

**ARIZONA STATE LEGISLATURE  
MEETING NOTICE**

*OPEN TO THE PUBLIC*  
**BOARD OF LIBRARY, ARCHIVES AND PUBLIC RECORDS**

DATE: October 5, 2000  
TIME: 10:00 a.m.  
PLACE: State Capitol Museum Historic House Chambers

**AGENDA**

**Call to Order**

**Introductions**

**Adoption of Minutes - January, 2000**

**Summary of Activities/Director's Report**

- Report of Accomplishments
- Grants Update
- Extended Thursday Hours
- Final Sunset Review Recommendation – Legislative Proposal
- Arizona Historical Advisory Commission

**Capitol Campaign – Arizona State Capitol Restoration Completion – Fundraising**

**Rules Making Authority – Procedures and Dissemination**

**Legislative Papers – Encourage Outgoing Members to Comply (41-1339; 41-1347)**

**Hall of Fame Museum – Exploration of Library and/or Museum Education Uses**

**State Law Library – Space Building Needs**

**Humanities Council – Legislative Proposal**

**Constitutional Commemoration Committee**

- Request from Legislative Council for ASLAPR to assume responsibility for Committee

**FY2002 – FY2003 Budget**

Order to be Set by Chairman

**MEMBERS:**

Jeff Groscost, Speaker of the House, Chairman  
Brenda Burns, President of the Senate

Kathi Foster, Representative  
Ruth Solomon, Senator

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Speaker Jeff Groscost, Chairman

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**BOARD OF LIBRARY, ARCHIVES AND PUBLIC RECORDS  
MINUTES OF  
OCTOBER 5, 2000 MEETING**

The Board of Library, Archives and Public Records met at 10:00 a.m. on October 5, 2000 at the State Capitol-Museum Historic House Chambers, 1700 West Washington, Phoenix, Arizona 85007.

**ATTENDANCE**

**Members**

Jeff Groscost, Speaker of the House, Chair  
Arizona State House of Representatives  
Brenda Burns, President of the Senate (**Absent**)  
Arizona State Senate  
Kathi Foster, Representative  
Arizona House of Representatives  
Ruth Solomon, Senator  
Arizona State Senate

**ASLAPR Staff**

GladysAnn Wells, Director  
Arizona State Library, Archives and Public Records  
Michael Carman, Division Director  
Museum Division  
Sandra Everett, Deputy Division Director  
Braille and Talking Book Library  
Janet Fisher, Division Director  
Research Library  
David Hooper, State Archivist  
Archives Outreach  
Kim Huber, LSTA Consultant  
Library Development Division  
Melissa Moore, Deputy Division Director  
Museum Division  
Leslie Norton, Administrative Assistant  
Director's Office  
David Melillo, Division Director  
State Law Library  
Linda Montgomery, Division Director  
Braille and Talking Book Library  
Martin Richelsoph, Division Director  
Records Management Division  
Melanie Sturgeon, Acting Division Director  
History and Archives Division  
Carol Westwood, Admin./Fiscal Services Officer  
Director's Office

**Legislative Staff**

Michael Braun, Executive Director  
Arizona Legislative Council  
Holly Hunnicutt, Attorney  
Arizona Legislative Council  
Jim Keane, Senate Research Analyst  
Arizona State Senate  
Indya Kincannon, Fiscal Analyst  
Joint Legislative Budget Committee  
Eileen Klein, Special Assistant to the Speaker  
Arizona State House of Representatives  
Mark Swenson, Policy and Communications Advisor  
Arizona State Senate

**Guests**

Chris Cole, 1999-2000 President  
Arizona Library Association  
Agnes Griffen, Director  
Tucson-Pima Public Library  
Monica Klaschka, Deputy Director  
Governor’s Office of Strategic Planning and Budgeting  
Doug Kupel, Treasurer  
Arizona Friends of Arizona Archives (FAzA)  
Teri Metros, 2000-2001 President  
Arizona Library Association  
Ken Rozen, Legislative Liaison  
Arizona State Land Department  
Russ Savage, Electronic Transactions Liaison  
Secretary of State’s Office  
Dan Shilling, Executive Director  
Arizona Humanities Council

**CALL TO ORDER**

The Chair, Speaker Groscost called the meeting to order at 10:25 a.m.

**INTRODUCTIONS**

Director Wells welcomed members of the Library Board – Speaker Groscost, Senator Solomon and Representative Foster. Wells introduced invited guests to the board.

**ADOPTION OF MINUTES**

**Motion:** Senator Solomon motioned to approve the January 5, 2000 Library Board Minutes. The motion was seconded by Representative Foster, and unanimously carried.

## **SUMMARY OF ACTIVITIES/DIRECTOR'S REPORT**

### **Report of Accomplishments (January – August 2000)**

Director Wells highlighted two items mentioned in the *Report of Accomplishments*. The New ASLAPR brochure which represents one of the agency's most interesting accomplishments, and the next ASLAPR videotape. She urged the members to review the ten-minute tape and get to know a little more about the agency. She said that the video was organized by the agency's four goals – Providing Legislative Support, Preserving Arizona, Providing Access, and Promoting Collaboration. She commented that the video is almost out of date already, as new calculations show that the agency touched 13,000,507 lives either by answering a question or by visiting the agency's web site – The new online catalog was visited over 900 times, staff helped almost 700 people receive an item of information (book, photocopy, etc.) through inter-library loan, and answered 400 individual questions. Wells said that those are the kinds of things that go into making that larger number, which represents an enormous leap for the agency. She stated that staff are very happy that its web site is organized so that they can actually tell what kinds of visits come in, and whether or not they are long research visits, accidental hits, or repeat visits.

### **Partnerships for Grants to Arizona (As of September 2000)**

Director Wells said that \$10 million coming into the state in the last 3 ½ years is an important accomplishment for an agency of its size, to be able to leverage federal and private funding sources that well for Arizona institutions. By in large, this money goes all over the state rather than to just agencies specifically. She is very proud that the agency has moved from an agency that was pretty much unknown on the national level to an agency that is being sought to spearhead grants for national funding purposes. She said that it represents an enormous step forward, made possible because of the support the board has given the agency.

Director Wells stated that one of the things that she is most excited about is at the last Partnership for the New Economy meeting, Mr. Ferris took about 10 minutes to talk about libraries and every community in the state being the way that the new economy was really going to roll out. She said that a great deal of the agency's grant money, the state grants-in-aid money that the board fought for an increase for last year, and the federal money has gone into every community in the state to build that technological infrastructure. The agency does in fact maintain a very high level dial-up modem pool for libraries, museums, and archives that do not have any other telecommunications hook-up to the Internet. That is work that the agency does everywhere in the state and in every legislative district. She commented that the Sunset people were surprised when they realized that ASLAPR's service was not only to the folks in Phoenix but really involves the entire state.

## **EXTENDED THURSDAY HOURS**

Wells asked that board communicate both its approval of this test of extended hours on a Thursday for the History and Archives Division, Research Library Division – especially the Genealogy Library, and Museum Division, because it is a staff initiative. Staff came to her with a proposal asking not for new staff or new money, but asking for the possibility of staggering hours so that they could offer this evening opportunity. Wells also asked that the board recognize the architects of this proposal.

Speaker Groscost asked them to comment, if they chose, before the board votes on the proposal – and asked who might that be. Wells asked Janet Fisher, Melissa Moore, and Melanie Sturgeon to stand and be recognized. Speaker Groscost commented that none of them are new faces to the board, that the board does not already recognize from doing all of this kind of fun work.

Speaker Groscost asked if the board had any questions on the initiative before they bring it for the vote. Representative Foster commended them for their willingness to do that. Speaker Groscost stated that he saw it as a huge opportunity to allow folks additional access – good job.

Senator Solomon stated that she wanted to make a motion, but before she did, wanted to comment. She said that in looking at the *Report of Grants*, the kind of access that the people of the state of Arizona and visitors have to the library, the archives, and the public records, is truly remarkable. But not only the work of the Director who has done exceptional work, but the work of her staff who also do remarkable work. She stated that she knew that this board wanted to express appreciation to the Director and to members of her staff for the very, very fine work they do on behalf of the people of the state of Arizona, and those who visit the state as well.

**Motion:** Senator Solomon moved that the Library Board communicate its appreciation to the staffs of the Research Library, History Archives Division, Museum Division, for maintaining extended hours on Thursday evenings during the Legislative session. The motion was seconded by Representative Foster and unanimously carried.

Speaker Groscost stated that the board was by in large voting on Senator Solomon's motion in total – including the precursor.

## **FINAL SUNSET REVIEW RECOMMENDATION – LEGISLATIVE PROPOSAL FOR ARIZONA HISTORICAL ADVISORY COMMISSION**

Director Wells stated that the Sunset Review people questioned whether ASLAPR should continue maintaining the Arizona Historical Advisory Commission (AHAC) since the agency does not have archaeological, anthropological, and natural history expertise. She said that the agency has spent a year, a lot of time, and some consulting money, to

try to sort these issues out. Several proposals for the future of AHAC had been received from its members, including one this week, to bring to the board from the State Parks Department. She asked the Board to join her in thanking Holly Hunnicutt, from Legislative Council, for her invaluable assistance with research and analysis during this process. Wells then asked that the board give her permission to continue her evaluation to determine if there are significant roles that AHAC or a similar commission could fulfill to support the Arizona cultural community.

Wells commented that she is thrilled that the Parks Department cares enough to prepare a proposal. She was concerned that The Parks Department proposal did not include the land Department or the Tribal community, two serious omissions. She added that Mr. Ken Rozen, representing the Land Department, was in attendance if the board wished to hear from him on this issue.

Wells said that in her judgement, having now worked on the issues for almost three years, that she believes that there is a statutory dysfunction between the antiquities statute, which is very precious to all of us because it does protect prehistoric sites, and the more recent historic preservation statutes. There is no clear evidence of legislative intent, but she believes that the Arizona Historical Advisory Commission was created as a forum for discussion of relevant issues.

Wells stated that extensive analysis by Holly Hunnicutt, from Legislative Council, indicated that the Commission is powerless to rectify the issue. AHAC can do little more than tell the board that (1) it believes that this is a legislative matter and (2) propose legislation.

She commented that she is completely unconvinced that the Commission has the best proposal yet. It would be prudent to take another year to continue to consult with the entire community to seek consensus. She does not feel that efforts toward that goal have been exhausted yet.

Speaker Groscost, asked Director Wells if she proposed that the board allow her to study this and come up with a specific recommendation for their next meeting. Wells responded yes.

Representative Foster moved that the Library Board allow the Director of Library and Archives to spend an additional year deliberating the role and responsibility of the Arizona Historical Advisory Commission. Speaker Groscost, suggested modifying the motion – deleting “spend another year” and adding “develop some recommendations by the board’s next meeting” which may be held in less than another year. Senator Solomon suggested being even more specific in the motion, so that there is some direction to deal with conflicts between the laws.

**Motion:** Representative Foster moved that the Library Board allow the Director of the Library and Archives to develop some recommendations by its next meeting, over the role and responsibility of the Arizona Historical Advisory Commission. The motion was seconded by Senator Solomon and unanimously carried.

Speaker Groscost, clarified the motion saying that clearly what the board wanted to do is empower Director Wells to continue to study the issues until the next meeting, and then give the board some specific recommendations on the direction for the current Commission.

### **CAPITOL CAMPAIGN – ARIZONA STATE CAPITOL RESTORATION COMPLETION – FUNDING**

Director Wells stated that Michael Braun, Legislative Council, and Michael Carman, Museum Division, are certainly the point persons on the continued renovation of this building. Wells commented that she hoped that by the board meeting in the historic House chambers, the members could see where they were headed with the renovation, and in coming to this room, she how far they still have to go. Wells said that they are only about 55% complete in the renovation of the State Capitol, and she finds that tragic.

Wells said Mr. Killian said to assure the board that he would be happy to do anything at all for this effort, including lending his name as the chair of this effort if that is what everyone would like. Wells said that she believes, in talking with Dr. Shilling, Humanities Council, and others – and certainly with Michael Braun’s and Michael Carman’s help, that the agency can do some fundraising. Wells asked for the board’s approval to go forward to do that. She said that the agency has some state money still coming, which could be used as match, and she also thinks if they could raise a minimal of private money, they could probably double that.

Speaker Groscost, asked how much money was left from the small amount of money that they [the board] pushed for in last session, and asked how much they anticipate the total cost to be. Braun responded that once they begin on Monday, the process of putting the fire alarm and sprinkler system in this building, that will use up all of the money that they will have available to them until July of next year. July of next year, they will get the balance of the State Land fund for Executive, Judicial, and Legislative buildings – that should be somewhere in the neighborhood of \$450-500,000. He added that there is no more state funding after that – it would take another act of the Legislature.

Speaker Groscost asked how much they anticipated it would cost to finish the restoration. Braun replied that last year when they attempted to get the appropriation through legislation, they asked for \$2.1 million that included the sprinkler and fire alarm money – which they got \$450,000 of. It also provided the potential for extensive remodeling of the common area out front -- so those number would have to be backed out. He said that thanks to Michael Carman, it looks like the amount they will still need is slightly over \$1 million to cover the building alone.

Representative Foster commented that it is then basically a matching grant if they will still have \$400-500,000 and will try and raise another \$500. Braun replied that no, they actually backed out that \$400-500,000, as it is already accounted for. There would still be an additional million needed. The money that was appropriated, that would be available next July 1<sup>st</sup>, was specifically for sprinklers. Obviously once they knew of the problem, they took the additional money for renovation from this year – and earmarked it for sprinklers because they couldn't let that go for another year. They then plan to finish the renovation with the money that comes in next July 1<sup>st</sup>, but they'll still be at least \$1 million short - and that million would not cover anything other than the building itself. It would not cover any of the landscaping, and would cover very little of the exterior décor issues. Braun stated that his guess would be that it would cost \$1.5-2 million to finish the Capitol restoration.

Senator Solomon stated her desire to talk about the common area outside of the Capitol building. She commented that in the last couple of years, she has been privileged to visit state capitols around this country, and that frankly when colleagues from other states visit Arizona, she is embarrassed. Senator Solomon stated that this [the Capitol building] should be a place that we should all be proud of, and that it should be a show place certainly for every visitor to this state. She said that it really grieves her to say that when legislative colleagues come to visit, she must make lots of excuses about our Capitol building – that it is embarrassing. Solomon commented that she would certainly hope that the board would support this mission, and added that she did not think it would not be a difficult task.

Speaker Groscost commented that whatever the Legislature is going to do, they absolutely have to do it in a budget year. Because as small as that figure was in his mind, \$1.5 million dollars, the Legislature was unable to approve it last year. They basically got the fire suppression money in, and that was not sufficient. He commented that the point being, that he not only agrees with what Senator Solomon said, but that it is something that they need to pursue actively in this budget, because if it doesn't happen obviously in the first year of the bi-annual, it's going to be difficult in the off year. He questioned if the request was for sufficient funding that would take them through fruition with the project – at least for the inside.

Speaker Groscost asked if the Capitol Mall Commission was doing anything for the Capitol renovation from the doorstep to the curb, other than the road improvement on 17<sup>th</sup> Avenue that is being done in conjunction with ADOT.

Braun responded that besides the 17<sup>th</sup> Avenue improvements, there is nothing that the Capitol Mall Commission is doing, vis-à-vis, the State Capitol, but that the chairman of the Capitol Mall Commission is aware of what is going on because of Tom Knapp who is one of the architects on this project.

Speaker Groscost asked if the 100-year celebration was in 2001? Carmen responded yes – January 2001. Speaker Groscost stated that he agrees completely with Senator Solomon and that it would be nice to have something done by then. He will not only support the initiative here, but also support it through legislative process. He added that he couldn't imagine that that \$1 million dollars would be terribly difficult either through contributions or by putting it into the budget one way or the other. It might be neat to get some of the community involved though – a nice drive to get some more interest in what we do have down here – which can only be helpful.

**Motion:** Solomon moved that the Director of Library, Archives and Public Records work with interested legislative and private individuals to raise matching funds to complete the State Capitol renovation. The motion was seconded by Representative Foster and unanimously carried.

Senator Solomon asked the Speaker if he wanted anything in the motion with regard to the interior or would that just go unspoken? Director Wells commented that she would prefer the motion be more open-ended, because if the agency were able to raise more money and can do more, she'd be happy to do that. Senator Solomon commented that it would be her preference, but that the Speaker had indicated some preference. Speaker Groscost, replied that he would be more than happy to support that motion, that he just wanted to make sure that they do get this done. He commented that he was very upset when he saw the construction company leave without the job being finished, which is what motivated them to attempt to get the money in the last session. He added that he'd like to make sure that they don't lose that in the process, but is more than happy to support making the rest of the Capitol look half way decent.

Wells stated that she wanted to confirm that, on his time period working out of the office, Director Michael Carman has finished the centennial history. The agency will be publishing that in time for the centennial. It was a labor of love on Michael Carman's part, and a labor of love for the entire Museum staffs' part that covered bases for him to be gone – most specifically Melissa Moore who they recognized earlier.

## **RULE MAKING AUTHORITY**

Wells stated that this was something that was illustrated most when the agency finished with its continuation bill, and Legislative Council went through it to show her where the agency had rule making authority. The agency's State Law Librarian pointed out that there are still some very antiquated rules in the code, for when the agency was a member of the Executive branch of government some 35-40 years ago.

Wells stated that she then spoke with Secretary of State Bayless and they agreed that in the first instance, they had to maintain a separation of powers. In the second instance, they had to get that older, completely outdated and useless stuff out of the code. The third point, that Wells comes to the board to discuss, is that they would love to explore developing a section in the Administrative Code that could be a Legislative

section. Wells said that the agency's rule development does follow public process and that they could codify that a little bit for Legislative purposes in the code. She added that it would also help the Auditor General, who also has rule making authority and no place to put it. Wells said that what she is trying to avoid is the individual local government unit or state agency that must use our rules and regulations, and has no where to find them - and wouldn't automatically go to the code.

