

LAA 0.0 **Agency Summary**  
 ARIZONA STATE LIBRARY, ARCHIVES, AND PUBLIC RECORDS  
 GladysAnn Wells, Director  
 Phone: (602) 926-4035  
 A.R.S. §§ 41-1331 through 41-1352

**Mission:**

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

**Description:**

The Arizona State Library, Archives and Public Records provides information services as authorized by law. Research and reference services are provided in the subject areas of law, government, public policy, genealogy, and Arizoniana. Consultant services are offered to public libraries to strengthen county and local library services and to government agencies of the cities, counties, and state to assist them in the management of official records. State and federal grants for public libraries and other authorized services are administered and monitored. Special library and information services are offered for anyone who is unable to read or use standard printed materials as a result of temporary or permanent visual or physical limitations. Public records are identified, preserved, and when appropriate disposed of through archival retention programs. Exhibits are created to educate the public regarding governmental and Arizona history and the legislative process. These services are provided through the divisions of the Agency: History and Archives, Braille and Talking Book Library, Library Development, Museum, Records Management, and Research and Law Library. The Agency also has responsibility for the Board of the Library, Archives and Public Records; the Arizona Board of Library Examiners; the Arizona County Librarians; Arizona Historical Records Advisory Board; the Arizona State Board on Geographic and Historic Names; and the Arizona Historical Advisory Commission, including the Arizona Centennial planning efforts.

**Strategic Issues:**

**Issue 1 Resource Development**

Library and Archives has raised over \$51.2 million dollars in grant funds for Arizona cultural institutions and for its own services. In the future, despite the downturn of the economy and the difficulties of fund raising, we will continue our efforts to seek outside funds. Although general operating funds must come from governmental sources (state general fund and federal IMLS funds), private and other governmental funds will be sought for special projects or pilot projects. The most significant fund raising efforts will focus on the completion of the Polly Rosenbaum State Archives and History Building and the development of an endowment for the preservation and maintenance of the historic buildings that house the agency offices. Library and Archives operates from three historic buildings and two other structures with age related repair and renovation needs. The agency will seek new ways to expand fiscal resources and make more effective use of existing resources.

**Issue 2 Infrastructure**

Library and Archives operates from three historic buildings and from two other structures with age-related repair and renovation needs. The move to the new Polly Rosenbaum History and Archives Building will place temporary burden on staff, but when finished the new building will address statewide archival storage and treatment needs. Born-digital government information has changed Library and Archives infrastructure and staff development considerations. More operating funds are directed to technological management of e-government documents, archives, and records. Staff must be continuously trained and retrained in evolving technological archival, library, and records management skill sets. The agency will take a global view of space utilization. Staff is a crucial element in the many services provided by the State Library. Issues may include staffing levels, and recruiting, retaining, and training of staff. Technology needs will be evaluated and an equipment refresh program will help keep pace with technology demands.

**Issue 3 Digital Government**

Library and Archives has a broad range of responsibility 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 all staff to learn new technical skills to ensure public records are usable today and preserved for tomorrow. The agency will consider ways to ensure publications and archival electronic records can be preserved permanently, meet public demands for access, and increase records management in electronic information systems through state government.

◆ **Goal 1** To provide access to public information. The agency will improve access to public information via in-person contacts, telephone contacts, fax, e-mail, and written requests.

