,700 |
| SUBTOTAL - Appropriated Funds | 6,733,500 | 7,396,300 | 7,684,800 |
| Other Non-Appropriated Funds | 316,600 | 400,900 | 400,900 |
| Federal Funds | 3,112,300 | 2,937,400 | 2,937,400 |
| TOTAL - ALL SOURCES | 10,162,400 | 10,734,600 | 11,023,100 |

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.

| PERFORMANCE MEASURES | 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)

FS 10

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.

FS 11



ARIZONA STATE
LIBRARY, ARCHIVES AND PUBLIC RECORDS

GladysAnn Wells, Director

PROVIDING ACCESS
*Preserving
Arizona*

November 29, 2005

Janet Napolitano, Governor
1700 W. Washington Street
Phoenix, AZ 85007

Dear Governor Napolitano:

I am writing this letter on behalf of Director GladysAnn Wells, who is home recuperating from serious injuries recently sustained in a horseback riding accident.

Enclosed is the fiscal year 2007 budget request for the Arizona State Library, Archives and Public Records. This submission received the support of the Library Board at its annual meeting on November 8, 2005.

The enclosed charts highlight our most significant challenges. Since 2002, we have experienced:

- increased demand for our services of 17.5 percent (almost 15 million additional service deliveries),
- funding reductions of 13 percent (\$944,300 General Fund reduction),
- staffing reductions of 11 percent (14.3 FTE reduction), and
- general library material acquisition inflationary increases totaling 23.6 percent.

This budget request attempts to address the above challenges while recognizing the importance of Arizona State Government's priority of fiscal prudence. As directed by the Library Board, Ms. Wells requests only modest funding adjustments to cover inflationary increases. For fiscal year 2007, additional appropriations of \$101,200 from the General fund and 1.0 FTE as a technical correction, and \$114,300 from the Record Services Fund are requested.

Please contact me if any additional information is needed to consider this request.

Sincerely,

Michael Hawthorne, CPA
Director of Operations

FS 12

STATE CAPITOL

STATE OF ARIZONA
BUDGET REQUEST

TRANSMITTAL STATEMENT

AGENCY: ARIZONA STATE LIBRARY, ARCHIVES & PUBLIC RECORDS

A.R.S. CITATION:

ARS §41-1331-1353

| Appropriated Funds | | FY 2006 Approp | FY 2007 Decis Pkg. | FY 2007 Total Budget |
|------------------------|--|-------------------|-----------------------|-------------------------|
| Total Amount Requested | | 7,684.8 | 215.5 | 7,900.3 |
| General Fund | | 7,058.1 | 101.2 | 7,159.3 |
| Records Services Fund | | 626.7 | 114.3 | 741.0 |

GOVERNOR NAPOLITANO:

This and the accompanying budget schedules, statements and explanatory information constitute the operating budget supplemental of this agency for Fiscal Year 2007.

To the best of my knowledge all statements and explanations contained in the estimates submitted are true and correct.

AGENCY HEAD: GladysAnn Wells

TITLE: Director

Non-Appropriated Funds

Federal Grant
State Library Fund
Gift Shop Revolving Fund

| Non-Appropriated Funds | | FY 2006 Approp | FY 2007 Decis Pkg. | FY 2007 Total Budget |
|--------------------------|--|-------------------|-----------------------|-------------------------|
| Total Amount Planned | | 3,381.6 | 0.0 | 3,381.6 |
| Federal Grant | | 3,041.2 | 0.0 | 3,041.2 |
| State Library Fund | | 271.7 | 0.0 | 271.7 |
| Gift Shop Revolving Fund | | 68.7 | 0.0 | 68.7 |

Michael Hawthorne

SIGNATURE:

PHONE: 6025424035

REQUEST PREPARED BY: Michael Hawthorne

E-MAIL ADDRESS: mhawthorne@lib.az.us

FS 13

DATE PREPARED: Friday, October 01, 2004

All dollars are presented in thousands.