Wells stated that since the Secretary of State is more than willing to investigate this, if it meets with the board's approval, she would like a motion to that affect and to go forward and try to solve the old problem, and develop a rule making public process that would be somewhat shorter in timeframe and simpler, but still very much involving members of the public and other agencies. Then, they will try to publish a section, with the Secretary of State, that would be a Legislative section in the Administrative Code. As a result, there then would be one stop shopping for agencies and local government units.

**Motion:** Representative Foster moved that the Director of Library, Archives and Public Records consult with the Secretary of State to establish a method to provide all customers with one stop rule discovery. Senator Solomon seconded the motion and unanimously carried.

#### **LEGISLATIVE PAPERS – ENCOURAGING OUTGOING MEMBERS TO COMPLY (41-1339, 41-1347)**

Director Wells said she was a little startled, and she knows the board was, when she investigated this issue. This is something that Melanie Sturgeon of the Archives Division brought to her attention. The agency really doesn't have a really good track record in implementing this statutory responsibility. Since this is the first year of term limits, and we are seeing a number of our Legislative colleagues go on to other career moves, the agency would very much like to catch them before they leave and remind them of this statutory responsibility, and start to build a Legislative paper section of the State Archives. Wells noted that this is only possible for three reasons – 1) the agency does have the statutory authority; 2), because the board was good enough to make sure that the agency has such a thing as a records services fund – and staff are investigating some temporary storage between now and our new building pilgrimage – so there will be a little bit of room to actually put the things and go through them; and 3), the same sort of standard that applies all public records apply to this, and the records would not be maintained in their entirety. The Archives staff would go through and cull out those things that are of long-term value. Of the bulk of what the agency would receive, what they would index and retain and keep for research purposes, would not be more than probably 20%.

Speaker Groscost asked for clarification, as to what exactly is the statutory requirement, as he was unaware of its existence. Representative Foster commented that she didn't believe anyone [legislator] knew of this requirement, and that it was the first she had heard of it too. He said that he started clearing his own stuff out in August and it probably would have been more judicious if he had realized that it was of possible importance.

Wells responded that these statutes are part of the agency's overarching responsibility of public records and maintaining the history of Arizona. Representative Foster asked Wells if she could give them an idea of what would be considered something of value. Wells invited Melanie Sturgeon to answer that question.

Sturgeon stated that the kinds of materials that are considered historical are some of the constituent letters that legislators get that are on really controversial issues. Papers that they have, on the committees in which they serve, in which they are taking notes – so the notes a legislator takes while serving on committees eventually are considered historical. Sometimes the materials that a legislator collects in the research they are doing are considered historical because years from now when historians look them at them they will have a better understanding of why a legislator voted the way he/she did, or the kinds of information that was used when coming to a decision. Like Congressional papers – they really do have historical value. The agency has some collections that are used from the 50s and 60s, because people are really interested in why the Legislature and individual members did what they did. Sturgeon said that these are the kinds of things that they collect or would like to.

Senator Solomon stated that when Ms. Wells mentioned this project to her, she shared with her that the Women's Network of National Conference of State Legislatures has embarked on a very similar project - because they lost a valuable historical record of women legislators. She added that this really effort is quite important and urged support.

Speaker Groscost, suggested that the board inform their colleagues that such a law exists, and be specific to cover some of the kinds of documents that are of value to the state so that the members understand what kind of things are of value. He commented that the members do have voluminous files of constituent correspondence and that some of those documents might be interesting in some areas.

Director Wells asked if it would be useful to the board if the Archives Division drafted a letter that the board could send to the members that did have some of that information? Speaker Groscost, responded that he thought the motion should be extended to have a letter propagated that covers the information that would be useful to the members, and sent out by the board. He added that now is the time to send the letter to the legislators because a lot of them are trying to downsize their files right now.

Senator Solomon moved that the State Library contact members of the Legislature to solicit their compliance with ARS statutes regarding the placement of their public papers with the Library, and further that a letter be prepared by the Division of Archives to all outgoing members indicating which of their papers should be of interest to the Library. Speaker Groscost, suggested modifying the motion, deleting the word "outgoing," that the letter go out to all of the members so that folks have that law in the back of their heads prior to downsizing their files. It was also suggested that "to be sent out from the Library Board" be added to the motion. Senator Solomon commented that she would be happy to accept that modification.

**Motion:** Senator Solomon moved that the State Library contact members of the Legislature to solicit their compliance with ARS statutes regarding the placement of their public papers with the Library, and further that a letter be prepared by the Division of Archives to be sent out from the Library Board to all members indicating which of their papers should be of interest to the Library. The motion was seconded by Representative Foster and unanimously carried.

## **HALL OF FAME MUSEUM –EXPLORATION OF LIBRARY AND/OR MUSEUM EDUCATION USES**

Director Wells reminded the members that the building is the very attractive Carnegie library building across the street from the restored Victorian Evans House further down Washington. The agency has a lease on that building for 99 years, of which it has used a little more than a dozen. The lease specifies that the building be used for library or museum educational activity. Wells said that her concern is twofold: just to open the doors and keep them open requires 2 FTEs. That is an enormous chunk of the Museum Division staff. The visitation, both because the agency does not have the resources to build a truly huge exhibit program there or a changing one, and because of the traffic patterns of that particular area, it's very low. The visitation is rarely over 10,000 a year.

Wells said that she believes the building could be used much more wisely as a training facility for perhaps Internet searching, those sorts of things. She would like to maintain a museum like atmosphere, and would like to maintain at least initially the Women's Hall of Fame there. What her second concern is though, is that truly, the building is not secure, either from a humidity and climate control point of view, or from a security point of view for artifacts. The building has experienced some recent damage that has concerned her greatly. It is an inappropriate place to have unique artifacts, but it is a fine place to have exhibits that are made up that do not contain any unique materials, that can be very educational, informative, and fun. In addition, the agency could also use the building for a significant slice of its continuing education work or perhaps for something else. She has tentative interest from the Gates Foundation to perhaps fund a full computer lab there, which would be a \$80,000 gift to the agency. Wells told the Gates folks that she would have to check with the board first, but she thinks that there is so much more that the agency can do with that building than what they are currently doing. In addition, the agency needs those FTEs back here at the Capitol for the centennial celebration.

Wells said that her concern is to talk to the board about this and ask its opinion. Speaker Groscost, asked if she was satisfied that it falls within the parameters of the lease. Wells responded yes.

Senator Solomon commended Wells because she tends to brief the board prior to the meeting, so that they have time to digest the information and think about it before walking in. Solomon said that she does believe that the building could be put to better

use as she has visited the building a couple of times, and it's generally only her and the staff there – and that is really very sad. She had wondered if there would be anyone from the community, particularly the women's community, that might object to moving the Women's Hall of Fame exhibit or closing that museum as a women's museum. Wells responded that there is no intention of moving the Women's Hall of Fame exhibit, and in fact they would do additional public programming there if the agency do more with those FTEs. There is nothing in the Women's Hall of Fame exhibit that is an artifact in nature, and it is beautifully positioned there – and it would actually get more attention and more visibility if there is better use for that building.

**Motion:** Representative Foster moved that the Library and Archives explore alternative library or museum educational activities for the Hall of Fame, ensuring continued highlighting of the Women's Hall of Fame. The motion was seconded by Senator Solomon and unanimously carried.

Wells commented that she would keep the board informed of what they find out, and make sure that the board members all understand the direction and options as the agency moves forward.

## **STATE LAW LIBRARY – BUILDING SPACE NEEDS**

Wells stated that this was an informational item. In discussion with the Courts about the additions of space that was originally earmarked for the State Law Library in the Courts Building, she received a direct, distinct impression, although she does not have anything in writing to this effect, that that space was seriously coveted by the Courts. She was asked if it would be possible to move the Law Library. That notion concerns her greatly because that space was built for the State Law Library and is perfect for the Law Library.

Speaker Groscoast, asked to regurgitate his recollection of the situation, even though he wasn't there at the time. He believes the whole reason that the State Law Library was there was to justify building part of the construction of that beautiful court edifices that we have. To the extent, if he is not again conjuring up false memories, the Legislature also funds those FTEs over there. Solomon agreed that she also tends to remember that. Speaker Groscoast said that he seems to remember it was something of a sweetheart deal that we built them a new building to house the collection and paid for the maintenance of it and the staffing of it, where it would be close and accessible to people using the courthouse. And now apparently we don't want them using it in the courthouse? Is that a short and sweet summation? Wells answered yes it is. She said that there is an exceptional high usage of the facility by state employees that come from all over that general area – so it is very well positioned for state employees. Because of some of the technology, they have been able to make the collection accessible to all of the legislators in their offices, instead of just in-house research. Wells said that she can not imagine the horror of trying to move that sizeable library and the funds involved in moving it without a great deal of preparation. Although she didn't prepare a draft

motion on this issue, she asked for the board's guidance. It is important to her that the agency is clear on what it anticipates – because it has invested almost \$1.3 million in it.

Speaker Groscoast questioned if there isn't a contact, and have they proposed where the State Law Library would it go? Wells responded no, that the conversation was more along the lines of if you had a better place to go, would you please move your library. It was a very casual kind of conversation.

Representative Foster asked why is it that they just think that they need the space now? Director Wells responded that the tone of the conversation was that they are so desperate for the space, and that it is a lovely building, and they certainly think the State La Library performs a good service, but could the agency consider doing it somewhere else and was there anything they could do to help make that somewhere else possible. It was that kind of conversation – they just invited the State Law Librarian, David Melillo, to represent them at a conference. There is a lot of good will there – it is just that she is concerned.

Speaker Groscoast, commented that he personally think that it is obviously going to end up being an issue that will become very political - when the people from the courts come over and start lobbying for that – and that he is sure that it will play itself out in the budget. He thinks there is something of unanimity across the isle and across the mall - exactly why it is there – and it makes a lot of sense to have it there. And since they have no financial burden – we're paying for it – they going to need to it - and they are all barristers and I'm sure can make very convincing arguments as to why it should be done -- and he looks forward to hearing those.

Speaker Groscoast, said that he thinks everyone understands the direction, as a board, it prefer to proceed, and will wait and let them make their case.

## **HUMANITIES COUNCIL – LEGISLATIVE PROPOSAL**

Wells stated that the next item is the Humanities Council legislative proposal that she brings to the board on behalf of the Humanities Council. Dr. Shilling, Director of the Council, is present if the board wishes to speak with him about this proposal.

This is an idea that has been talked about before. It has to do with the development of a statewide infrastructure to support cultural heritage development. That is the kind of tourist development infrastructure that depends on the national average and by studies done by the Morrison Institute and by others here in Arizona, to bring three times more dollars to the local economy than pass through tourists. The problem in Arizona is that it has the unique treasures, it has the unique institutions, and it has excellent staff, but they are in large in small communities – once you're out side of the major metropolitan area. Continuing staff development and the kind of support for the packaging of the packet that draws the tourist dollar is not there.

What both agencies propose, and she does concur with the Humanities Council proposal, and she urges the board to give it serious consideration, is using what the agency already does in its field work. As you all know, the agency is out across the state 100,000 miles a year, and so is the Humanities Council, that with some extra funding, in this case they are proposing a \$1 million program that has several parts. Those parts being: the agency's support for our on-going convocation and museum library partnerships, which ASLAPR has done through grant funds in the past; the capacity building of the local level, which gets into that training of staff to be able to really be able to present their materials in their institutions properly; the economic development information centers that operate through libraries that would under gird this effort; and finally product development grants – it is by in large that most of this money would go out in direct grants and direct training to the field. There is a small administrative component that would help both the State Library and Humanities Council do this program. It is a well worthy proposal. What she is actually asking of the board is permission to take it to the members and work it through the legislative process and see if they can build consensus. She feels that it did represent a significant enough effort on the agency's part, that she needed clear board opinion on the matter whether or not to go forward.

Speaker Groscost asked the members if there was any desire to hear from Dr. Shilling, there was not. The Chair stated that he just wanted to make a statement that he agrees with everything that has been said. Unfortunately, his view of these activities in the past is that we certainly can get a lot more bang for the buck. There are some opportunities that are unique to Arizona that we're missing out on, and that he personally likes the proposal and will look forward to helping craft some directions that he would like to see it go.

**Motion:** Senator Solomon moved that the State Library explore the Humanities Council legislative proposal regarding Cultural Heritage Economic Development with members through the legislative process. The motion was seconded by Representative Foster and unanimously carried.

Wells thanked the board for its endorsement of the program, which says to her that it thinks ASLAPR and the Humanities Council can organize it.

**CONSTITUTION COMMEMORATION COMMITTEE (CCC) –  
REQUEST FROM LEGISLATIVE COUNCIL FOR ASLAPR TO ASSUME  
RESPONSIBILITY FOR COMMITTEE**

Director Wells asked Michael Braun to speak to this issue, but added that the agency was willing to continue this work.

Michael Braun addressed the board, and especially Representative Foster who is a member of this Committee and knows that when the committee was created, it was placed within Legislative Council for staff support. That was done in a last minute

change during the legislative session, because there was no other home for it at that time. The CCC is not a good fit for the Legislative Council; it is the only type of activity of its kind that they are involved in. On the other hand, within the same building, on the floors right above us, is the agency that is ideally suited to take care of the kinds of activities that the CCC undertakes – outreach to communities, historic preservation, dealing with the libraries and other community groups across the state. It really makes no sense for the attorneys at the Legislative Council to be staffing this, and it makes all the sense in the world for the professionals in the State Library to handle the duties. Legislative Council staff has discussed it with the staff of the library – and he thinks it fair to say that they are excited about the opportunity. It would require in the long term, a statutory change because the statute does say that it is Legislative Council that provides the services. In the short term, they can work out an inter-governmental agreement so that can be a reality. But if that is the long-term direction, then the change should be pursued through the statutes.

**Motion:** Senator Solomon moved that responsibility for legislative agency assistance for the Constitution Commemoration Committee be transferred from Legislative Council to Library and Archives. The motion was seconded by Representative Foster seconded and unanimously carried.

Director Wells asked if the board would then like to pursue it legislatively. Speaker Groscost, responded that yes, he agreed it that would be a good change for the Library Board to draft and sponsor the bill, and suggested Representative Anderson as a sponsor.

Michael Braun commented that he should have indicated that his agency had discussions both with Representative Anderson and Senator Petersen, the two co-chairs of the CCC, and that they are supportive of the change. Speaker Groscost replied “fantastic.”

## **E – GOVERNMENT**

Director Wells handed out a press release explanation of the Government Information Locator System (GILS) that they have just brought up with federal funds. It encompasses the best technology from around the country. Fortunately, most of this work was developed with federal LSTA funding, and therefore is not proprietary. They were able to bring up, for under \$100,000, an entire working model that basically built on the work of four or five other states. In light of its importance, there is an awfully lot of stuff on the Internet, and it is hard for the average search engine that only reaches less than 20% of the Internet at any given time. Number one, there will be authentic state agency sites to search, and then two, to have the kind of correct programming to truly pull out agency information through logical searches that might tie to the information. What you see you can do with this pilot. If you’re interested in digital signatures, which Russ Savage has been working on a great deal – as he has been working with us on all of the E-Government as it relates to Library and Archives, you can go directly, in a very short timeframe, to the actual documents that pertain specifically to your topic. That is an incredible help to the consumer.

Wells added that when Speaker Groscost and she discussed this issue, he asked her to give him an idea of what the agency did for state government. As we worked with it more and more, quite honestly, much of what the agency does benefits the state agencies, but the agency does it for the citizens. Our emphasis is for citizen access to information on a permanent and in perpetuity basis. So ASLAPR doesn't do anything specifically for state agencies, it does a lot helping their information get to members of the public and for research purposes long term.

Wells said that she wanted to talk a little about this pilot, because she imagines that as they are presented with E-commerce concepts, and E-Government concepts in the course of their work, it is hard for them to make a connection back to the agency as the foundation for what the state will do. It does drive a significant chunk of the agency's budget request, and has been the focus of much of our work. Marty Richelsoph just returned from a truly cutting edge conference on this issue. The agency is trying to gear up very rapidly for a whole new way of doing work. Unless the agency is able to do its job of identifying, and making available, and then preserving state government records and information for the citizens, a lot of the most ambitious proposals that will come before you are never going to work. She wanted the board to have this background, to know that they've gotten started with grant foundations. Again, Russ Savage, Secretary of State's Office, David Hooper, Marty Richelsoph, Richard Peace-Moses of our staff, members of the Courts, and the Maricopa County Courts, ASU, and some other individuals from GITA, have a major grant proposal before the National Historical Publications and Records Commission (NHPRC) that would again be another leg up on this. When it comes right down to it, we they are going to need for the Legislature to understand that there is a bottom cost if we are to deliver what the rest of state government will require of us and what we are required to do by law. This is by way of background on the budget request. She felt that it was important for the board to know what kind of models and efforts the agency was already able to bring up without funding, before she asks for new funding.

Speaker Groscost, asked Russ Savage if PKI is what people are looking at using with the online voting infrastructure? Savage responded, yes, they are working with PKI to identify the individuals who will be accessing information so that there is some management tool, and they are working closely with GITA on the portal. There is development of a state agency portal that ties in with ASLAPR's GILS project as well. So we're actively working with all of these projects.

Speaker Groscost asked if PKI is transportable in any way – i.e., is it code based, or machine to machine based, or hardware based? Savage responded that this is a rapidly evolving thing. They are now working with it being tied to a specific machine, but very quickly it will become economic to use Smart Cards, in fact the banks will be issuing Smart Cards very soon. In fact, American Express is already doing so, and those include PKI identification in them, so you can identify a person. You can also use it for signing documents.

Speaker Groscost asked if we are looking at assigning PKI to folks in the state at this point in this process? What would it take to roll that out? Savage responded no, we're strictly looking at pilots. It is not really feasible at this point to look at doing that for everyone. In a few years we can start at tying something like that with a driver's license – but were not at a point to seriously plan to do that.