Performance Measures	FY 2007 Actual	FY 2008 Estimate	FY 2009 Estimate
Public Access - Materials loaned.	1,536,214	1,155,000	1,165,000
Explanation:	Public Access - Materials retrieved.		
Public Access - Materials retrieved.	100,566	92,000	95,000
Explanation:	Exceptional request from Revenue in FY2005 made that year an outlier.		
Public Access - Questions answered.	191,622	190,000	200,000
Explanation:	Public Access - Consultations		
Public Access - Consultations	20,639	15,000	17,500
Explanation:	Public Access - In-state contacts.		
Public Access - In-state contacts.	5,376,260	3,000,000	3,500,000
Explanation:	Significant coverage of Rosenbaum Archives building and agency programs in the media.		
Public Access - Out-of-state contacts.	129,716	110,000	110,000
Explanation:	Public Access - On-line database searches.		
Public Access - On-line database searches.	2,826,951	2,500,000	2,600,000
Explanation:	Public Access - Patrons registered.		
Public Access - Patrons registered.	2,750	2,100	2,200
Explanation:	Public Access - Program Activities		
Public Access - Program Activities	1,595	900	1,500
Explanation:	Public Access - Program attendees.		
Public Access - Program attendees.	167,769	95,000	150,000
Explanation:	Public Access - Tours		
Public Access - Tours	1,329	1,300	1,400
Explanation:	Public Access - Tour participants.		
Public Access - Tour participants.	47,995	50,000	52,000
Explanation:	Public Access - Facility Use		
Public Access - Facility Use	396	275	400
Explanation:	Public Access - Facility Use Participants		
Public Access - Facility Use Participants	15,532	7,500	15,000
Explanation:	Public Access - Web site visits (In thousands).		
Public Access - Web site visits (In thousands).	11,820.2	12,500.0	12,500.0
Explanation:	Public Access - SIRSI usage.		
Public Access - SIRSI usage.	639,214	472,000	475,000
Explanation:	Public Access - E-mail delivered (in thousands).		
Public Access - E-mail delivered (in thousands).	7,321.1	5,625.0	5,625.0
Explanation:	Public Access - Jobline/Newsline calls.		
Public Access - Jobline/Newsline calls.	29,027	26,000	27,000
Explanation:	Public access - Total contacts (In thousands).		
Public access - Total contacts (In thousands).	30,228.8	25,842.1	26,537.0
Explanation:			

◆ **Goal 2** To preserve Arizona materials. The agency will improve the preservation of Arizona materials through cataloging, repair, digitization, microfilming and when necessary, conserving of fragile documents and photographs.

Performance Measures	FY 2007 Actual	FY 2008 Estimate	FY 2009 Estimate
Preservation - Materials acquired	110,140	80,000	120,000
Explanation:	Preservation - Materials withdrawn/removed		
Preservation - Materials withdrawn/removed	35,726	40,000	40,000
Explanation:	Preservation - Materials preserved (in thousands).		
Preservation - Materials preserved (in thousands).	1,548.6	1,250.0	1,500.0
Explanation:	Preservation - Materials digitized.		
Preservation - Materials digitized.	889,687	525,000	750,000
Explanation:	Special RMD project for Scottsdale PD backfiles made FY2006 an outlier.		

**2008 - 2009 ARIZONA MASTER LIST OF STATE GOVERNMENT PROGRAMS**

Preservation - Titles cataloged.	133,699	80,000	125,000
Explanation:			
Preservation - Reproductions for preservation, access (in thousands).	75,025.6	70,000.0	75,000.0
Explanation: Audio, microfilm, other copies made for preservation or public access.			
Preservation - Total items/contacts(In thousands).	77,743.5	71,975.0	77,535.0
Explanation: Preservation activities lower as staff directed attention to preparation for move to the new building.			

◆ **Goal 3** To promote statewide collaboration. The agency will increase its conduct of activities that create and promote collaboration among Arizona's cultural institutions.

<b>Performance Measures</b>	<b>FY 2007 Actual</b>	<b>FY 2008 Estimate</b>	<b>FY 2009 Estimate</b>
Collaboration - Institutions.	9,668	5,500	6,000
Explanation:			
Collaboration - Programs/Activities.	873	600	600
Explanation:			
Collaboration - Program attendees.	55,273	55,000	92,000
Explanation:			
Collaboration - Boards and Commissions	241	200	200
Explanation:			
Collaboration - Volunteer hours	25,868	25,000	26,000
Explanation:			
Collaboration - Total activities/contacts.	91,923	86,300	122,800
Explanation: Collaboration activities lower as staff directed attention to preparation for move to the new building.			