TRANSMITTAL STATEMENT

STATE OF ARIZONA

FY 2007

Appropriations Report

July 2006

FS 14

JLBC

Legislature - Arizona State Library, Archives and Public Records

A.R.S. § 41-1331

Director: GladysAnn Wells

JLBC Analyst: Steve Grunig

| | FY 2005 Actual | FY 2006 Estimate | FY 2007 Approved | |
|---|-------------------|---------------------|-----------------------------------|---------------------|
| OPERATING BUDGET | | | | |
| <i>Full Time Equivalent Positions</i> | 114.8 | 114.8 | 115.8 | |
| Personal Services | 3,917,300 | 4,648,000 | 4,858,600 | |
| Employee Related Expenditures | 1,111,400 | 1,420,400 | 1,615,800 | |
| Professional and Outside Services | 148,200 | 121,600 | 121,600 | |
| Travel - In State | 13,400 | 8,000 | 8,000 | |
| Travel - Out of State | 24,300 | 15,500 | 15,500 | |
| Other Operating Expenditures | 1,132,200 | 806,900 | 809,500 | |
| Equipment | 107,300 | 25,000 | 25,000 | |
| OPERATING SUBTOTAL | 6,454,100 | 7,045,400 | 7,454,000 | |
| SPECIAL LINE ITEMS | | | | |
| Grants-in-Aid | 536,000 | 651,400 | 651,400 | |
| Statewide Radio Reading Service for the Blind | 97,000 | 97,000 | 97,000 | |
| AGENCY TOTAL | 7,087,100 | 7,793,800 | 8,202,400^{1/2/3/} | |
| FUND SOURCES | | | | |
| General Fund | 6,551,900 | 7,159,600 | 7,540,600 | |
| <u>Other Appropriated Funds</u> | | | | |
| Records Services Fund | 535,200 | 634,200 | 661,800 | |
| SUBTOTAL - Other Appropriated Funds | 535,200 | 634,200 | 661,800 | |
| SUBTOTAL - Appropriated Funds | 7,087,100 | 7,793,800 | 8,202,400 | |
| Other Non-Appropriated Funds | 319,100 | 340,400 | 340,400 | |
| Federal Funds | 2,841,300 | 3,041,200 | 3,041,200 | |
| TOTAL - ALL SOURCES | 10,247,500 | 11,175,400 | 11,584,000 | |
| 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. | | | | |
| PERFORMANCE MEASURES | | | | |
| | FY 2003 Actual | FY 2004 Actual | FY 2005 Actual | FY 2007 Approved |
| • Customer satisfaction rating (Scale 1-8) | 7.4 | 7.6 | 7.6 | 7.4 |

FS 15

/ 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)

/ General Appropriation Act funds are appropriated as an Operating Lump Sum with Special Line Items by Agency.

/ All Records Services Fund receipts, including prior year fund balances, received by the Arizona State Library, Archives and Public Records in excess of \$661,800 in FY 2007 are appropriated to the Arizona State Library, Archives and Public Records. Before the expenditure of Records Services Fund receipts in excess of \$661,800 in FY 2007, 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)

Operating Budget

The budget provides \$7,454,000 for the operating budget in FY 2007. This amount consists of:

| | |
|-----------------------|----------------|
| | <u>FY 2007</u> |
| General Fund | \$6,792,200 |
| Records Services Fund | 661,800 |

These amounts include an increase of \$408,600 for statewide adjustments. This amount consists of:

| | |
|-----------------------|---------|
| General Fund | 381,000 |
| Records Services Fund | 27,600 |

(Please see the Statewide Adjustments section at the end of this Appropriations Report for details.)

Director of Development

The budget provides 1 FTE Position from the General Fund in FY 2007 for a Director of Development. Laws 2005, Chapter 286 originally provided funding for the new position, but did not provide an accompanying FTE Position.

Special Line Items

Grants-in-Aid

The budget provides \$651,400 from the General Fund for Grants-in-Aid in FY 2007. This amount is unchanged from FY 2006. 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 2007. This amount is unchanged from FY 2006. 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.

Other Issues

State Archives and History Building

The FY 2007 Capital Outlay Bill (Laws 2006, Chapter 345) appropriates \$8,000,000 from the General Fund in FY 2008 to Legislative Council for completion of the new Polly Rosenbaum State Archives and History Building.

Laws 2005, Chapter 298 appropriated \$15,000,000 from the General Fund in each of FY 2006 and FY 2007 to Legislative Council for the project.

Prior to the Chapter 298 appropriations, Laws 2004, Chapter 194 appropriated \$2,000,000 from the General Fund in FY 2005 to ADOA for initial design and site preparation for the new building.

FS 16



ARIZONA STATE
LIBRARY, ARCHIVES AND PUBLIC RECORDS

GladysAnn Wells, Director

PROVIDING ACCESS
*Preserving
Arizona*

November 27, 2006

Janet Napolitano, Governor
1700 W. Washington Street
Phoenix, AZ 85007

Dear Governor Napolitano:

Enclosed is the fiscal year 2008 budget request for the Arizona State Library, Archives and Public Records.


The enclosed charts highlight our most significant challenges. From 2002 to 2006, we have experienced increased demand for our services of 51.3 percent (almost 38 million additional service deliveries). Despite the tremendous increase in demand for our services, we have struggled with the following challenges during the same period:

- funding reductions of 6 percent (\$461,800 General Fund reduction),
- staffing reductions of 10 percent (13.3 FTE reduction), and
- general library material acquisition inflationary increases totaling 30.1 percent.