Speaker Groscost asked that if through a license or Smart Card, people could feasibly move through the model of voting and not have to have it machine based? Savage responded right. One of the issues is that you actually do need something that identifies people, for instance with a driver's license, that the voter registration may not want that linked that together, so you may end up having more than one model that you are working with. That is part of what they need to work out.

Speaker Groscost commented that it is kind of a blind PKI where you issue it to one person only. Savage responded that the Secretary of State's Office is looking into Internet voting and the whole process. It would be neat to have it done, and it would be PKI based as well.

Speaker Groscost asked as far as access and confidentiality, are they working closely with GITA on a proposal? The answer yes.

## **FY2002 – FY2003 BUDGET**

Director Wells stated that the board had three final pieces of information in their packets. The cover sheet is what Indya Kincannon, the agency's fiscal analyst from the Joint Legislative Budget Committee is here for and to hear your discussions as well. Included are the performance measures that Kincannon worked with Wells on - so that she felt comfortable - which actually say something about us. That represents a very significant improvement on how we've gone about this.

There are two sections that explain the budget. One is a draft text section that actually provides the rationalization, the justification behind the budget. The second is a chart, which hopefully represents the bi-annual math. She admits that this budget represents a significant budget request. It is the Library Board's only opportunity to say yes, but they'll each have several other opportunities to say no later on in the process if they think differently. Wells stated that the agency can not submit anything to JLBC that the board has not approved for even their consideration, although Kincannon is certainly familiar with this packet and has been very gracious about waiting until your decision to go forward.

Wells stated that the single, biggest request, and her absolutely, undeniable, and vociferous priority is staff. When she came here four years ago, she was given the mandate to review the staff and to try to get the agency at least at point where it was even with state government. This represents the final investment in that. Wells urged the board to remember that this work has already done – the agency has already spent this money per the board's mandate to do it and then to tell the board how much it cost

– which is what the first board told her to do. Wells said that this report is how much it cost, and she could give it them item by item, action by action, should they wish it.

Speaker Groskost, asked if they left a decimal out of a percentage listed (2003%) on the performance measures, or was the agency expecting massive agency turnover -- where the agency shows a remarkable trend going from 25.35% to 12.5%. Wells answered that in the board's new packets, that percentage is corrected – and she is sorry that she forgot to mention it.

Wells said that the Speaker had put his finger on exactly the most important part of this issue. When this agency can reduce its turnover rate in half by simply bringing the agency to a level with state government – but still not at a level with Legislative staff - it represents an enormous increase in the agency's capacity to deliver to the Legislature. Wells commented that she realizes that the request is a sizable amount of money, but that all the things that the agency does is staff related -- field work, work for the Legislature – everything from conservation of artifacts, right on through indexing of state information is a labor of staff. It is, without a doubt, and Wells couldn't tell the board strong enough, that this was her strongest request for the board's consideration.

Wells stated that the next issue relates to the gift presented to the board from the Friends of the Arizona Archives (ASLAPR's citizen friends group) who determinedly is fighting for ASLAPR, and with ASLAPR, for new Archives space. Doug Kupel is present representing the friends group. (Wells displayed a map of the area which shows the selected location for the new State Archives Building.) Wells said that the map is the footprint that the Department of Administration has on their Capitol plan for us. The location is on the southwest side of Jefferson and 19<sup>th</sup> Avenue, behind the current Records Center. This part of the budget request does pertain to that specifically. The agency does need to get starting developing the specifications and the need for that building. Meanwhile, the Friend of the Archives are pursuing other things, such as the purchase arrangements, and trying to interest a private developer in donating the building for us with the understanding that we would need it forever after.

Speaker Groskost, asked that as a result of what the legislation from two years ago did in creating the records storage fund - had the state agencies reduced their storage needs – and were they starting to examine what they send over. If not, is the records storage fund increasing the dollars that go along with that storage so that the agency can more adequately cover the expenses that Wells was talking to the board about in the last budgetary cycle? Wells responded that the Chairman was right and that she was wrong. The agency staff certainly did have several unhappy conversations with state agencies after that legislation rolled out, but that she is happy to report that the Records Center no longer get boxes marked “stuff” or” things”. And, when the agencies did get a bill for it, they did of course want to know what they were getting billed for. In many cases, these agencies have allowed us to destroy materials.

Speaker Groskost, asked if the state agencies are still sending the things that we do want them to send? Wells responded that she still has a concern about that. For the

most part, because the board allowed the agency the flexibility to work with the agencies, it has done an incremental billing, so while the agency haven't realized quite the revenue, it has not cost the state the records it might have if we have brought it up full blown at a commercial level. It is that money however, that allows the agency to make the Legislative request the agency made earlier for Legislative papers. Michael Carman, Marty Richelsoph, and Melanie Sturgeon are searching for good storage space to solve the agency's immediate problems. The new building is a long-term need that is not going to go away with renting space, but it did buy the agency some incredible precious time, and also allowed for a revenue stream that has allowed the agency to update its inventory and online capacity, and allowed the agency to build some other services. It was a step in the right direction, however it is not going to solve the agency's long-term needs.

Wells registered concern about the DOA site for the building. She feels that unless the state is, between now and then, able to do some of the security and other needs of that area, it is not a good area for public service of any kind. There are enough problems with vagrant behavior around the Records Center – and this is one step removed from the jurisdiction of the Capitol Police. Wells said that she does have concern about some of the industry that surrounds that area, in terms of archival records. However, she is grateful beyond belief that they have a place for the building – so they'll have to balance all of those concerns.

Representative Foster commented that she has been on this board now for six years - ever since she's been a legislator. And, it seems to her from the minute that she's been on this board – that this has been a critical issue. This has been going on since then – this was a huge area that she was very concerned about – and she knows that we're still looking for a solution– as far as she understands it – even though the agency has got some short term space – she is concerned about long term space and actual preservation. Representative Foster said that she's seen some articles from Mr. Hooper and others – and that it is shameful that we have allowed some of our materials to either deteriorate, or actually even be destroyed or lost, because there has never really been a central location that was appropriate for these kinds of materials. For what the agency is asking now – where does this leave us then if the funding should become available? Does that just sort of catch us up? How many things still have no place to be stored?

Wells responded that she shares Representative Foster's concern – that we're losing history daily. However, all of this budget request would do is to allow the agency to develop, with consulting help, the specifications for the DOA recommended storage, which is still, in their plan, at least 10 years away. That is far to far away. I think DOA's estimates for the building, which would be about \$5-6 million, is far too low. The agency needs additional capacity in that building, and she is hoping that by having some outside consultants work with the agency, they'll be able to demonstrate that to the DOA so that when the legislators do get their request to help us build a building, or a request from the Friends of Arizona Archives, we'll have better information. One of the things that she feels passionate about is a conservation area. The archivists are now

trying to conserve documents up in the attic of the 4<sup>th</sup> floor of this building – and that is not where they should be doing conservation work. The agency needs a conservation laboratory. Every other state library that does conservation work has something like that – and she would like a conservation laboratory to be in this new building so that the archivists can help all of the jurisdictions of government – especially at the local level know how to conserve and protect materials. The conservation laboratory is an additional cost for that \$5 million core warehouse building. Wells stated that she is also not convinced that DOA is building in the kind of climate control that the building needs, needs to be able to give DOA those hard facts – and the best way is to hire an impeccable outside consultant with credentials.

Representative Foster commented that having served on this board also, she knows that there are some tremendous concerns. Wells expressed concerns about security from a lot of areas, as well as the physical security of the articles, and asked if she had a better suggestion? Wells asked Representative Foster is her question was if she had a better suggestion as to where to put a building? Representative Foster replied yes, Wells then responded that she did not have one that she would know enough about at this point to make public with them. She added that she could live with the site where it is, provided that everyone understands that there are certain problems with that area. Wells said that the board would probably be receiving a proposal from the Friends of the Arizona Archives that may have alternative ideas as to where the building should be located. Wells commented that she knows that in the past, that Speaker Groskost has had several ideas of other places. Wells said that she does believe that the agency needs a storage facility and that she is not convinced that it has to be on the Capitol Mall. The agency's main service point is here at the Capitol at the Legislature's request and long-standing usefulness to the Legislature, however its got to be at least a storage building wherever it is, and she is more concerned about the walls in right now than she is about the wall out, because it can be right in the middle of Bolen Plaza and be gorgeous, but if it doesn't have the right internal structure, lode-bearing, climate control, humidity control, it won't get us that much.

Senator Solomon commented that she knows that every member of this board is very concerned about preservation of documents -- its been a problem that the board has never solved. She hopes that by giving Director Wells the authority through the budget to move forward with some plans, that perhaps the board can begin to address this problem. She is concerned about it – the agency needs storage and all of these other issues that have been raised. Senator Solomon added that she is awfully concerned, and she's mentioned this to Director Wells, that when you look at states much smaller than ours, their budgets for their libraries and archives who have much less responsibility than this agency, are much greater than ours. Senator Solomon stated that she thinks this is a moderate request and a very well thought out request, she thinks that if the members should choose not to move forward with the request, she would hope that members of this board would fight vigorously on behalf of this request. Speaker Groskost responded that he thinks that everybody [the board] has registered their agreement with that.

Senator Solomon stated that she would like to express support for this budget and suggest that JLBC move forward with it. Again, the members will have the opportunity to make decisions with regard to this request.

Speaker Groscost, asked Senator Solomon is she wanted to make that in the form of a motion, as he thought the board would need a motion for the agency to take the budget request to the JLBC. Wells added that it would be helpful for JLBC to have a motion.

**Motion:** Senator Solomon moved that the requested budget presented to the board be forwarded to JLBC and the Legislature.

Representative Foster commented that she really appreciates the consistent new level of involvement of all of the staff, starting with the Director on down, the amount of work that is continuously done, the outreach that has been obtained – that they haven't had in the past, which makes it a little easier for some of them to sell some of these things, and that she really appreciates all of the hard work that has been done by all of the interested parties and all of the staff. She added that it means a great deal to her and therefore seconded the motion. The motion carried unanimously.

Senator Solomon stated that Indya Kincannon deserves some thanks and that clearly, the cooperation between JLBC and this agency is one to be commended. Representative Foster agreed, voicing her thanks as well.

Speaker Groscost, stated that he thought the board was all in concurrence that the agency has made some quantum improvements in the last few years, and certainly has done a lot with a small amount of increase in some specific areas. The agency has taken that and made more out of it than the Legislature probably expected when it gave the money. That probably speaks as forcefully as anything does when it comes to the budget process – and the board members will start trying to convince their colleagues.

Representative Foster thanked the Chair, Speaker Groscost, for his assistance with these issues. She commented that she knows that there are a lot of important issues out there and that he helped to spearhead efforts to get some of these things moving – and she personally appreciates that. Speaker Groscost responded that there are a lot more than one vote involved, that they all appreciate the fact that it's moved forward.

## **ADJOURNMENT**

There being no further business, the meeting adjourned at 11:45 a.m.

Respectfully submitted,

Leslie Norton  
Administrative Assistant to GladysAnn Wells  
Arizona State Library, Archives and Public Records

## **HANDOUTS**

Minutes – Library Board Arizona State Library, Archives and Public Records (Dated January 5, 2000)

Report of Accomplishments – Arizona State Library, Archives and Public Records (January – August 2000)

Partnerships for Grants to Arizona – Arizona State Library, Archives and Public Records (As of September 26, 2000)

Final Review Recommendation – Arizona Historical Advisory Commission

Proposal – Rules Making Authority

Proposal for Use of Building – Arizona Hall of Fame Museum

Request Received to Relocate Library – State Law Library

Cultural Heritage Economic Development 2001 Initiative – Arizona Humanities Council

Collaborative Project with Other State Agencies – Electronic Government

Performance Measures – Arizona State Library, Archives and Public Records (FY1999 – FY 2003)

Priority Budget Request – Arizona State Library, Archives and Public Records (FY2002 – FY2003)

Priority Budget Request Justification – Arizona State Library, Archives and Public Records (FY2002 – FY2003)

Strategic Plan – Arizona State Library, Archives and Public Records (FY2002 – FY2003)

<p style="text-align: center;"><b>ACCOMPLISHMENTS</b> <b>JANUARY 2000 – SEPTEMBER 2000</b></p>
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**HIGHLIGHTS**

**GOAL ONE: ENHANCED LEGISLATIVE SERVICE**

- Completed a pilot project to scan Legislative Study Committee Reports and make them available on the web. Nine reports were scanned as part of the pilot; the Library expects to scan many more this coming year.
- Continued Research Library support to Legislature's Study Committee on Internet Privacy, Jurisdiction, Regulation and Taxation.
- Conducted four Continuing Legal Education (CLE) seminars on *How to Use Westlaw and Westcheck* at the Arizona State Courts Building to assist the Arizona Attorney General's Office, Court of Appeals, Legislative Council, Legislative Assistants, and other agencies in fulfilling their CLE requirement.
- Worked with GITA and Legislative Council bill writers to ensure the management and preservation of state and government records produced pursuant to the Arizona Electronic Transaction Act.

**GOAL TWO: PROVIDING ACCESS**

- An Online Public Access Catalog (OPAC) was added to the automated system at the Braille and Talking Book Library Division. Provides independent access to the catalog of holdings for library users who are blind, visually impaired and physically disabled, and it also improves searching capabilities for staff so that they can better serve those patrons who don't have computer access to search the catalog themselves. This was accomplished through a grant from the Nina Mason Pulliam Charitable Trust.
- Initiated implementation of a Government Information Locator System (GILS), electronic document delivery, and an effective depository system for printed publications.
- Launched the "Take a Talking Book" outreach to seniors campaign with a kickoff event February 14, 2000. Initial mailings included print PSAs to 88 newspapers and magazines, recorded PSAs to television and radio stations statewide, brochures and posters to 238 Arizona post offices, 1,636 institutions, 522 eye doctors, 107 senior centers and 14 Social Security offices. Packets were also sent to all libraries in the state. Presentations by BTBL staff included major events in Flagstaff, Prescott, Phoenix, Tucson and Yuma.

### **GOAL THREE: PRESERVING ARIZONA**

- The Library's Digitization Task Force wrote and published *Digitization Project Guidelines for Arizona* (praised by Arizona institutions and other institutions nationwide, and adopted by several states) and taught digitization workshops in Phoenix and Kingman.
- Preserved 130 items, digitized 1349 images, catalogued 8,818 items. We now have close to 11,000 images available to the public 24 hours a day.
- Recorded 62 new books for the Arizona cassette book collection, 63 special projects for patrons and 62 issues of local interest magazines.

### **GOAL FOUR: PROMOTING STATEWIDE COLLABORATION**

- Purchased a statewide license for Ariel software for all libraries in Arizona, which allows transmission of legal information and state information as requested through libraries statewide.
- Entered 581 repositories to the Cultural Inventory Project, allowing Arizonans to locate libraries, archives, and museums around the state and to discover the location of unique and rare Arizoniana.
- Hosted a Five-State American Indian Conference *Tribal Libraries, Archives and Museums; Preserving Our Language, Memory and Lifeways*, an activity of a National Leadership Grant from the Institute of Museum and Library Services (IMLS) to develop sustained communications and a network of support, and collaborative programming between tribal and non-tribal libraries, archives and museums.
- Collaborated with the Mesa Southwest Museum to produce a booklet for National History Day teachers in Arizona. The National History Day Board in Maryland asked the Arizona State Archives to collaborate with each State Archivist to spearhead a new project that will list the archival collections in each Archives that relate to the NHD theme for the year. The National Board will mount this information on their web-site so that students, no matter where they live, will at least know what materials they might use in their research projects.
- Hosted three Sonoran archivists from the Archivo General del Estado de Sonora for a week of training in cataloging, microfilming, scanning, digitization, appraisal, accessioning, processing and creation of both electronic and paper finding aids and indexes. The goal being to work together to preserve the documentary materials of Arizona's and Mexico's common heritage and to discuss ways of making these records and materials accessible.

## GOAL ONE: ENHANCED LEGISLATIVE SERVICE

### DEPARTMENT

- Passage of SB1230 (the agency's continuation), SB1087 (enabling language to establish a State Documents program), HB2116 (appropriation for State-Grants-in-Aid to Arizona libraries) SB1201 (appropriation for the Capitol Building Restoration) allows ASLAPR to provide enhanced Legislative service.
- Provided agency orientation to new House and Senate Members. Provided agency orientation and tours to House and Senate Assistants, Interns, and Secretaries.
- Hosted the Arizona Library Association's Library Legislative Day. Co-sponsored a breakfast that brought Arizona Library Association, library friends groups, library board members, and legislators together to share ideas, and discuss concerns of Arizona's library community.
- Honored Senator Edward Cirillo during Statehood Day ceremonies, as this year's recipient of the annual Polly Rosenbaum award for a government official preserving and providing access to Arizona's history.
- Completed a pilot project to scan Legislative Study Committee Reports and make them available on the web. Nine reports were scanned as part of the pilot; the Library expects to scan many more this coming year.
- Worked with the Democratic Party and [www.election.com](http://www.election.com) to locate public library sites for Internet polling stations.
- Mailed copies of the General Election *Guide to Ballot Propositions and Judicial Performance Review* in English and Spanish, to all public libraries. Through libraries, we assisted the Secretary of State's Office reach the public with voter information.

### BRAILLE AND TALKING BOOK LIBRARY

- Extended partnership with Rehabilitation Services Administration at Department of Economic Security and Phoenix Public Library to make legislatively funded initiative telephone access "Newslines" to newspapers available in Arizona for blind and visually impaired individuals.
- Increased Arizona *Newslines* membership for a total of 454 users by continuing to pursue local newspapers, sending out a notice about the addition of the [Arizona Republic](#), advertising *Newslines* on radio spots during Diamondbacks games, and sending out a user survey to all currently registered for *Arizona Newslines*.

## **HISTORY AND ARCHIVES DIVISION**

- Produced a finding aid for seven boxes of material from the House Legislative staff. Continuing to update the older, typed finding aids by re-typing in an electronic format.