◆ **Goal 4** To provide information services to the legislature. The agency will provide increased services to Legislators, Legislative staff, and Legislative agencies.

<b>Performance Measures</b>	<b>FY 2007 Actual</b>	<b>FY 2008 Estimate</b>	<b>FY 2009 Estimate</b>
Leg Info Services - Materials loaned.	550	100	100
Explanation:			
Leg Info Services - Legislative contacts.	9,886	9,200	9,300
Explanation:			
Leg Info Services - Questions answered	1,082	900	950
Explanation:			
Leg Info Services - Tour attendees.	8,905	8,100	8,500
Explanation:			
Leg Info Services - Equipment loans.	36	10	15
Explanation:			
Leg Info Services - Facilities use permits.	43	15	20
Explanation:			
Leg Info Services - Facilities use attendees	901	500	550
Explanation:			
Leg Info Services - In-service training sessions.	9	10	12
Explanation:			
Leg Info Services - In-service training attendees.	136	30	45
Explanation:			
Leg Info Services - Boxed records in storage.	2,022	2,200	2,300
Explanation:			
Leg Info Services - Library Board attendees.	0	50	50
Explanation:			
Leg info services - Total activities/contacts.	23,570	21,115	21,842
Explanation:			

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**Program:** LAA 0 . 0 ARIZONA STATE LIBRARY, ARCHIVES, AND PUBLIC RECORDS  
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- ◆ **Goal:** 1 To provide access to public information. The agency will improve access to public information via in-person contacts, telephone contacts, fax, e-mail, and written requests.

**Performance Measures:**

ML	Budget	Type		FY 2006 Actual	FY 2007 Estimate	FY 2007 Actual	FY 2008 Estimate	FY 2009 Estimate
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OP Public Access - Materials loaned.	1,154,618	1,155,000	1,536,214	1,155,000	1,165,000
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OP Public Access - Materials retrieved.	91,147	92,000	100,566	92,000	95,000
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OP Public Access - Questions answered.	189,505	190,000	191,622	190,000	200,000
4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OP Public Access - Consultations	17,872	15,000	20,639	15,000	17,500
5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OP Public Access - In-state contacts. Significant coverage of the Rosenbaum Archives building and agency programs in the media.	2,228,078	300,000	5,376,260	3,000,000	3,500,000
6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OP Public Access - Out-of-state contacts.	200,551	110,000	129,716	110,000	110,000
7	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OP Public Access - On-line database searches.	2,448,193	2,500,000	2,826,951	2,500,000	2,600,000
8	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OP Public Access - Patrons registered.	2,051	2,100	2,750	2,100	2,200
9	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OP Public Access - Program Activities	592	600	1,595	900	1,500
10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OP Public Access - Program attendees.	155,555	100,000	167,769	95,000	150,000

ML	Budget	Type		FY 2006 Actual	FY 2007 Estimate	FY 2007 Actual	FY 2008 Estimate	FY 2009 Estimate
11	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OP Public Access - Tours	1,221	1,300	1,329	1,300	1,400
12	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OP Public Access - Tour participants.	49,686	50,000	47,995	50,000	52,000
13	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OP Public Access - Facility Use	256	260	396	275	400
14	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OP Public Access - Facility Use Participants	13,178	2,500	15,532	7,500	15,000
15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OP Public Access - Web site visits (In thousands).	11,518.8	11,500.0	11,820.2	12,500.0	12,500.0
16	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OP Public Access - SIRSI usage.	471,265	472,000	639,214	472,000	475,000
17	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OP Public Access - E-mail delivered (in thousands).	5,624.9	5,625.0	7,321.1	5,625.0	5,625.0
18	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OP Public Access - Jobline/Newsline calls.	25,484	26,000	29,027	26,000	27,000
19	<input type="checkbox"/>	<input checked="" type="checkbox"/>	QL Customer satisfaction.	7.4	7.6	7.5	7.6	7.6
20	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	OP Public access - Total contacts (In thousands).	24,192.9	22,141.8	30,228.8	25,842.1	26,537.0

◆ **Goal:** 2 To preserve Arizona materials. The agency will improve the preservation of Arizona materials through cataloging, repair, digitization, microfilming and when necessary, conserving of fragile documents and photographs.