Unfortunately, due to the expense of the planned Polly Rosenbaum State Archives and History Building, our fiscal year 2008 request includes only a small addition to address serious health and safety/repair needs for our Braille and Talking Book Library.

Please contact me if any additional information is needed to consider this request.

Sincerely,


GladysAnn Wells
Director

FS 17



ARIZONA STATE
LIBRARY, ARCHIVES AND PUBLIC RECORDS

GladysAnn Wells, Director

PROVIDING ACCESS
*Preserving
Arizona*

November 29, 2006

Richard Stavneak, Director
Joint Legislative Budget Committee
1716 W. Adams Street
Phoenix, AZ 85007

Dear Richard:

Enclosed is the fiscal year 2008 budget request for the Arizona State Library, Archives and Public Records.

The enclosed charts highlight our most significant challenges. From 2002 to 2006, we have experienced increased demand for our services of 51.3 percent (almost 38 million additional service deliveries). Despite the tremendous increase in demand for our services, we have struggled with the following challenges during the same period:

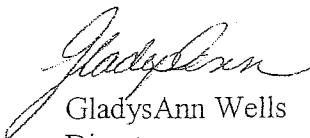
- funding reductions of 6 percent (\$461,800 General Fund reduction),
- staffing reductions of 10 percent (13.3 FTE reduction), and
- general library material acquisition inflationary increases totaling 30.1 percent.

Unfortunately, due to the expense of the planned Polly Rosenbaum State Archives and History Building, our fiscal year 2008 request includes only a small addition of \$35,300 to address serious health and safety/repair needs for our Braille and Talking Book Library. The total amount of appropriated funds requested is \$8,237,700.

I also request favorable consideration regarding continuation of the existing footnote permitting review of requests for expenditures in excess of appropriations from the Records Services Fund by the Joint Legislative Budget Committee.

Please contact me if any additional information is needed to consider this request.

Sincerely,


GladysAnn Wells
Director

FS 18

cc: Steve Grunig

STATE CAPITOL

STATE OF ARIZONA

FY 2008

Appropriations Report

July 2007

FS 19

JLBC

Legislature - Arizona State Library, Archives and Public Records

A.R.S. § 41-1331

Director: GladysAnn Wells

JLBC Analyst: Dan Hunting

| | FY 2006 Actual | FY 2007 Estimate | FY 2008 Approved | FY 2009 Approved |
|---|-------------------|---------------------|-----------------------------------|-----------------------------------|
| OPERATING BUDGET | | | | |
| <i>Full Time Equivalent Positions</i> | 114.8 | 115.8 | 115.8 | 115.8 |
| Personal Services | 4,052,800 | 4,858,600 | 5,004,300 | 4,858,600 |
| Employee Related Expenditures | 1,260,800 | 1,618,200 | 1,742,200 | 1,634,200 |
| Professional and Outside Services | 152,700 | 121,600 | 121,600 | 121,600 |
| Travel - In State | 14,300 | 8,000 | 8,000 | 8,000 |
| Travel - Out of State | 39,800 | 15,500 | 15,500 | 15,500 |
| Other Operating Expenditures | 1,372,900 | 807,100 | 803,200 | 787,500 |
| Equipment | 146,800 | 25,000 | 25,000 | 25,000 |
| OPERATING SUBTOTAL | 7,040,100 | 7,454,000 | 7,719,800 | 7,450,400 |
| SPECIAL LINE ITEMS | | | | |
| Grants-in-Aid | 560,800 | 651,400 | 651,400 | 651,400 |
| Statewide Radio Reading Service for the Blind | 97,000 | 97,000 | 97,000 | 97,000 |
| AGENCY TOTAL | 7,697,900 | 8,202,400 | 8,468,200^{1/2/3/} | 8,198,800^{1/2/3/} |
| FUND SOURCES | | | | |
| General Fund | 7,063,700 | 7,540,600 | 7,787,600 | 7,536,300 |
| <u>Other Appropriated Funds</u> | | | | |
| Records Services Fund | 634,200 | 661,800 | 680,600 | 662,500 |
| SUBTOTAL - Other Appropriated Funds | 634,200 | 661,800 | 680,600 | 662,500 |
| SUBTOTAL - Appropriated Funds | 7,697,900 | 8,202,400 | 8,468,200 | 8,198,800 |
| Other Non-Appropriated Funds | 1,043,200 | 342,400 | 342,400 | 342,400 |
| Federal Funds | 3,446,700 | 3,262,400 | 3,262,400 | 3,262,400 |
| TOTAL - ALL SOURCES | 12,187,800 | 11,807,200 | 12,073,000 | 11,803,600 |

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.

| PERFORMANCE MEASURES | FY 2004 | FY 2005 | FY 2006 | FY 2008 |
|--|---------|---------|---------|---------|
| | Actual | Actual | Actual | JLBC |
| • Customer satisfaction rating (Scale 1-8) | 7.6 | 7.6 | 7.4 | 7.4 |