## **LIBRARY DEVELOPMENT DIVISION**

- Reported to Members of the House of Representatives and Senate about the institutions in their districts receiving grants from the Department.
- Designed a report for the Arizona Congressional delegation about the benefits of the Library Services and Technology Act (LSTA) for their constituents.

## **MUSEUM DIVISION**

- Collaborated with 79 legislators to have them meet with 3,118 students from their districts.
- Reported to Members of the House of Representative and Senate about school and other constituent tours in their districts.
- Designed postcards with web site information for the Teacher Resource Guide, ALIS, the Governor's Kid Page, and the Secretary of State's Kid Page, to mail to 1,300 teachers in the tour database.

## **RECORDS MANAGEMENT DIVISION**

- Continued to refine the fee for service system for records storage as mandated pursuant to ARS 41-1345 including evaluation and purchase of new inventory/invoicing software.
- Total boxes of records stored for the Legislative branch is 7,740; 100 record retrievals were made from those boxes.

## **RESEARCH LIBRARY**

- Continued Research Library support to Legislature's Study Committee on Internet Privacy, Jurisdiction, Regulation and Taxation.
- Invited to provide Research Library support to the Legislature's Rural Economic Development Committee by identifying, acquiring and organizing articles and records for them to use.

- Continued operation of Electronic Reference States (ERS) in the House and Senate Research areas, Legislative Council, and the Research Library, and provided on site librarians at the House and Senate ERS to link the research functions of the Department to the Legislature.
- Digitized and mounted Legislative Study Reports on the Web.
- Provided agency orientation to new House and Senate Members, and House and Senate Assistants, Secretaries, and Interns.
- Trained analysts and interns on the Electronic Reference Station (ERS) in the Senate and House of Representatives.
- Distributed a user survey about the ERS to legislators and legislative staff.

### **STATE LAW LIBRARY**

- Conducted a County Law Library Meeting in the Arizona Supreme Court Building. The attendees were from Coconino County, Graham County, Maricopa County, Mohave County, and Pima County.
- Shipped over 800 periodicals and books (Statutes-At-Large, and United States Report) to Roswell Co. for binding.
- Conducted four Continuing Legal Education (CLE) seminars on *How to Use Westlaw and Westcheck* at the Arizona State Courts Building to assist the Arizona Attorney General's Office, Court of Appeals, Legislative Council, Legislative Assistants, and other agencies in fulfilling their CLE requirement.

## **GOAL TWO: PROVIDING ACCESS**

### **DEPARTMENT**

- Initiated collaborative work with the six libraries, the Secretary of State's Office, and the Government Information Technology Agency (GITA) to address items included in establishing a state documents program – to improve access to published state agency information. Initiated implementation of a Government Information Locator System (GILS), electronic document delivery, and an effective depository system for printed publications.

- Debuted *Newsline*®, the telephone newspaper service developed by the National Federation for the Blind in March. The project also includes a *Jobline* server that is located at the Phoenix Department of Economic Security office which provides blind and visually impaired users with job information over the phone. There are over 450 users signed up for the service.
- Purchased a statewide license for Ariel software to provide all libraries in Arizona with a "receive" version of Ariel. Ariel can be used to transmit legal and state information as requested to libraries statewide. Federal Library Services and Technology Act funding over several years joined with the Gates Learning Foundation Library Initiative project should insure that all libraries in Arizona are prepared to accept delivery of information via the Internet.
- Assisted Arizona libraries in applying for E-Rate discounts, provided by the Telecommunications Act of 1996. This act extends the Universal Service Fund by providing discounts on telecommunications costs to rural health providers, schools, and libraries. Arizona libraries received \$700,537 in refunds or credits for year one funding, \$635,525 for year two funding, and \$426,543 (to date) for year three funding.
- Displayed information about ASLAPR in the Governor's Executive Tower lobby during National Library Week.
- State Library facilitated the process for Arizona public libraries applying for grants to the Bill and Melinda Gates Foundation Arizona Statewide Partnership Program. 85 grants were awarded totaling \$1,620,219.36 in hardware and software. These grants were made to 103 local public library buildings in 85 library systems. An additional \$2.8 million will be contributed in installation, training and support during 1998-2004. When added to the grants received last fall by our large public libraries the total Gates grants comes to approximately \$5 million.
- Completed switchover from analog modems to RAS (Remote Access Service) to Arizona libraries. This service enhancement enables dial-up users to access the Internet at up to 56K speed.
- Entered 581 repositories to the Cultural Inventory Project database. Prototyped Web interface with access by repository name, location, and type, and subject access to repositories and their holdings.
- Described 205 linear feet of territorial and state publications (1,018 titles) for 64 agencies.
- ARMIS records management system purchased for RMD to replace a 12 year old out-dated system

- TagGen software purchased for State Agencies to metatag websites to improve GILS search retrieval and relevancy

## **BRAILLE AND TALKING BOOK LIBRARY**

- An Online Public Access Catalog (OPAC) was added to the automated system at the Braille and Talking Book Library Division. The OPAC will provide independent access to the catalog of holdings for library users who are blind, visually impaired and physically disabled. It also improves searching capabilities for staff so that they can better serve those patrons who don't have computer access to search the catalog themselves. This was accomplished through a grant from the Nina Mason Pulliam Charitable Trust.
- Launched the "Take a Talking Book" outreach to seniors campaign with a kickoff event February 14, 2000. Initial mailings included print PSAs to 88 newspapers and magazines, recorded PSAs to television and radio stations statewide, brochures and posters to 238 Arizona post offices, 1,636 institutions, 522 eye doctors, 107 senior centers and 14 Social Security offices. Packets were also sent to all libraries in the state. Presentations by BTBL staff included major events in Flagstaff, Prescott, Phoenix, Tucson and Yuma.
- Upgraded one librarian position to include responsibility for outreach and added a full-time position funded through the *Newsline* project.
- Circulated 436,497 items, sent 10,644 bibliographies to patrons, sent 298 Inter-library-loans to 40 different states and Canada, duplicated 2,342 new cassettes, repaired 8,729 cassette books, repaired 5,400 machines, added 1,909 new patrons, handled 49,548 phone calls, and did 2,356 online searches.
- Did 317 site visits, presentations and exhibits for outreach and *Newsline/Jobline* reaching 2,248 attendees.
- Installed a new version of *BookTalk* for the division's web page that includes book reviews and books recommended by reader advisors or patrons.
- Converted the bibliographic files to MARC (machine readable catalog) format and installed new modules to the automated system for online public access to the catalog of holdings. The new OPAC added keyword-searching capabilities for staff and patrons. Patrons will now be able to independently search the library's catalog from personal computers.

## **HISTORY AND ARCHIVES DIVISION**

- Received 7,177 reference requests, used 13,720 rolls of microfilm, retrieved 507 boxes and 636 hard copy newspapers, pulled 12,272 photographs, reproduced 1,479 photographs. Patrons used 2,382 Arizona collection items.
- Accessioned and catalogued 7,410 photographs, received, accessioned and produced basic inventories for 296 rolls of microfilm, 81 volumes, and 308 cubic foot of state records.
- Processed 1,861 folders and created 25 finding aids.
- Developed basic MARC records for the archival collection.
- Published the Arizona Photograph Collection to the worldwide web, providing online access to over 11,000 digitized photographs in the collection.
- Received and accessioned 26 cubic feet of Symington's records.
- Met with Arizona Department of Game and Fish staff regarding transfer of some of their historical project records to the Archives.
- Collaborated with Research Library to provide lunchtime family history workshops and genealogical presentations throughout the state on the variety of original documents available for family history research in the Genealogy Collection and State Archives, serving a total of 420 people.

## **LIBRARY DEVELOPMENT DIVISION**

- Awarded 74 grants to 54 Arizona libraries and museums for a total of \$955,505 in funds allocated to it by the federal Institute for Museum and Library Services (IMLS) under provisions of the Library Services and Technology Act (LSTA). Grants awarded were to promote literacy, improve the winning institutions' abilities to preserve their collections or improve access to their material. The largest number of grants and the largest amount of money went for technological improvements, including digital imaging and electronic cartographic programs.
- Assisted four local governments by leading strategic planning sessions for their library systems (Sierra Vista, Pinal County, Mohave County, and Gila County).
- Assisted libraries to apply for e-rate funding for Year 3 and some preparation for Year 4 funding – realizing \$426,543 (to date) for Year 3 to forty-five libraries. The e-rate program utilizes the Universal Service Fund by providing discounts on telecommunications costs to rural health providers, schools, and libraries.

- Worked on making the Economic Development Information Center (EDIC) Core Collection booklet accessible from the ASLAPR website.
- Provided public library children's services staff with a program manual, promotional materials and posters to support the 26th anniversary of the Agency's leadership in the summer reading program. Over 41,000 children and young adults participated in this year's "Read Arizona" program.
- Collected the annual statistical data on library usage, funding, expenditures, etc. on all public libraries in Arizona.
- Organized workshops on *Planning for Results (by Sandra Nelson)* and *Project Management (by Pat Wagner)* at 3 sites, serving 140 people.
- Organized the Annual Library Institute for Arizona librarians in collaboration with the library school at the University of Arizona. This weeklong Institute provided basic library skills training for 28 rural librarians.
- Implemented the improved State Grants-in-Aid program, which expanded basic support to the County and Metro libraries, provided construction funding and assistance to tribal communities for improved library service.
- Offered an opportunity for 18 libraries to convert their catalogs to machine-readable records making their collections accessible to other Arizona researchers.

## **MUSEUM DIVISION**

- At the Capitol Museum, toured 18,031 people on 850 tours, answered 5,303 questions from the public, had an additional 21,081 self-guided visitors, and 11,807 visitors to the museum store.
- At the Hall of Fame Museum, toured 1,002 people on 36 tours, answered 358 questions from the public, had 5,873 special event participants and facility attendees, and an additional 1,673 self-guided visitors.
- Completed the school visitation period and their visits to the Legislature for 2000.
- Collaborated with the State Law Library for "African Americans: Achievements and Leadership in Law" exhibit for the National Black Journalists convention.
- Re-installed 4 exhibits in restored portion of State Capitol Museum.
- Created new collections database.

## **RECORDS MANAGEMENT DIVISION**

- Accessioned 24,800 boxes of new records into the Records Center inventory, removed and destroyed 18,700 boxes of old obsolete records from the Records Center inventory.
- Retrieved 12,800 records for state agencies and the public, and re-filed 8,300 records back into the Records Center inventory.

## **RESEARCH LIBRARY**

- Made SIRSI ASLAPRCAT, the agency's online catalog, more useful by eliminating records from the review file, adding periodical titles to the genealogy collection, correcting call numbers of maps in the database, and by deleting records of discarded Professional Collection books.
- Collaborated with History and Archives Division to provide lunchtime family history workshops and genealogical presentations throughout the state on the variety of original documents available for family history research in the Genealogy Collection and State Archives, serving a total of 420 people.
- Served 13,000 clients: replied to 6,114 reference questions, including 298 received in the House and Senate Electronic Reference Stations.
- Sent 791 items to other libraries via interlibrary loan and acquired 831 items from other libraries for the legislature, state agencies and private citizens.
- Sent surplus maps to Yavapai Community College, Mesa Public Library and Phoenix Public Library to complete their holdings of U.S. Geological Survey topographic maps.
- Used *Workflows* to create 573 Serial Control Records for federal documents, edit 9756 bibliographic records, delete 382 map review records, and correct 103 map call number on the online catalog.

## **STATE LAW LIBRARY**

- Served 16,485 patrons, of which 13,083 were phone calls, 3,124 walk-ins, and 324 mail and e-mail correspondence. Of this total, 13,461 were from the general public, 1,202 from attorneys/firms, 626 from other state agencies, and 357 from the courts.
- Circulated 246 items to state agencies, and 171 items to law firms and inter-library loan.
- Created serials control records on SIRSI for 340 periodical titles.

- Installed new West CD-ROM libraries and Premise software at Reference Desk.
- Created a virtual web tour of the State Law Library for our web page.
- Created a Reference File Box database- a SLL created database of helpful hints of key words, topics, and statutes most often researched by reference librarians.
- Conducted four Continuing Legal Education (CLE) seminars on *How to Use Westlaw and Westcheck* at the Arizona State Courts Building to assist the Arizona Attorney General's Office, Court of Appeals, Legislative Council, Legislative Assistants, and other agencies in fulfilling their CLE requirement.
- Deleted duplicate "review" records from the SIRSI database.
- Surveyed law-related web sites and sent "Keeping Current" email message to legislative staff regarding recent case decisions and how to access them electronically.
- Updated the Legal Collection in order to provide current legal research materials for the Arizona community.
- Began inventory of the Treatise section for content and currency.

### **GOAL THREE: PRESERVING ARIZONA**

#### **DEPARTMENT**

- Established the Arizona Historical Records Advisory Commission in state laws (through SB1030-the agency's continuation bill) to serve as the central advisory body for historical records planning and for National Historical Publications and Records Commission (NHPRC) funded projects developed and carried out in Arizona; to serve as a coordinating body to facilitate cooperation among historical records repositories and other information agencies in Arizona, and as a state-level review body for grant proposals.
- The Arizona Geographic Names Board continues to provide a forum for discussion of and a process for determining state historic and geographic names. The Board works with tribal and non-tribal parties.
- The Library explored ways to make the Arizona Historical Advisory Commission (AHAC) more effective, developing several plans with agencies represented on the current AHAC. The Library continues to evaluate the Commission to determine if there are significant roles that AHAC or a similar commission could fulfill to support the Arizona cultural community.

## **BRaille AND TALKING BOOK LIBRARY**

- Recorded 62 new books for the Arizona cassette book collection, 63 special projects for patrons and 62 issues of local interest magazines.
- Added three new recorded magazines: *American History*, *Diamondbacks Magazine* and *Fast Break*, the magazine for the Phoenix Suns. The two sports magazines are being narrated in the library's studio by Jeff Munn, announcer for the Diamondbacks and Suns.
- Added *Eyes Only*, a newsletter published by the Association for Macular Diseases, to the local recording of *Newsletters Unlimited*.

## **HISTORY AND ARCHIVES DIVISION**

- Assisted state and local governments with preservation problems.
- Conducted workshops in book mending and preservation of materials at 20 locations, serving 275 people.
- Preserved 130 items, digitized 1349 images, catalogued 8,818 items.
- Hired a contract photo scanner to help us digitize and index our photographs to make them more easily accessible.
- Partnered with Utah Genealogical Society to prepare and index over 200 boxes of Maricopa and Pima County records for microfilming.
- Prepared and microfilmed 53,137 pages (90 rolls of film) of historic newspapers including the *Mesa Free Press*, *Red Rock News*, *Bisbee Review*, *Brewery Gulch Gazette*, and the *Gila Bend Herald*.
- Arizona Newspaper Project staff made presentations at the Arizona Historical Convention in April and at the Association of Journalism Editors in August.
- Arizona Newspaper Project exhibit was displayed at the State Capitol Museum for History Day in February, at the Arizona Convocation in March, and at the Benson, Huachuca City, and Douglas public libraries during the summer.
- An article on the Arizona Newspaper Project appeared in *Sierra Vista Herald/Bisbee Daily Review* on June 5.
- Continually added to our online database of digitized photographs. We now have close to 11,000 images available to the public 24 hours a day.

- In partnership with the Research Library, developed a monthly, noontime genealogy class for government employees and the public. This class has become so popular that that we now provide two sessions per month to accommodate the more than 100 people who attend each month.
- Worked with Pinal County Historical Society to bring the Yuma Prison records to agency for microfilming.

### **LIBRARY DEVELOPMENT DIVISION**

- Trained the Summer Institute students on basic archival collecting and preservation, family history research, records management and bookmending.
- Helped design digitization workshops and a basic digitization manual for public libraries.

### **MUSEUM DIVISION**

- Oversaw the restoration of 22% of the original Capitol for its 2001 centennial anniversary and planned for new exhibits. The renovation is now 55% completed.
- Continued installing fire alarm system in the original Capitol.
- Held third annual fundraiser at Lon's at the Hermosa Inn and Arranged for conservation work on Lon Megargee's *Superstition Mountains*, jointed funded by the Megaragee Foundation and ASLAPR.
- Accessioned 391 objects, re-housed 710 artifacts, and inventoried 1,714 artifacts.
- Uncovered more information on the History of the USS Arizona Miner Statue (identified the maker as same as USS Arizona Silver).
- Completed research on history of Capitol for the building's centennial next year.

### **RECORDS MANAGEMENT DIVISION**

- Strengthened consumer access to public records in Arizona through passage of SB1230 (the agency's continuation bill). Extended additional clarity to the importance of the retention of records of legal, administrative, historical or other value. Under the state records law, each type of record must have a publicly available records retention schedule developed with approval from ASLAPR.
- Worked with GITA and Legislative Council bill writers to ensure the management and preservation of state and government records produced pursuant to the Arizona Electronic Transaction Act.

- Microfilmed 761,200 pages of documents onto 16 mm film, microfilmed 184,600 pages of newspapers onto 35 mm film.
- Digitally scanned 562,600 document images from microfilm.
- Processed 3,100 rolls of 16 mm microfilm and 400 rolls of 35 mm microfilm.
- Duplicated 3,100 rolls of 16 mm and 35 mm microfilm.

## **RESEARCH LIBRARY**

- Catalogued and classified the entire collection of Arizona school yearbooks – about 80 titles and over 300 volumes were represented.
- Received over 3000 surplus topographic maps of Arizona from the Arizona State Office of the Bureau of Land Management. Many were added to the Map Collection, others were donated to other libraries.
- Obtained Arizona highway maps from the Arizona Department of Transportation to complete ASLAPR's holdings.

## **STATE LAW LIBRARY**

- Received 400 boxes of donated legal books.
- Arranged for transport of 150 boxes of duplicate legal books for satellite storage.
- Completed periodical binding project to extend life-expectance and long-term use of the book materials in the State Law Library. Shipped 852 periodicals and books for binding.
- Received filed bills, amendments, and session laws from the Legislature.
- Organized the collection of historical Arizona Revised Statutes pocket parts in preparation for binding.