**Performance Measures:**

ML	Budget	Type		FY 2006 Actual	FY 2007 Estimate	FY 2007 Actual	FY 2008 Estimate	FY 2009 Estimate
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OP Preservation - Materials acquired	103,503	80,000	110,140	80,000	120,000
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OP Preservation - Materials withdrawn/removed	37,728	120,000	35,726	40,000	40,000
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OP Preservation - Materials preserved (in thousands).	1,473.7	1,500.0	1,548.6	1,250.0	1,500.0
4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	QL Preservation - Materials digitized. Special RMD project for Scottsdale PD backfiles made FY2006 an outlier.	8,028,633	525,000	889,687	525,000	750,000
5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OP Preservation - Titles cataloged.	149,425	80,000	133,699	80,000	125,000
6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	QL Preservation - Reproductions for preservation, access (in thousands). Audio, microfilm, other copies made for preservation or public access.	77,049.5	70,000.0	75,025.6	70,000.0	75,000.0
7	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	OP Preservation - Total items/contacts(In thousands). Preservation activities lower as staff directed attention to preparation for move to the new building.	88,842.5	72,305.0	77,743.5	71,975.0	77,535.0

◆ **Goal:** 3 To promote statewide collaboration. The agency will increase its conduct of activities that create and promote collaboration among Arizona's cultural institutions.

**Performance Measures:**

ML	Budget	Type		FY 2006 Actual	FY 2007 Estimate	FY 2007 Actual	FY 2008 Estimate	FY 2009 Estimate
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IP Collaboration - Institutions.	7,753	6,000	9,668	5,500	6,000
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IP Collaboration - Programs/Activities.	565	600	873	600	600
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OP Collaboration - Program attendees.	89,424	90,000	55,273	55,000	92,000
4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OP Collaboration - Boards and Commissions	191	200	241	200	200
5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OP Collaboration - Volunteer hours	24,086	25,000	25,868	25,000	26,000
6	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	OP Collaboration - Total activities/contacts. Collaboration activities lower as staff directed attention to preparation for move to the new building.	122,019	121,800	91,923	86,300	122,800

◆ **Goal:** 4 To provide information services to the legislature. The agency will provide increased services to Legislators, Legislative staff, and Legislative agencies.

**Performance Measures:**

ML	Budget	Type		FY 2006 Actual	FY 2007 Estimate	FY 2007 Actual	FY 2008 Estimate	FY 2009 Estimate
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OP Leg Info Services - Materials loaned.	110	100	550	100	100
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IP Leg Info Services - Legislative contacts.	9,149	9,200	9,886	9,200	9,300
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OP Leg Info Services - Questions answered	1,615	900	1,082	900	950
4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OP Leg Info Services - Tour attendees.	8,070	8,100	8,905	8,100	8,500
5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OP Leg Info Services - Equipment loans.	85	10	36	10	15
6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OP Leg Info Services - Facilities use permits.	25	15	43	15	20
7	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OP Leg Info Services - Facilities use attendees	611	500	901	500	550
8	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OP Leg Info Services - In-service training sessions.	10	12	9	10	12

	ML	Budget	Type	FY 2006 Actual	FY 2007 Estimate	FY 2007 Actual	FY 2008 Estimate	FY 2009 Estimate
9	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OP Leg Info Services - In-service training attendees.	35	45	136	30	45
10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OP Leg Info Services - Boxed records in storage.	2,112	2,200	2,022	2,200	2,300
11	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OP Leg Info Services - Library Board attendees.	50	45	0	50	50
12	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	OP Leg info services - Total activities/contacts.	21,872	21,127	23,570	21,115	21,842