Operating Budget

The budget includes \$7,719,800 and 115.8 FTE Positions for the operating budget in FY 2008 and \$7,450,400 and

115.8 FTE Positions for FY 2009. These amounts consists of:

| | FY 2008 | FY 2009 |
|-----------------------|-------------|-------------|
| General Fund | \$7,787,600 | \$7,536,300 |
| Records Services Fund | 680,600 | 662,500 |

- 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 \$680,600 in FY 2008 and \$662,500 in FY 2009 are appropriated to the Arizona State Library, Archives and Public Records. Before the expenditure of Records Services Fund receipts in excess of \$680,600 in FY 2008 or \$662,500 FY 2009, 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)

FS 20

These amounts fund the following adjustments:

Statewide Adjustments

The budget provides an increase of \$265,800 in FY 2008 and a decrease of \$(3,600) in FY 2009 for statewide adjustments. These amounts consist of:

| | | |
|-----------------------|---------|---------|
| General Fund | 247,000 | (4,300) |
| Records Services Fund | 18,800 | 700 |

(Please see the Statewide Adjustments section at the end of this Appropriations Report for details. The annualization of these adjustments for FY 2009 will be addressed in the 2008 budget process.)

Special Line Items

Grants-in-Aid

The budget provides \$651,400 from the General Fund for Grants-in-Aid in FY 2008 and FY 2009. These amounts are unchanged from FY 2007. 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 2008 and FY 2009. These amounts are unchanged from FY 2007. 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.

FS 21

Arizona State Library, Archives and Public Records FY 2008 Budget Request

Fiscal Challenges

Library and Archives is very grateful for the correction to our full time employee (FTE) count made during the 2005/6 Legislative Session. The additional FTE made it possible for Library and Archives to hire the Development Director approved in the preceding fiscal year budget. On behalf of all staff, we are grateful for the March, 2006 staff raises appropriated by the Legislature and signed by the Governor.

From 2002 to 2006, we have experienced increased demand for our services of 51.3 percent (almost 38 million additional service deliveries). Despite the tremendous increase in demand for our services, we have struggled with the following challenges during the same period:

- funding reductions of 6 percent (\$461,800 General Fund reduction),
- staffing reductions of 10 percent (13.3 FTE reduction), and
- general library material acquisition inflationary increases totaling 30.1 percent.

Unfortunately, these several factors have combined to make the fiscal situation for Library and Archives precarious.

In addition to expanded service needs and pre 2002 operating fund levels, Library and Archives faces specific inflation well above normal consumer averages.

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 service contacts. After a budget reduction of almost \$1.7 million to \$6,057,300 in FY 2003, by FY 2007, our general fund appropriation has slightly increased to \$6,792,200 with 111,179,347 service contacts in FY 2006. Each service contact is an individual or institution that obtained a service, information/fact, or assistance from one of our efforts. In FY 2006 our average cost per service contact was only 6.1 cents. (See attached charts: *General Fund Operating Appropriations and Performance Measures – Service Units*).

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 \$39,803,813 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 up to \$4 million in library e-rate funds annually.

Although book, journal and online information purchase and subscription inflation has slowed (See attached charts: *Average Inflation for Purchase of General Library Periodicals and Average Inflation for Purchase of Library Legal Materials*) the acquisitions budget has not received an adjustment acquisitions since FY2005, when the Library received a \$68,880 increase for the budget. The average inflation in non-legal library materials was 6.5% and the increase in law materials was 4.4% in 2005. The

FS 22

consumer price index for the same time period was only 1.3 % (Source: US Department of Labor Bureau of Labor Statistic, Oct 2006)

Unfortunately, the continued reduced funding combined with annual inflation 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 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 2008, those costs will increase to approximately \$141,000. 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).

In addition, proposed increases in telephone service and internet connectivity through ADOA's partnership with Accenture threatens to increase this burden.

The uncertainty of the completion of the Polly Rosenbaum State Archives and History Building has dictated a continuation budget request for Library and Archives, with one exception. The Braille and Talking Book Library has experienced serious repair and security issues. It is located in a building not covered by the Department of Administration repair funds. ADOA Risk Management did conduct a security assessment for Library and Archives following several physical assaults made on both staff and clients of the Braille and Talking Book Library. This is especially problematic because this group of Library and Archive patrons are visually impaired and/or physically challenged; therefore they are vulnerable to being victimized. In addition, serious repairs are needed for safety and ergonomic issues.

I also request favorable consideration regarding continuation of the existing footnote permitting review of requests for expenditures in excess of appropriations from the Records Services Fund by the Joint Legislative Budget Committee.

Total new request: \$35,300

FS 23