## **GOAL FOUR: PROMOTING STATEWIDE COLLABORATION**

### **DEPARTMENT**

- Hosted a Five-State American Indian Conference *Tribal Libraries, Archives and Museums; Preserving Our Language, Memory and Lifeways*, an activity of a National Leadership Grant from the Institute of Museum and Library Services (IMLS) to develop sustained communications and a network of support, and collaborative programming between tribal and non-tribal libraries, archives and museums.

- Received funds from the Institute of Museum and Library Services to orchestrate a National American Indian Conference to be sponsored by the Institute.
- Initiated collaborative work with the six libraries, the Secretary of State's Office, and the Government Information Technology Agency to address items included in SB1087 – State Documents legislation to improve access to published state agency information. Initiated implementation of a Government Information Locator System (GILS), a caching of state agency web pages, electronic document delivery, and an effective depository system for printed publications.
- Published the Digital Projects Guidelines to help smaller libraries, archives, and museums around the state implement digitization projects effectively and economically.
- Hosted the second annual Arizona Convocation building collaboration between librarians, archivists, and museum professionals from around the state.
- Promoted the services of the Department at the annual Arizona Library Association meeting. Personnel staffed booths and gave presentations about the department's progress and activities.

## **BRAILLE AND TALKING BOOK LIBRARY**

- Worked with the Department of Economic Security staff to extend the *Newsline/Jobline* Inter-Governmental Agreement (IGA) and Inter-Agency Service Agreement (ISA).
- Collaborated with the newly incorporated Arizona Friends of Talking Books.
- Participated in planning committees for National Vision Rehabilitation Day and White Cane Day.
- Participated in the annual Gosling Memorial Golf Tournament to benefit the library.
- Conducted site visits to 40 sub-lending agencies that BTBL cooperates with to provide talking book machine exchange and application for service in public libraries, and other agencies serving the blind, visually impaired and physically disabled.
- 361 volunteers donated 26,799 hours of service.

## **HISTORY AND ARCHIVES DIVISION**

- Hosted three Sonoran archivists from the Archivo General del Estado de Sonora for a week of training in cataloging, microfilming, scanning, digitization, appraisal, accessioning, processing and creation of both electronic and paper finding aids and indexes. The goal being to work together to preserve the documentary materials of Arizona's and Mexico's common heritage and to discuss ways of making these records and materials accessible.
- Consulted with archivists about photobases, digitization and preservation of photographs.
- Sponsored *Arizona Archives Week*, a statewide educational program to promote the appreciation and use of Arizona's historical records. Distributed 1,200 posters to schools, libraries and others.
- Co-sponsored, with the Arizona Historical Society and 27 other archival repositories, a POP Fair in Tempe with the theme of "Preserving Our Past." Co-sponsoring a "POP Fair" at Pueblo Grande Museum in October.
- Collaborated with archivists from Arizona State University, the University of Arizona, Northern Arizona University, and the Northern Arizona Historical Society to develop a template for EAD encoding that can be used by each of these institutions and to review how each institution's finding aids are organized.
- Participated in an Arizona State University pilot program with the Department of History, the Mesa Southwest Museum, the Arizona Historical Society, the Tempe Historical Museum and the Scottsdale Public Library to develop a series of on-site lectures and hands-on projects for social studies education students.
- Collaborated with the Mesa Southwest Museum to produce a booklet for National History Day teachers in Arizona.
- The National History Day Board in Maryland asked the Arizona State Archives to collaborate with each State Archivist to spearhead a new project that will list the archival collections in each Archives that relate to the NHD theme for the year. The National Board will then mount this information on their web-site so that students, no matter where they live, will at least know what materials they might use in their research projects.

## **LIBRARY DEVELOPMENT DIVISION**

- Sponsored approximately 65 training events in the state, including *Planning for Results*, *Project Management*, *EDIC Workshop in Yuma* reaching 3011 library personnel.

- Collaborated with the Institute of Museum and Library Services to assist a national foundation looking into working with libraries for after school programs.
- Collaborated with other Arizona libraries, with the Arizona Library Friends, and with other state agencies in providing training events throughout the state.
- Made a presentation at the Transborder Forum on the Sonoran Archives projects and the Five-state Indian grant.
- Sponsored 80 Arizona librarians to attend REFORMA, a national training event for services to the Spanish speaking. This national conference was held in Tucson.

### **MUSEUM DIVISION**

- Participated in the POP Fair in Tempe with the theme of “Preserving Our Past.”
- Hosted the State Finals of the National History Day competition for Junior and Senior High School Students.

### **RECORDS MANAGEMENT DIVISION**

- Conducted 34 seminars/workshops throughout Arizona, serving 965 attendees from state and local government.
- Conducted 574 consultations with state and local agencies and officials.
- Gave a presentation to 300 school nurses from all over Arizona.
- Hal Holady, Assistant Division Director, received a special “Navigator of the Decade” award by the Arizona Chapter of the Association of Records Managers and Administrators International in recognition of his years of service to the chapter.

### **RESEARCH LIBRARY**

- Planned and coordinated the 5-State Federal Depository Library Conference, August 16-18, 2000 in Flagstaff. This conference for librarians from Arizona, Colorado, Nevada, New Mexico and Utah was for the train and provide information to librarians and library staff on how to get federal information to the public.

## STATE LAW LIBRARY

- Conducted a five county Law library meeting in the Arizona Supreme Court Building.
- Addressed 11 organizations, and conducted 8 continuing education classes for public librarians on *How to Handle Legal Reference Questions*, serving 373 attendees.
- Provided an exhibit that highlights the achievements of African-American lawmakers, judges and lawyers in Arizona for the National Black Journalists convention.

## PERFORMANCE MEASURES

### Tour Participants and Program Attendees

FY 1999	FY 2000	FY 2001	FY 2002	FY 2003
195,794	168,043	180,096	186,539	193,176

### Volunteer Hours

FY 1999		FY 2000		FY 2001		FY 2002		FY 2003	
Vols	Hours	Vols	Hours	Vols	Hours	Vols	Hours	Vols	Hours
422	32,148	374	28,129	384	28,523	408	34,191	431	34,928

### OUTSIDE FUNDS RAISED (GRANTS AND DONATIONS)

FY 1999	FY 2000	FY 2001	FY 2002	FY 2003
\$1,541,731	\$3,195,409	\$4,592,933	\$490,850	\$288,175

### Customer Satisfaction

FY 1999	FY 2000	FY 2001	FY 2002	FY 2003
6.7	7.0	7.3	7.3	7.4

*Note:* Includes surveys of patrons and visitors; evaluations of presentations, conferences, workshops, and tours; and correspondence received evaluating services (thank you notes and complaints).

### Agency Staff Turnover

FY 1999	FY 2000	FY 2001	FY 2002	FY 2003
25.35%	12.5%	12.5%	12.0	11.5%

### ADMINISTRATION AS A PERCENT OF TOTAL COSTS

FY 1999	FY 2000	FY 2001	FY 2002	FY 2003
3.7%	3.4%	3.5%	3.5	3.5

<b>PRIORITY BUDGET REQUEST</b>
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**LIBRARY BOARD MEETING, OCTOBER 5, 2000 DRAFT**

**FY2002**

	<b>Personal Services</b> Raising overall personal services by 6.9% cut <b>turnover in half</b>	<b>\$ 332,566</b>
	<ul style="list-style-type: none"> <li>- 2<sup>nd</sup> half of reclassification begun under library board direction</li> <li>- Impact of uncovered status loss of salary market adjustment \$</li> <li>- Reduced agency turnover from 25.35% to 12.5%</li> <li>- Current Personal Services/ERE budget \$4,684,700</li> </ul>	
	<b>Archives/Records/Library/Museum (FY02-03 only)</b> <b>Permanent storage facility planning</b>	<b>\$ 35,000</b>
	<ul style="list-style-type: none"> <li>- Last archive space 1938- Archives has been out of space for 30 years</li> <li>- DOA foot print – need to plan and develop specifications for planned Capitol Mall building</li> </ul>	
	<b>Display/education shelving for Museum artifacts (one time)</b>	<b>\$ 8,000</b>
	<b>Additional rental costs</b>	<b>\$ 7,100</b>
	<b>E government Support (new)</b> Network/Technology/GILS Specialist	<b>\$ 60,000</b>
1FTE	<b>E government Information Support(new)</b> Government Information Locator System	<b>\$ 30,500</b>
	ongoing research & technology changes resulting in add'l hardware/software costs (software upgrades, additional hard drive, backup tapes)	\$ 13,000
	programmer costs,	\$ 7,500
	training, outreach, consultant assistance	\$ 10,000

<b>Technology Replacement/Maintenance Schedule</b>	\$170,000
Computers, copiers replacement	\$ 95,000
SIRSI maintenance (ongoing cost)	\$ 45,000
MARC maintenance (ongoing cost)	\$ 30,000

<b>Records Management Center (one time)</b>	<b>\$ 40,500</b>
Delayed maintenance-leaks, flooring, ceiling (shared with DOA) tenant improvements	

<b>Collection Development &amp; Preservation (new)</b>	<b>\$ 106,000</b>
Print	\$ 50,000
Electronic	\$ 50,000
Genealogical binding	\$ 6,000
Current binding total	\$ 20,000
Current acquisitions total	\$475,000

<b>Cataloging contract-archives (one time)</b>	<b>\$ 30,000</b>
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**Total above the line for 2002** **\$ 819,666**

***FY02 Below the line requests:***

<b>Newsline</b>	
Continuation of FY 00/ 01 Newsline	<b>\$ 50,000</b>

<b>SGIA</b>		<b>\$ 1,000,000</b>
Continuation of supplemental budget request	\$300,000	
Additional funding-44 <sup>th</sup> Legislature, Chap 298, HB 2216, Tribal & Construction	\$700,000	

<b>Radio Reading for the Blind</b>	
Increase pass through grant to Sun Sounds	<b>\$ 20,000</b>

<b>State Docs Grant Program</b>	<b>\$ 250,000</b>
Partnership to gather, process, house and provide access to state agency publications in conjunction with large university/public libraries	

**Total below the line for 2002** **\$1,320,000**

**Total FY 2002 Request** **\$2,139,666**

**FY2003**

	<b>Market Adjustment for Network/ technical services, Management and field personnel (new)</b>		<b>\$ 170,000</b>
	- Majority of management team is retirement eligible by 2003		
	- Success of grant fund dependent on technology capacity & recognized excellence of management team		
	- Staff working seriously under market value; library/research positions 29% beneath recruitment pool		
	<b>Archives/Records/Library/Museum Permanent storage facility planning (addition to base of FY 02 base request) FY 2002-2003 only</b>		<b>\$ 5,000</b>
	<b>Additional rental costs (addition to FY 02 base request)</b>		<b>\$ 2,300</b>
	<b>E government Support (new)</b>		<b>\$ 60,000</b>
1FTE	Electronic Records Systems Designer 48,000 + ERE (\$12,000)		
	<b>E Archives Records Support (new)</b>		<b>\$ 108,000</b>
Contract	XML Consultant	\$ 8,000	
Project Staff	Programmers	\$13,000	
	Technical writer	\$ 4,000	
Equipment, Supplies	Hardware	\$60,000	
	Software	\$20,000	
	XML Training	\$ 3,000	
	<b>E Information/GILS( addition to FY 02 base request)</b>		<b>\$ 29,000</b>
	Government Information Locator System		
	Maintenance agreement	\$ 4,000	
	Replace server	\$25,000	
	<b>Technology Replacement Schedule (addition to FY 02 base request)</b>		<b>\$ 205,000</b>
	<b>BTBL Digital Mastering Equipment (new)</b>		<b>\$ 20,000</b>
	<b><u>Total FY 2003 request</u></b>		<b><u>\$ 599,300</u></b>

**PRIORITY BUDGET REQUEST JUSTIFICATION**

**LIBRARY BOARD, OCTOBER 5, 2000 MEETING**

**OPERATING EXPENSES**

Except as noted for one-time project expenses, amounts reflect additions to the budget base.

Personnel Services

FY 2002 \$332,566  
FY 2003 \$170,000

In 1997 the Library Board directed Library management to evaluate staff salary levels. The first half of that review was reimbursed in the FY1999-2000 budget. This request will conclude the attempt to align salary levels in the Library within the range of state government salary levels.

The Library's 1999 sunset review panel also reported that low salaries make it difficult to attract staff. The entry level salary for a professional librarian is 84% of the rate paid by major libraries in Arizona, and during statewide recruitments in 1998 and 1999 qualified candidates for division director-level positions were typically earning \$20,000 to \$30,000 more than Library and Archives' advertised opening.

Many Library staff remain in the merit system, and the Library shares many categories of positions with the merit system employees. However, the Library does not benefit from salary market adjustment funds because it is a part of the legislative branch. Board salary decisions are also not in the Library's base, but remain part of its costs.

The Library Board requested we reclassify staff making salary adjustments related to realigning our staffing levels with comparable state agency positions. As a result, staff turnover has dropped from 25% to 13%. The two-year cost was 6.9% of our total personnel services.

The Library's current personnel services plus ERE are \$4,684,700.

Funds requested for FY2002-2003 reimburse the agency the accomplished staff re-evaluations done through Library Board directive.

ARCHIVES, RECORDS, LIBRARY, MUSEUM PERMANENT STORAGE FACILITY PLANNING

FY 2002 \$35,000

FY 2003 \$5,000

The Library's sunset review panel found that the Department is unable to comply with statutory requirements to preserve Arizona history because it lacks adequate storage space and because current storage conditions jeopardize the archive material. The State of Arizona last constructed archival storage space in 1938. That space has been filled for thirty years, forcing the Archives to find stop-gap measures to store records. Often the Archives has had to refuse valuable records that document Arizona's government and history. The Sunset Report also notes that the poor configuration of the storage area (many are stored in the attic of the 1938 addition, others are stored at the Records Management Center) results in slow service to patrons, with requests for records averaging three days.

The DOA has allocated space for a new archives building adjacent to the Records Management Center just south of 19th Avenue and Jefferson.

Funds requested for FY 2002-2003 will allow the Library to begin planning for a new storage facility that will serve not only the Archives, but also the Research Library, Museum, and Records Management divisions.

DISPLAY/EDUCATION SHELVING FOR MUSEUM ARTIFACTS

FY 2002 \$8,000

One-time expense

The Arizona Capitol Museum seeks special shelves to display holdings in storage to the public in the Capitol. Because only a fraction of the museum's holdings can be included in interpretive exhibits, display of the materials through observable storage will allow visitors to see more of the collections for a richer experience.

Funds requested for FY 2002 will be used to construct the display shelving.

ADDITIONAL RENTAL COSTS

FY 2002 \$7,100

FY 2003 \$2,300

The Library leases space for several of its divisions located outside the Capitol.

Funding for FY 2002 and FY 2003 represents higher rental payments based on Department of Administration projections.

## E-GOVERNMENT INFORMATION LOCATOR SYSTEM SUPPORT (GILS)

FY 2002 \$90,500

FY 2003 \$29,000

More and more state agencies are using the Web as the principal means of distributing information about their services and programs. Some agency publications are no longer available in print, but are accessible only on the Web. The enormous amount of state agency information available is a potential boon to Arizonans, but locating that information is often very difficult. Public search engines capture less than fifteen percent of web pages. The public often has a hard time distinguishing between authoritative information published by the state and Websites created by other sources.

Following the passage of SB1087, the Library began investigation of specialized software to help citizens locate the information and services found on state agencies' Websites. Those sites contain information on more than 130,000 separate web pages. Specialized government information locator software provides search results superior to public search engines because it indexes all of an agencies' web pages. The results are authoritative because it indexes and displays only Websites created by Arizona agencies. Most important, the most relevant documents are displayed before all others because of specialized indexing features. The Library received a \$91,675 federal grant to initiate a pilot program in FY 2001 and seeks funds to continue the program.

Funds requested for FY 2002 include a new position for a GILS technology specialist to support this program, as well as hardware and software to maintain and upgrade the system.

Funds requested for FY 2003 enable the Library to maintain and upgrade hardware and software.

## E-GOVERNMENT RECORDS

FY 2003 \$168,000

Recent changes in state and federal law authorize and encourage electronic transactions in both business and government, as well as allowing official records to be signed electronically. The Secretary of State's office is already receiving records that will be in electronic format throughout their life cycle. The Library is requesting funds to develop policies, procedures, and techniques to ensure enduring access to electronic records. This program will also minimize the state's liabilities by ensuring that records scheduled for disposal are, in fact, destroyed in accordance with the law.

Funds requested for FY 2002 will enable the Library to work with the Secretary of State's office and consultants to develop policies, procedures, and software tools to enable small offices generating small numbers of electronic records to manage those

records in a way that ensures enduring their authenticity and access. This work will require new hardware and software.

Funds requested for FY 2003 will allow the program to investigate similar policies, procedures, and tools for agencies with large record sets. The work will continue to require consultants, as well as new hardware and software. As part of the program, the Library will also host a meeting of representatives from other states and experts in electronic records to ensure that Arizona's electronic records program is state of the art. Because the Library believes that electronic records will require on-going, specialized expertise, it is requesting a new position beginning in FY 2003 to support these efforts.

#### TECHNOLOGY REPLACEMENT SCHEDULE

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FY 2002 \$170,000  
FY 2003 \$205,000

The Library and Archives has successfully upgraded its entire technological foundation with grant funds. It is not possible to keep the revitalized infrastructure functioning with non-state funds. This section is a operations on-going cost.

The Library seeks to achieve a scheduled replacement of computer equipment, including servers, routers, workstations, and other peripherals, every three years to prevent obsolescence and minimize failure of services. These funds also include replacement of other telecommunications and office equipment, such as fax machines and photocopiers, and maintenance contracts for the equipment and the SIRSI and Marchive catalog software.

Funds requested for FY 2002 and FY2003 represent scheduled replacement of equipment and maintenance contracts.

#### DIGITAL MASTERING EQUIPMENT

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FY 2003 \$20,000  
One-time expense

The Braille and Talking Book Library Division volunteers record Arizona books and magazines, especially Arizona and Southwest authors, for blind and visually impaired Arizonans.

The division seeks to replace outdated analog reel-to-reel recording equipment with digital technology. Finding parts and technical expertise to repair aging analog recorders is becoming more and more difficult, and analog recorders are now more expensive than newer digital equipment. The National Library Service for the Blind and Physically Handicapped is moving to digital format, and the Division needs the same type of equipment to continue to participate in that program.

## RECORDS MANAGEMENT CENTER

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FY 2002 \$40,500  
One-time expense

The office area of the Records Management Center has had virtually no maintenance since its construction in 1981. The carpet, ceiling tiles, and wall coverings are original; due to the nature of the materials, cleaning has not been effective and rehabilitation is impossible. In other areas of the building, the sheet vinyl floor has become torn and blistered, posing a health and safety hazard.

Funds requested for FY 2002 will allow the Library to replace the carpet and ceiling tiles and the vinyl flooring, as well as painting for office walls. Based on conversations with the Department of Administration, following an extensive DOA review of the Records Management Center, the Library anticipates that DOA will attempt to match these funds with \$22,000 from its buildings renewal fund.

## COLLECTION DEVELOPMENT AND PRESERVATION

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FY 2002 \$106,000

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 they recommended gaps in those collections be filled and newer editions acquired. The History and Archives division seeks to acquire out-of-print books; microfilm of Arizona newspapers, city directories, and federal records of the territorial period missing from our collections; and the 1930 census to be published in 2002. The Law Library will strengthen its collections of treatises, tribal law, and city and county codes. The Research Division currently receives all federal publications at no cost, but access to the information contained in those reports is often difficult; the Research Division will acquire commercially-produced indices and research tools to provide efficient and effective access to the information in those documents. The Research Division will also purchase materials for the genealogy collection.

The Library also hopes to expand access to electronic databases throughout the Capitol Complex, making it convenient for legislative employees to consult these databases from their desktops.

Finally, the Library seeks support for its binding program. Binding print materials—principally journals—protects them from wear and tear, keeps order, and limits losses.

Current acquisitions funding is \$475,000 and current binding funding is \$20,000. The Library seeks to maintain current acquisition levels by requesting funds to offset rising publications costs, which are increasing at an average annual rate of nine percent (\$42,750 for FY 2002 and \$51,750 for FY 2003), and to address the needs identified by the consultants. In addition, the Library needs to begin a binding program for the genealogical, new, gift, and replacement materials.

Funds for FY 2002-2003 will offset rising costs of publications, will be used to purchase new print and electronic resources for the collections, and for binding materials for long-term retention.

#### CONTRACT CATALOGING FOR ARCHIVES

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FY 2002 \$30,000  
One-time expense

The Archives Division patrons must rely on a cumbersome, manual system to identify the records they are looking for. The system, based on outdated archival techniques, is difficult for patrons to use; because the system is paper-based, patrons must come to the Archives to use it.

The Archives Division would like to convert this system to a modern electronic format to enable patrons to consult finding aids over the Web. The project would also index the finding aids, making them significantly easier to use. The new system will use standards adopted and tested by many other archives.

The Library seeks funding to begin rekeying finding aids and for a professional contract cataloger to index all the finding aids.

Funds for FY 2002 will support temporary personnel for these projects.

#### **SPECIAL APPROPRIATIONS**

##### NEWSLINE

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FY 2002 \$50,000

Arizona Newsline provides blind and visually impaired individuals access to information in three national newspapers and, in Phoenix, the *Arizona Republic*, the same morning of publication. Newsline users who are unable to read print because of a disability now have equal and independent access to newspapers. By dialing into the Arizona Newsline servers from a touch-tone phone, eligible users can listen to the paper being read using synthesized voice technology; users can move easily through the text using numerical codes to hear only the articles they want to hear.

The program is possible thanks to special funding provided by the Arizona Legislature for FY 2001 and partnerships with the Phoenix Public Library and the Department of Economic Security's Rehabilitation Services Administration.

Funds for FY 2002-2003 will enable the continuation of this service.

STATE GRANTS IN AID (SGIA)

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FY 2002 \$1,000,000

Public libraries are struggling to respond to a rapidly growing population's increasing demands for information and books; public libraries lack the space for growing collections and the hundreds of thousands of patrons served each week. Libraries must also respond to new demands; for example, because most charter schools do not have a library, their students rely on public libraries.

Funds will support literacy education, reading programs, service to students, interlibrary loan, and training, as well as new buildings and remodeling. Funds will also start tribal libraries, improve existing tribal library and cultural information services, and build on the \$500,000 federal National Leadership Grant and \$5 million in grants from the Bill and Melinda Gates Foundation.

Since 1981 the Legislature has helped citizens get the information they need through support for public libraries through a State Grants in Aid program; this request builds on SB 1002. The program is not an entitlement, but a challenge to local government; grants must be matched dollar for dollar with local funds.

Funding requests for FY 2002 and FY 2003 both include a continuation of the supplemental budget request of \$300,000, plus \$700,000 additional funding.

SUN SOUNDS OF ARIZONA

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FY 2002 \$20,000

Sun Sounds provides three different information access services for the blind and visually impaired. Sun Sounds Radio broadcasts information to more than 31,000 print-impaired Arizonans 24 hours each day over specially-tuned radios lent to eligible individuals at no charge. Sun Dial telephone and web-based reading service that offers access to 25 Arizona newspapers, five national papers, grocery and retail ads, and more. Sun Sounds' Real Audio delivers radio broadcasts over the Internet to individuals outside transmitter range with properly equipped computers. All programs are read, researched, and compiled by volunteers.

Sun Sounds was mandated to provide broadcast services to all Arizonans. Sun Sounds is requesting a \$20,000 increase in funds to establish services in Southwestern Arizona. The Del E. Webb Foundation has funded satellite links to Yuma; the additional funds will enable Sun Sounds to lease a subcarrier from KAWC and to purchase receivers tuned for that subcarrier.

Current pass-through funds for Sun Sounds are \$77,000. Additional funds for a total of \$97,000 annually will enable Sun Sounds to continue existing service and expand that service to the Yuma area.

Funds for FY 2003 will enable Sun Sounds to continue the expanded service.

The Library is legally mandated to collect and make accessible to anyone in Arizona the "official reports, public documents and publications of state, county and municipal officers, departments, boards, commissions, agencies, and institutions and public archives" (ARS 41-1338). The Library is also authorized to develop a state depository and exchange system so that citizens can easily access this information through other libraries.

The Library's sunset review panel found that the collection is incomplete due to difficulties in identifying, collecting, and cataloging these materials. Last session the Library was authorized by SB 1087 to address these problems by changing the state documents program to increase the program's effectiveness and to begin capture of documents in electronic formats. The Library will work with up to six partner libraries in the state to collect, preserve, and provide access to state agency publications.

This targeted grant program will allow the agency to work with libraries with special expertise and interest to construct a seamless citizen service program for state documents. The program will match dollar-for-dollar new local funds above current local funding levels.

Funds for FY 2002-2003 will enable the Library to implement this program.

#### SUMMARY

<b>OPERATING EXPENSES</b>	<b>FY2002</b>	<b>FY2003</b>
Base (previous year's recurring expenses)	6,884.2	7625.4
New recurring expenses	741.2	579.3
New one-time expenses	78.5	20.0
<b>Requested operating expenses (sub-total)</b>	<b>\$7,703.9</b>	<b>\$8,224.7</b>

<b>SPECIAL APPROPRIATIONS</b>		
Base (previous year's recurring expenses)	428.4	1,748.4
New recurring expenses	1,320.0	0.0
New one-time expenses	0.0	0.0
<b>Requested special appropriations (sub-total)</b>	<b>\$1,748.4</b>	<b>1,748.4</b>

<b>TOTAL REQUESTED APPROPRIATION</b>	<b>\$9,452.3</b>	<b>\$9,973.1</b>
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## **RULE MAKING AUTHORITY**

The State Library Archives and Public Records has statutory rule making authority in several select areas, including state records and state documents, information, and archives; the use of the Library; state grants in aid; and other library field matters. The recent passage of the continuation bill provided the Library an excellent opportunity to review all existing regulations and complete the newly authorized regulations related to e-government.

Legislative Council compiled a list of the areas of concern. Director Wells spoke with Secretary of State Betsy Bayless. One major concern is the outdated nature of the rules remaining in the Arizona Administrative Code from the time the Library was under Department of Administration -- more than thirty years ago.

Since the Library and Archives is a legislative body, the Secretary of State and Director Wells agreed that separation of powers should be honored. State and local government units turn to the Administrative Code for definitive guidance. Unfortunately there is not currently a provision for inclusion of non-executive agency rules in the Code.

Would the Library Board approve a proposal to eliminate the outdated rules, establish new rules in a public process similar to the Executive one (but shorter in time frame, still allowing for agency and public comment), and to seek a method of including the Library and Archives rules in the Administrative Code, perhaps in a special section, to ensure that all parties could find rules in one place?

## **PROPOSED MOTION**

I move that the Director of Library, Archives and Public Records consult with the Secretary of State to establish a method to provide all customers with one stop rule discovery.

## **ELECTRONIC GOVERNMENT**

Electronic government promises to have significant impact on the Arizona State Library and Archives in two areas, electronic documents and records. The Library and Archives must begin planning now to adapt to the electronic environment.

### **ELECTRONIC DOCUMENTS AND INFORMATION**

The Library and Archives has traditionally documented government activities through printed reports and other documents published by state agencies. Today most agencies use websites to make information about their programs and services available to the public; often that information is not available anywhere else. The enormous amount of state agency information available is a potential boon to Arizonans, but locating that information is often very difficult; public search engines capture less than fifteen percent of web pages. Further, because most state agencies do not keep information on the Web once it has been superceded, this historical record is lost.

The Library and Archives must find ways to provide access to and preserve state agency documents which are exclusively in electronic format. This year the Library invested a \$91,675 federal Library Services and Technology Act (LSTA) grant to initiate a pilot program to implement a specialized search engine to help Arizonans locate the information they need. Specialized government information locator software provides search results superior to public search engines because it indexes all of an agencies' web pages. The results are authoritative because it indexes and displays only Websites created by Arizona agencies. Most important, the most relevant documents are displayed before all others because of specialized indexing features.

The Library and Archives are also investigating methods to archive state agencies' web publications. Those publications will be cached to a special server so that the information is not lost when agencies delete pages from their websites.

### **ELECTRONIC RECORDS**

Recent changes in state and federal law authorize and encourage electronic transactions in both business and government, as well as allowing official records to be signed electronically. The Secretary of State's office is already receiving records that will be in electronic format throughout their life cycle; the clear trend away from paper records means that the Library's Records Management and Archives divisions will soon be facing an ever increasing stream of electronic records.

Records managers and archivists must develop new policies and procedures that address electronic records in the offices where they are created, as well as their maintenance during inactive storage, to preserve access to the information in those records. Those policies and procedures must address the problems of rapid hardware and software obsolescence, unstable recording media, and authentication of the records.

The Library has begun training existing staff and investigating necessary changes to policy. The Library will need staff with significant information technology skills to refresh and migrate electronic records in their custody, along with the hardware and software to store and retrieve records in storage.

The Library staff has also spent significant time investigating best practice by consulting with other government agencies and with other states testing prototypes. It has also requested federal funds to investigate, in collaboration with the Secretary of State, Administrative Office of the Courts, and GITA, the preservation of electronic records.

Finally, the Library has entered into a collaboration with GITA, the Secretary of State, and the Administrative Office of the Courts to investigate policies and procedures that will ensure that current and future citizens will have the same confidence in the reliability and authenticity of electronic records that they have in traditional, paper records. The first project of this research initiative will be to ensure enduring access to small record sets containing unique documents created by small offices.

## ARIZONA HISTORICAL ADVISORY COMMISSION

The Arizona State, Library, Archives and Public Records (ASLAPR) has responsibility for the Arizona Historical Advisory Commission (AHAC), created in 1976 to advise the Legislature and State Agencies about historic preservation. Members represent the disciplines of anthropology, archaeology, architecture, land use and history. The 1999 Sunset review for Library and Archives questioned the appropriateness of ASLAPR's responsibility for AHAC because ASLAPR does not have expertise in those fields.

The Review also suggested that AHAC could be more effective if its responsibilities focused on cultural heritage and historical records preservation issues of libraries, archives and museums. However, the Arizona Historical Records Advisory Board (AHRAB) has full responsibility for records. We therefore began exploring the option of more carefully designing each Commission/Board set of responsibilities for possible legislative proposals. Over the past year we have consulted with agencies represented on the current AHAC on the purpose and placement of the organization. We initially proposed a Commission that would deal with the historic properties and antiquities matters—the Arizona Historical Properties and Antiquities Commission (AHPAAC). During this process, the Director of the State Parks Department expressed a willingness to accept responsibility as secretariat for such a new Commission, but only on a trial basis.

We also proposed a second Commission to combine duties of the Arizona Historical Records Advisory Board and parts of AHAC which deal primarily with cultural heritage and records preservation issues of libraries, archives, museums and records management. This new body, the Arizona Cultural Heritage and Historical Records Advisory Commission, would also advise ASLAPR and the Arizona Historical Society on these issues and would oversee the AHAC Landmarks Committee. We then discussed these two proposals with AHAC members and interested others.

Overall the members of AHAC felt that the new proposed entities would be more effective. However, there was disagreement about the AHPAAC placement (in State Parks or ASLAPR). In an August 2000 vote, the members voted to retain the secretariat of the proposed AHPAAC in ASLAPR.

However, we remain unconvinced that we have yet found the best resolution. We request Board patience to allow us to continue to evaluate the Commission through discussions with its constituents. We wish to determine if there are significant roles that AHAC or a similar commission could fulfill to support the Arizona cultural community.

## ARIZONA HALL OF FAME MUSEUM

The Carnegie Library building, constructed in 1908, is on the National Historic Register. It is owned by the City of Phoenix and leased to the Arizona State Library, Archives and Public Records. Since its renovation in 1986, we have operated the building as the Arizona Hall of Fame Museum. Visitation has been consistently low, averaging only 9,328 visitors a year, including visitors attending meetings in the downstairs conference room. By comparison, the Capitol Museum has averaged 73,431 visitors a year. Over the past fourteen years the Museum Division has made repeated attempts to raise visitation at the Hall of Fame with labor and dollar intensive exhibits, educational programming, and a marketing program. We have not received a good return on our investment. Simply opening the doors each day at the Hall of Fame requires two FTEs, a security guard and an interpreter. It takes additional staff time to design, install, and maintain exhibits and plan educational programs. The Museum Division's resources are seriously compromised by the continued operation of the Hall of Fame Museum at a time when we are preparing for the Capitol's centennial next year.

Since we have a 99-year lease for the use of this building for library or museum educational purposes, we would like to explore alternatives for the current under-attended museum. For example, the building's location across the street from the Library Development Division combined with the interest of the Bill and Melinda Gates Foundation make it an ideal for use as a computer training center. At the same time, we could continue to maintain small exhibits in the front rooms, such as the Arizona Women's Hall of Fame and displays on Andrew Carnegie and the building itself.

## STATE LAW LIBRARY

The State Library, Archives and Public Records operates the Arizona State Law Library in the Supreme Court Building as authorized under ARS §41-1335 (8), ARS 41-1331 (B)(1)(a) and (2)(a) and ARS §12-108.

This 350,000 volume collection occupies 29,000 square feet of space and is roughly the size of a football field. The library served more than 62,000 citizens in FY2000 most of whom were state employees doing agency related legal research. An additional 6,000 square feet of the Courts Building is earmarked for Law Library growth.

While the overwhelming number of patrons visiting the law library are state employees doing work for the state, the public citizens of Arizona actually request most of the reference services provided by the library. Because most of the state employees who use the State Law Library are professionals or attorneys familiar with legal materials and legal research, the librarians only help them when they run into difficulties or they need expert assistance. The majority of those who request help from the law librarians comes from the general public through telephone referrals by other state agencies. The proximity of the law library to the Attorney General Offices and the Court of Appeals promotes its extensive use by those agencies. Over forty different state agencies have used the law library during the past year.

Reference services percentages are:

- 82% Public
- 8% Law firms
- 4% State agencies
- 2% Courts
- 4% Libraries, legislature, governor's office

The overall annual Law Library operations costs total \$1.265 million, of which over half a million dollars is rent for Courts Building space. This figure does not include the rental expense of the additional 6,000 square feet needed and scheduled for the Law Library expansion, but currently occupied by the Supreme Court's attorney licensing programs. In a recent inquiry regarding additional space, Library and Archives management was told that not only would it be unlikely to receive fiscal backing for the needed space, but that Supreme Court Administration would prefer that the entire Law Library relocate.

The cost of moving a sizeable library collection, the history of the library's placement in the building, the lack of suitable alternative space for the Law Library, and the overall space challenges facing the Library and Archives make this a particularly sensitive and crucial concern.

## ARIZONA HUMANITIES COUNCIL

### CULTURAL HERITAGE ECONOMIC DEVELOPMENT 2001

To protect Arizona's resources and, at the same time, to invest in Arizona's libraries and museums so that they will help expand the state's economy.

*Enhancing Arizona's Economy and Quality of Life by Investing in Museums & Libraries*

#### **INTRODUCTION**

##### **1. Title: Cultural Heritage Economic Development 2001**

**Goal:** To protect Arizona's resources and, at the same time, to invest in Arizona's libraries and museums so that they will help expand Arizona's economy.

**Description:** Many recent studies note that a strong cultural and educational infrastructure is vital to a community's economic development. In Arizona, libraries have been at the forefront of providing information for business attraction and expansion in their communities, and museums have positioned themselves to take advantage of the growing and lucrative cultural heritage tourism industry. This joint effort between the Arizona State Library, Archives & Public Records and the Arizona Humanities Council—the two primary agencies that work with libraries and museums statewide—will provide the training and resources to enable more libraries and museums to participate in this economic development initiative.

**Request:** Approval for the Arizona State Library, Archives & Public Records to work with the Arizona Humanities Council to move forward on this \$1 million effort.

##### **2. Rationale**

This joint \$1 million effort between the Arizona Humanities Council and Arizona State Library aims to advance the well-being of the State of Arizona, to ensure a richer quality of life for Arizonans, to protect Arizona's varied and unique cultural resources, to enhance educational and business opportunities for residents, and to position Arizona to take the lead in the expanding cultural heritage tourism market.

This initiative is needed now, because Arizona's communities are at a critical point in their histories and development. Outside the two major metropolitan areas, Arizona is essentially a state of small cities and towns, and the cultural heritage of those communities is one of the most unique in America—combining the stories of Native Americans, Mexicans and Latinos, European pioneers, Asians, African Americans, and others who contributed to the diverse story of Arizona.

What is even more exciting, given the state's unique history, is that "cultural heritage tourists" are looking for interesting places like Arizona to visit, and all studies, both national and statewide, show that cultural heritage tourists stay longer and spend more than typical travelers. Arizona is uniquely positioned to take advantage of this growing trend in tourism, one that will more than repay the state for its investment.

But Arizona's heritage is endangered: crumbling buildings and archaeological sites, fragile artifacts, disappearing languages and other cultural traditions, perishable manuscripts, and other deteriorating treasures demand urgent and systematic attention.

In addition to the buildings and artifacts, the state's greatest asset, its people, is also being overlooked. While most history museums, heritage sites, and libraries rely to a great deal on the good will of dedicated volunteers, the fact remains that the state's museum and library staffs need more professional development and training if the institutions are to play a greater role in business attraction and retention, tourism, and the overall quality of life of the state.

Most museums and libraries, even large ones, cannot afford this level of staff development, because what little funding there is is generally set aside for the most pressing needs, usually buildings, artifacts, and acquisitions. In communities across Arizona, citizens are seeking the tools to preserve their quality of life and revitalize their cultural institutions, and they look to state agencies like the Arizona State Library and Arizona Humanities Council for financial and technical assistance. This relatively modest \$1 million program, aimed at delivering the level of staff development and product development that is needed, is an investment that will be more than repaid several times over.

There is a growing understanding that the state's economic well being is directly linked to the health of Arizona's cultural and educational institutions. According to a study by the Museum Association of Arizona, museums and related heritage institutions make a significant contribution to the state's economy. Moreover, a 1998 study by the Morrison Institute showed that Phoenicians spend more time in cultural institutions than they do at sporting events, including golf. A 1997 study by the Arizona Humanities Council demonstrated that cultural heritage tourists spend nearly three times as much time in the state than typical tourists, and spend considerably more. Also, through programs such as the Economic Development Information Centers (EDIC) Arizona libraries offer businesses information on everything from local economic trends to national or international conditions, demographics, and programs in support of business.

At a time Arizona's economic development is a high priority, its museums and libraries are poised to play a key role in attracting new and expanded business. CEOs often cite cultural and educational opportunities as important factors in their investment decisions, "high-value visitors" are looking for communities that have engaging museums and heritage sites, museums and libraries are developing partnerships with the business sector to build win-win programs, and museums and libraries are creating their own

collaborative efforts that are leading to enhanced professional development and public programs.

With a modest investment in training, partnerships, and product development, much more can be accomplished, enhancing Arizona's economy and quality of life. Each of these activities—training, partnerships, and product development—is overseen to some degree by the state's two major funders of museums and libraries: the Arizona State Library and the Arizona Humanities Council. The State Library and AHC have recently developed several collaborative projects, such as Arizona Reads, which comprises several statewide reading and literacy projects, such as the Arizona Reading Program and Motherread Arizona. The success of those efforts has led the two agencies to consider other partnerships, such as this effort focusing on using Arizona's libraries and museums as a springboard to economic development. As noted, the State Library and AHC already conduct some forms of training, they encourage partnerships through a small grant program, and a modest amount of funding is available for product development. Bringing the two agencies' programs into one initiative, increasing the funds available for implementation, and working together to promote and carry out the major components will be a better use of each organization's staff time, and it will begin to provide the level of assistance and resources necessary for Arizona's museums and libraries to play a larger role in the community's economic development and overall quality of life.

## **PROGRAM OVERVIEW**

This initiative to capitalize on Arizona's history and heritage is defined in four distinct programs for libraries and museum. Although separate in implementation, they each contribute to the same goal of developing staffs and programs in order to attract business and increased tourism—contributing significantly to a region's economic growth.

### **1. Title: Convocations and Library-Museum Partnership Projects**

**Goal:** To encourage partnerships between libraries and museums

**Description:** These library-museum conferences have been taking place for two years, and in that brief time many successful joint projects and statewide programs, such as the Cultural Inventory Project, have occurred. With adequate funding, the Convocations can continue, implemented primarily by the State Library, with support from AHC. Coming out of the Convocations, the State Library will offer modest awards for library-museum partnership projects. Several such grants were made this year by AHC in collaboration with the State Library, and these relatively small awards resulted in some of the best and most creative projects of the year.

**Request:** Convocations--\$100,000 (2 per year); Partnership Grants--\$50,000 (25 @ \$2,000 each); Total--\$150,000 (exclusive of administrative costs).

## **2. Title: Capacity Building**

**Goal:** For museums and tourism officials, to train staffs in cultural heritage tourism principles.

**Description:** Before museums and tourism programs can be asked to play a major role in the growing cultural heritage tourism market, there needs to be significant staff development. Many institutions, especially those in rural areas, know they have a unique story to tell, but they are not quite sure how to go about researching and developing it. Many staffs and boards of directors have not had professional training in these areas. AHC and the State Library will conduct three workshops each year, in collaboration with the Arizona Department of Commerce, the Arizona Office of Tourism, and other necessary consultants.

- One workshop will encourage museums, heritage sites, tribal councils, and similar organizations to think about marketing and their role in the tourism industry. Experts on cultural tourism, marketing, and related areas will lead the workshops. For rural organizations in particular, the workshops will focus on cultural management, project planning, grantsmanship, and education programs.
- A second workshop is geared for tourism and economic development communities—the CVBs, chambers of commerce, tour operators, hotel/motel associations, rental car agencies, etc. The workshop will help the tourism industry better understand cultural attractions in their areas, and suggest ways to feature cultural heritage in their marketing.
- A third workshop will bring the two groups together. Too often the cultural community and the tourism industry talk at cross purposes, when they often want the same things. This annual workshop will provide an opportunity for the two groups to explore agendas that are beneficial to both—specifically, targeting collaborations between and among them.

**Request:** Total--\$150,000 for three workshops (exclusive of administrative costs).

## **3. Title: Economic Development Information Centers (EDIC)**

**Goal:** To position Arizona's libraries to play a greater role in business attraction and retention.

**Description:** Related to the economic development aspects concerning museums, libraries are also positioning themselves to be key players in their communities' economic growth. As noted, one way libraries contribute is through the EDIC program, which trains library staffs to serve as research vehicles for business-related information. Training is a key component in the EDIC project. Seminars are held for the EDIC staff to learn how to market the service, and communicate with the local economic development councils, the business community, and local government. A manual is updated annually to help librarians with this initiative. Now that the initial three-year program is completed, most EDIC libraries continue to thrive through partnerships with their local economic development councils and local small business centers. What will help them move to the next level is the purchase of a statewide license for all libraries so that they can use online economic databases to retrieve and printout information for local businesses. Such licenses are not inexpensive, but the ability of all Arizona libraries to access this information online will more than reimburse the state in increased business

**Request:** Economic database license--\$75,000; manual development--\$25,000; total--\$100,000 (exclusive of administrative costs).

#### **4. Title: Product Development**

**Goal:** To help museums design and build the caliber of products needed to support cultural heritage tourism.

**Description:** Through a competitive Grant Program, AHC and the State Library will make available up to \$500,000 to Arizona nonprofit organizations for "product development" associated with the history and heritage of the region. Products might include, for example, museum exhibitions, interpretative ramadas at Indian ruins, car audiocassette programs, history festivals, heritage tours, archaeological digs, and other programs that help to tell a community's story. Eligible projects must have an *educational* dimension to them, rather than focus on preservation of buildings or sites. Further, projects should emphasize the unique history of a place in such a way that it serves as an incentive for increased tourism. Successful projects will also build on collaborations among cultural, tourism, and economic sectors.

The partners envision three grant levels: a Planning Grant of up to \$5,000 can pay for self-studies, assessments, and other activities which investigate the organization's potential to develop a product. A General Grant of \$10,000 - \$50,000 is for implementation. One Capstone Grant of \$100,000 will be awarded for an exemplary project. All grants must include cash or in-kind contributions at least equal to the award. A typical budget for the program, then, might appear:

Type	Number Awarded	Average Grant	Total
Planning Grant	10	\$5,000	\$50,000
General Grant	10	\$35,000	\$350,000
<u>Capstone Grant</u>	<u>1</u>	<u>\$100,000</u>	<u>\$100,000</u>
	21		\$500,000

**Request:** Total--\$500,000 for Product Development grant program.

## 5. Administration

**Description:** Two staff members will coordinate the program, one from each agency. One staff will be a Program Officer, responsible for the Grant Program and Capacity Building workshops, and the other will oversee the Convocations and EDIC program. Both agencies will also contribute current staff to the effort. The administration budget also includes office expenses, such as printing, phone, and overhead. Finally, the administration budget includes funds for the quarterly proposal review meetings and the annual proposal review—travel for the panel itself, as well as funds for outside evaluators. The total administration budget, at \$100,000, is only 10% of the total program. Other current staff will assist with the development and implementation of the program where needed, and both agencies will contribute some office space and equipment.

**Request:** 2 full-time staff @ \$40,000 each--\$80,000; office supplies--\$10,000; travel and evaluation; \$10,000; total--\$100,000.

**LEGISLATION PROPOSED/PASSED – 2000**  
**44<sup>th</sup> Legislature – Second Regular Session**

**SB 1002 (HB 2216) Appropriation; Library Grants-In-Aid**

Sponsor

Senators: Cirillo, Solomon, Cunningham, Huppenthal, Gnant. Representatives: Grostcost, Foster

Purpose

Appropriates \$1 million from the state general fund to the Department of Libraries, Archives and Public Records (DLAPR) in FY 2000-2001 to provide grants-in-aid to libraries statewide.

Background

The state grants-in-aid program was developed in 1981 through legislative appropriations to help Arizona libraries meet the information needs of Arizona residents. Grants are made to each county library and to the seven Standard Metropolitan Statistical Areas (SMSA's) in Arizona. The grants may be used to improve the library's collection, provide education and training opportunities for staff, improve programming for children and adults, for computers and automation of library procedures and other uses.

Laws 1999, First Special Session, Chapter 1 appropriated \$351,400 to DLAPR in both FY 1999-2000 and FY 2000-2001 for grants-in-aid. Of the total amount presently appropriated to the grants-in-aid program, 87.5% is divided evenly between the 15 county libraries and the remaining 12.5% is divided on the basis of population between the seven SMSA's. SB 1002 appropriates an additional \$1 million of state general fund monies in FY 2000-2001 to DLAPR for grants-in-aid.

Provisions

1. Appropriates \$1 million from the state general fund in FY 2000-2001 to DLAPR for library grants-in-aid. Exempts the appropriation from lapsing, except that all monies remaining that have not been granted by July 1, 2002 revert to the state general fund.
2. Distributes two-thirds of the general grants-in-aid to urban area libraries and one-third to rural libraries for resource sharing, reading programs, training, continuing education and other statewide library development programs.

3. Requires a dollar for dollar match from the local community for grants for new or renovation construction of facilities, including disabilities and wiring compliance.
4. Restricts the purpose for which grants-in-aid may be awarded to:
  - General grants-in-aid for resource sharing, reading programs, training, continuing education and other statewide library development programs.
  - Grants for new or renovation construction of facilities, including disability and wiring compliance.
  - General grants-in-aid for tribal libraries for archival, library and curatorial tribal functions.
5. Authorizes the Director of DLAPR, in consultation with the 21 recognized tribes and local library systems, to determine the amounts of general grants-in-aid distributed to tribal libraries. Requires distribution to be based on need and tribal population.
6. Limits the award of grants-in-aid to libraries that:
  - Are free lenders and borrowers in the interlibrary loan service.
  - Expend the full amount of grants-in-aid in the fiscal year for which the grant is awarded.
  - Do not substitute state money for local funding.
  - File annual reports with DLAPR as requested.
7. Provides for a general effective date.

#### Outcome of Legislation

1. SB 1002 was held in the Senate Appropriations Committee.
2. HB 2216 became a striker for Appropriations; Libraries; Grants-In-Aid.
3. HB 2216 Senate floor amendment reduced the amount from \$1 million to \$300,000.
4. The bill was signed by the Governor into law and is now Chapter 298 of 2000. This \$300,000 nearly doubles state grants-in-aid.

## **SB1087 State Documents**

### Sponsor

Senator: Petersen

### Co-sponsor

Senators: Bennett, Bowers, Brown, Solomon. Representatives: Foster, Groscost, McLendon

### Purpose

Allows the Department of Library, Archives and Public Records (DLAPR) to implement the state documents program and to partner with other libraries in this state.

### Background

State law requires the DLAPR to retain current official reports, public documents, publications and public archives.

DLAPR proposes that it accomplish these responsibilities by creating a partnership with other libraries in Arizona including: Mesa Public Library, Tucson/Pima Public Library, Phoenix Public Library, Northern Arizona University Library, University of Arizona Library and Arizona State University Library. DLAPR believes the proposed change will make documents more accessible through the use of a shared catalog, supported with a combination of interlibrary loan and electronic document delivery services.

There is no fiscal impact associated with SB1087.

### Provisions

1. Allows DLAPR to enter into agreements with libraries located in this state to obtain and maintain state and local government documents and requires the libraries to maintain current support levels for the state document program and partnership with other libraries in the state.
2. Allows DLAPR to supply public libraries with access to electronic versions of the Arizona Revised Statutes rather than hard copies. Extends this access to court libraries.
3. Requires the Director to adopt rules for the acquisition, maintenance, access and preservation of state publications.

4. Requires the Department to adopt rules in consultation with appropriate agencies for the description of state publications in all formats.
5. Clarifies that state and local government officers shall supply state documents to DLAPR at no cost.
6. Makes technical, conforming and clarifying changes.
7. Contains a general effective date

#### Outcome of Legislation

1. Amendment adopted in House Appropriations Committee removes the appropriation from the state general fund to DLAPR.
2. The bill was signed by the Governor and is now Chapter 368 of 2000. There is no appropriations attached to it.

#### **SB1201 Old Capitol Building: Renovation; Appropriations (Became SB1281)**

Sponsor: Gnant

#### Purpose

Appropriates \$ 1 million in FY 2000-2001 from the state general fund to the Legislative Council for renovation of the State Capitol Museum and installation of a fire alarm and sprinkler system in the legislative wing of the State Capitol building.

#### Background

The State Capitol building was completed in 1900. In the past four years, steps have been made to renovate the building. Approximately \$3 million was appropriated from the legislative, executive and judicial public building's land fund of the state land fund for renovating the State Capitol building. According to the Legislative Council, costs of continuing renovation of the old capitol building are as follows:

1. Renovation of the first and second floor and the third and fourth floor each pair.
2. Renovation of the stairs and first, second and third floor rotunda areas will require \$75,000.
3. Renovation of the exterior, masonry, windows and awnings require \$400,000.

4. Renovation of the elevator shaft reconfiguration requires \$220,000.
5. Security system installation will require \$340,000.

The Sunset Review of the Arizona Department of Library, Archives and Public Records by the National Conference of State Legislatures recommended that the Legislature provide for enhanced environmental controls and fire safety installations for the Arizona Archives collection. For this reason an additional \$350,000 to \$450,000 is needed to install a fire alarm and sprinkler systems. The Department of Administration (DOA) currently has \$80,000 that is to be spent on the fire alarm system. However, the cost of installing both the fire alarm and sprinkler system at the same time cuts costs significantly. For this reason, DOA has chosen to postpone the installation for the possibility that both systems can be installed together. The \$80,000 has been accounted for and was deducted from the final cost.

This legislation appropriates \$1 million from the state general fund to the Legislative Council for FY 2000-2001 is \$475,000.

#### Provisions

1. Appropriates \$1 million from the state general fund to the Legislative Council to renovate the old capitol museum and install a fire alarm and sprinkler system in the services wing of the state capitol building.
2. Requires the executive director of the Legislative Council to present a plan for review by the Joint Committee on Capitol Review before any portion of the \$1 million appropriation may be expended.
3. Contains a general effective date.

#### Outcome of Legislation

1. Amendment adopted by Senate Appropriations Committee reduces appropriation from \$2,315,000 to \$1 million.
2. SB1201 was held awaiting Senate Committee of the Whole.
3. SB1281 becomes a striker for the Old Capital Building; Renovation; Appropriation in the House Appropriations Committee.
4. Amendment adopted by the House of Representatives reduces appropriation to \$450,000.
5. The bill was signed by the Governor and is now Chapter 246 of 2000. This bill provides the Arizona State Library, Archives and Public records \$450,000 to install a fire alarm and fire suppression system.

## **SB1227 Geographic Names Board; Continuation**

### Sponsor

Senator: Freestone

### Co-sponsors:

Senators: Aguirre, Brown, Mitchell, Soltero. Representatives: Hatch-Miller, Jarrett

### Purpose

Continues the State Board on Geographic and Historic Names until July 1, 2010.

### Background

The State Board on Geographic and Historic Names determines and maintains names of geographic features and places of historical significance in Arizona. This ensures that the historical record of the state is protected and preserved. Likewise, the Board works with other historical subdivisions to eliminate any duplication of the names of these geographic and historic features.

The recommendation of the Committee of Reference was to continue the Board for another ten years.

There is no fiscal impact associated with this bill.

### Provisions

1. Extends the termination date of the State Board on Geographic and Historic Names from July 1, 2000 to July 1, 2010.
2. Extends the repeal of statutes relating to the powers, duties, and membership for the Board from January 1, 2001 to January 1, 2011.
3. Provides a legislative purpose section.
4. Contains a retroactive effective date for the extension of the termination of the Board and repeal of relevant statutes of July 1, 2000.

### Outcome of Legislation

1. The continuation bill was signed by the Governor into law and is now Chapter 89 of 2000.
2. The Sunset review process will remain at every ten years.

## **SB1230 Continuation Name Change**

### Sponsors

Senators: Arzberger, Day, Freestone, Guenther

### Co-sponsors

Senators: Aguirre, Grace, Hamilton. Representative: Hatch-Miller

### Purpose

Changes the name from Department of Library, Archives and Public Records (DLAPR) to Arizona State Library, Archives and Public Records (ASLAPR). Continues ASLAPR and the Board of Library Examiners (BOLEX) through July 1, 2010, and creates the Arizona Historical Records Advisory Board (AHRAB).

### Background

DLAPR is responsible for a wide range of distinct but interrelated functions, including library service, museum management, archival materials preservation and records management. The staff of DLAPR is located in the old capital building and at five other locations in the Phoenix area.

The National Conference of State Legislatures (NCSL) recommends DLAPR should continue with its current procedures with a few exceptions. NCSL suggested the DLAPR should expand storage space for the Arizona Archives collection, enhance environmental and fire safety controls for the Archives collection and take steps to improve the state documents collection. The NCSL also recommended DLAPR review the statutes involving notification requirements regarding historic items, the organization of the department and the responsibilities of the Arizona Historical Advisory Commission. They also recommended the revision of statutes to require DLAPR to collect state documents without specifying each division responsibility.

The Senate Government and Environmental Stewardship Committee of Reference and House of Representatives Government Reform Committee of Reference recommended BOLEX be continued for ten years. They also recommend that DLAPR be continued for ten years and pursue the recommendations outlined in the NSCL 1999 Performance Report.

There is a potential fiscal impact associated with this bill; however, DLAPR contends that any costs will be absorbed within their present funding level.

### Provisions

1. Extends the termination date of the ASLAPR and BOLEX from July 1, 2001 to July 1, 2010 and extends termination date of relevant statutes from July 1, 2001 to July 1, 2011. (Sec. 90, A)
2. Changes the name of DLAPR to ASLAPR and provides duties. (Sec. 63 & 64)
3. Establishes the AHRAB, which consists of the director and at least six members appointed by the director of ASLAPR to serve three year staggered terms and prescribes duties and the purpose of the board. (Sec. 85)
4. Removes the requirement that trustees meet on the first Tuesday of every month. (Sec. 2, Sec, 9-415)
5. Adds two members to the Board of Library Examiners to be appointed by the director to serve one-year terms with membership rotating among the county free libraries. (Sec. 8, 11□906, A)
6. Allows duplicates to be admissible in court unless otherwise provided by law. (Sec.30, B)
7. Exempts contracts or subcontracts for the furnishing of goods and other materials and services from the inspection and audit of contract requirements. (Sec. 40, C)
8. Requires monies recovered from the recovery of books to be transmitted to the State Treasurer for credit to the state library fund. (Sec. 68,3)
9. Requires that fees collected from the certification of books, documents or other archival or public records transfer to the State Treasurer for credit to the state library fund. (Sec.68, 4)
10. Allows the State Treasurer to invest and divest monies in the fund upon notice of the director and monies earned from investments shall be credited to the state library fund. (Sec. 69, B)
11. Removes the requirements of each division within the State Library from statutes. (Sec. 70, A)
12. Mandates the State Library to provide for an efficient and contemporary records management program through education and consultation. (Sec. 77, B,1)
13. Establishes that records found to be of legal, administrative, historical or other value by the State Library shall be preserved and removes prohibition against destruction of records and oaths of records less than five years old or that have been obtained within the current term of the director. (Sec. 82)

14. Requires the director to prescribe forms on which an agency will report any acquisition of furniture, equipment or other personal property, which are 50 or more years of age. The director may also authorize a person to inspect the property. (Sec. 84, A, B)
15. Extends from three to five years the period after completing the contract during which books and records must be maintained. (Sec.86, A)
16. Contains definitions (Sec.29 & 62)
17. Contains technical and conforming changes.
18. Contains a retroactive effective date for the extension of ASLAPR, BOLEX and relevant statutes of July 1, 2000.

#### Outcome of Legislation

1. Amendment adopted by the House of Representatives reinserts section of statute allowing duplication of records, makes technical changes.
2. The continuation bill was signed by the Governor and is now Chapter 88 of 2000. This legislation has extended the number of the Library Examiners Board to include two county librarians. The name of the State Library is now Arizona State Library, Archives and Public Records (ASLAPR).
3. The Sunset review process will remain at every ten years.

#### **HB2069 – Electronic Transaction Act**

##### Sponsors

Representative: Hatch-Miller, Wong, Avelar, M. Gardner, Groscost.

##### Co-Sponsors

Representatives: Gerard, Horton, Knaperek, Marsh, McGrath, McLendon  
Senators: Bowers, Burns, Grant, Petersen, Smith, Solomon, Spitzer, Wettaw

##### Overview

HB 2069 creates the Arizona Electronic Transactions Act in order to allow businesses, governmental agencies, public corporations and private citizens to utilize current electronic technology for communication and filing purposes.

History The National Conference of Commissioners on Uniform State Laws [NCCUSL], at its 1999 annual conference, approved and recommended that all states enact model legislation pertaining to electronic transactions. The language in House Bill 2069 mirrors the Uniform Electronic Transactions Act [UETA].

The Arizona Electronics Transaction Act [AETA] allows for electronic commerce consistent with modern electronic business practices. The uniformity will allow for intrastate, interstate and international e-commerce transactions. The Act outlines the conduct for secure electronic transactions, contracts and signatures. Further, it provides full legal recognition to the transactions and allows for electronic notary. Finally, AETA eliminates the requirement for a document to be in hard-copy, paper form, with a written signature [except as outlined].

### Provisions

1. Applies to all electronic signatures and electronic records that relate to a transaction. Exceptions: the creation and execution of wills, codicils, or testamentary trusts; the Uniform Commercial Code [the bill applies to statutes relating to sales and leases; the statutes relating to fraud; the law relating to waiver or renunciation of claim or right after breach]. Applicable only to transactions between parties, and upon mutual agreement.
2. Stipulates that conducting transactions via electronics does not preclude legal enforcement or effect, simply because the record or signature is in electronic form.
3. Clarifies that any lawful requirement for a written record may be satisfied by an electronic record or electronic signature.
4. Outlines the specific procedural requirements when there is an agreement to conduct an electronic transaction.
5. Prescribes the binding effects of communicating with electronic records and states the necessary requirements that allow them to be attributed to a certain specific person.
6. Establishes the process and procedures for a person to follow when an electronic transmission contains an error or requires a necessary change.
7. Specifies the requirements for a lawful notarized record through electronic means.
8. Authorizes electronic records retention and outlines requirements.
9. Provides that in any proceeding, evidence of a record or signature may not be excluded solely because it is in electronic form.

10. Allows automated transactions through electronic agents and clarifies that the terms of the contract are subject to current contract laws.
11. Outlines the circumstances under which a record is considered officially sent and received.
12. Establishes the control of a transferable record when it is created, stored, and assigned, as outlined in the bill. An obligor is entitled to the same rights/defenses as an equivalent obligor under the Uniform Commercial Code.
13. Stipulates that a secure electronic signature prevails when it can be demonstrated that it is unique to the user, capable of verification, under the sole control of the user, and linked to the related electronic record. Specifies certain rebuttable presumptions.
14. Outlines the requirements for electronic notarization, including evidence of a time stamp token recognized by the Secretary of State.
15. Requires each governmental agency to determine if, and the extent to which it will create and retain electronic records and signatures, including the conversion of current written records on file. Outlines necessary requirements. The agencies must comply with the standards and policies adopted by the Government Information Technology Agency [GITA] and the Secretary of State.
16. Mandates the standards adopted by GITA and the Secretary of State and any other governmental agency shall encourage and promote consistency and interoperability with similar requirements adopted by other federal and state governmental agencies and private individuals who interact with government agencies.
17. States that nothing in the provisions of the bill diminish a person's consumer protection rights or any other federal or state law relating to the private individual.
18. Authorizes parties to a transaction to request an electronic record or notice, even if a consumer law requires them to be in paper form. Allows subsequent requests to switch the preference back to paper form.
19. In the case of a non-electronic consumer contract, outlines the necessary components in order to transact any portion by electronic means.
20. Contains a severability clause.

#### Outcome of Legislation

1. Senate floor amendment. Provisions are in addition to and do not replace laws regarding the following types of notices: termination of utility services, repossession, foreclosure, eviction, and termination of health or life insurance.
2. The bill was signed by the Governor into law and is now Chapter 268 of 2000.



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## STRATEGIC PLAN – 2002/2003

***To Ensure that the Arizona Legislature and Arizonans Have Access to the Information They Need Today, and to the History of Arizona for Tomorrow, through Partnerships with All Types of Cultural Institutions***

### **Mission:**

The Agency serves the Arizona Legislature and Arizonans, providing public access to public information, fostering historical/cultural collaborative research, 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 in Arizona Revised Statutes 41-1331 through 41-1352. Research and reference services are provided in the subject areas of law, government, 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 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 disposed through archival retention programs. Exhibits are created to educate the public regarding government-related 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, Research Library, and State Law Library.

### **Internal/External Assessment Summary:**

#### Customers:

Internal: Legislature, Agency Staff, Legislative Agencies.

External: Public, School and Academic Libraries, Courts, State and Local Officials, Legal Community, Historians, Genealogists, Arizona Residents, State Agencies, Education Community, Out of State Customers, Federal Agencies, Cultural Community.

Stakeholders: Legislature, Library Community, Vendors, Schools, Local Government, Agency Staff, Executive and Judicial Branches, and Cultural Community.

Internal Factors:

Strengths: Support of the Legislature  
Skilled agency staff  
Positive relationship with Legislative agencies  
Maintain unique collections  
Collaborative ability

Weaknesses: Insufficient staffing levels  
Inadequate and inappropriate space to house archival and records collections  
Insufficient funding  
Funding needed to continuously update technology

External Factors:

Opportunities: Rapidly changing technology  
Increasing requests for information and services  
Relationship with leadership in all branches of government  
Relationship with professional associations  
Provision of increased services to elected and appointed officials  
Alternative funding sources and grants  
Provision of service to all constituents  
Partnerships with customers and stakeholders

Threats: Rapidly changing technologies  
Possible loss of grant funds  
Increasing difficulty in obtaining external grant funding  
Increases in cost of materials and services needed to serve customers  
Insufficient outreach to uninformed customers and stakeholders  
Insufficient staff to meet service demands

**Strategic Issues:**

Increase staff salaries  
Provide electronic and on-site access to government and collections  
Obtain sufficient and appropriate space to house archival and records collections  
Increase state grants-in aid funds for public libraries  
Clarify and/or streamline boards and commissions

**Goal Summary:**

- Goal 1: Provide access to public information
- Goal 2: Preserve Arizona's history
- Goal 3: Promote statewide collaboration
- Goal 4: Provide information services to the Legislature

**Guiding Principles:**

The State Library, Archives and Public Records (ASLAPR) holds the following principles:

- People: Respect for employees and customers  
Quality service for all customers  
Quality workplace for each staff member
- Process: Continuous identification of ASLAPR's customers and their needs. Quality staff development at all levels of employment. Quality management through continuous in-service training and judicious use of outside consultants to upgrade staff members' skill sets. Leadership at all levels. Improvement of critical processes for efficiency, effectiveness, and responsiveness to customers. Formation of partnerships with cultural institutions.
- Performance: Provide accurate information. Exceed customer expectations. Measure customer satisfaction. Utilize all resources responsibly. Focus on what needs to be done. Expect to be accountable for all job tasks. Work with customers in a friendly, positive, and effective manner.

Past Services: The Agency provides and maintains unique collections. Materials, consulting services, and training serve direct needs of our customers. Public perception of the Agency is increasingly positive. Members of the Legislature and the Courts are building a quality relationship with the Agency. Employees provide quality work. The Agency has created productive collaborations with the cultural community. Have resulted in opportunities to provide enhanced customer service.

Present Services: Utilizing the strength of collaborative partnerships, highlights of current program services include:

<u>Division</u>	<u>Project</u>	<u>Partner</u>
Braille and Talking Book Library	Sublending agencies	Public libraries
	Public education	Agencies of and for the blind, visually impaired and physically disabled
	Local recording, machine repair and other volunteer activities	Volunteers
	Fund raising	Friends
	Outreach Project	Assisted living facilities, libraries, agencies serving seniors
History and Archives	Newsline Project	Phoenix Public Library, NFB, DES
	Workshops and consultations	State and local governments, universities, schools, genealogy groups, general public
	Study group on digitization of photographs	Arizona State Imaging Network
	Archives Week	Archival repositories, museums, libraries, genealogy groups
	Arizona Newspaper Project	NEH, RMC. historical societies, libraries, private collections
	Arizona History Collection	Historical researchers, Legislature

	Public History Workshop	ASU History Dept., graduate students
	National History Day	Coordinating Council for History in Arizona, teachers, students, Nat'l History Day Board
Library Development	Resource sharing	Public, academic, and school libraries
	Economic development	Private business, state and local governments, Economic Development Centers
	Museum development	Museum and library communities
	Gates Foundation Grants	Public libraries, Public Library Leadership Coalition
	Technology assistance for libraries	Public libraries, AMIGOS, technology consultants
	Public library development	Public libraries, State Legislature, city/county governments
	Distribution of state and federal grant monies	Public libraries, Museums, State Legislature, Federal Government
	Reading and literacy programs	Public libraries, Arizona Humanities Council, local And Statewide businesses
	Native American programs	AZ tribes' and Nations' Libraries, museums, and archives

Museum	Education tours and programs including museum store	Schools, public cultural institutions, state agencies, volunteers, History & Archives & Research Divisions
	Exhibits	Legislature, youth groups museum community, vendors, private citizens, Elderhostel, schools
	Preservation of Megargee paintings	Museum and philanthropic communities
	Fund raising	Museum Guild
	Centennial and renovation projects	Legislature, ADOA, SHPO
	Lunch Bunch programs	State employees, general public, historians
Records Management	Consulting with State and Local Governments	State and local government officials and agencies*
	Records Management training	State and local government officials and agencies*
	Storage of inactive records	State officials and agencies
	Publication of manuals	State and local government officials and agencies*
	Preservation imaging	Archives Division Research Division Library of Congress state agencies, Arizona Newspaper Project

\* Includes all state and local government officials and agencies comprised of state agencies, county officials and agencies, school districts, municipalities, universities, community colleges and special districts. Include judicial and legislative branches when requested.

Research Library	Map preservation	Archives Division
	State documents project	State agencies, partner libraries
	Legislative documents	Legislature
	Legislative Information Services	Legislature
	Online Public Access Catalog	Legislative Council
	Digitization of Legislative bill folders	Records Management, Legislative Council
State Law Library	Retrospective conversion	Other Divisions
	Collection development	Arizona legal community
	Continuing education classes	Legislative Council, Courts., legal community library community
Director's Office	Five State Indian Grant	Tribes, Cultural Institutions Library Development Div.
	Arizona Convocations	Museums, libraries, archives, cultural institutions
	Statewide Library Dev. Commission	Arizona's public, academic, museum, special libraries
	Cultural Inventory Project	Public libraries, museums, historical societies, AZ Humanities Council, Universities, cultural institutions

As a Department, we will know we have been successful when:

- each Legislative member knows who we are and what we do, here in Phoenix and in his/her District;
- each legislative member turns to us to help them, when appropriate, in their work;
- the cultural community of Arizona looks to us for leadership, problem solving, and as a meeting place for information, cultural and historic projects for Arizonans;
- the cultural community collaborates with us to build an inventory of Arizona's cultural collections — print and web-based for all to use;
- Arizona citizens who visit us on-site or on-line find what they are looking for, or learn from using our collections; and,
- our Agency's customers evaluate our products and service positively

**GOALS AND PERFORMANCE MEASURES:**

**GOAL 1. TO PROVIDE ACCESS TO PUBLIC INFORMATION**

By 2003, the agency will improve access to public information via in-person contacts, telephone contacts, fax, e-mail, and written requests by 17,126,764 contacts.

Activity	FY2000	FY2001	FY2002	FY2003
Materials loaned	663,648	679,174	695,288	712,038
Records retrieved	57,717	60,448	63,004	65,780
Questions answered	151,564	155,468	159,320	163,277
Patrons registered	5,423	5,551	5,661	5,738
On-line database searches	9,450	10,179	10,640	11,066
Tour participants	59,746	63,206	63,237	63,266
In-state contacts	126,642	132,656	136,722	140,654
Out-of-state contacts	11,482	13,180	13,778	14,496
Program attendees	108,297	116,890	123,302	129,910
Web site visits	9,400,000	11,000,000	12,870,000	15,057,900
E-mail delivered	1,800,150	2,500,200	3,472,750	3,820,050
FirstSearch searches	207,456	290,438	406,614	569,259
SIRSI usage	900,000	2,000,000	4,444,000	9,874,568
Ariel usage	81	116	144	165
Jobline calls	6,299	6,488	6,520	6,553
Total contacts	13,507,955	17,033,994	22,470,979	30,634,719
Customer satisfaction				

**GOAL 2. TO PRESERVE ARIZONA MATERIALS**

By 2003 the agency will improve the preservation of Arizona materials through cataloging, repair, digitization, microfilming and when necessary, conserving of fragile documents and photographs by 5,459,167 items/contacts.

Activity	FY2000	FY2001	FY2002	FY2003
Materials preserved	1,248,416	1,369,121	1,500,454	1,645,022
Materials digitized	892,575	987,449	1,085,594	1,195,553
Titles cataloged	14,250	17,735	17,994	18,139
Reproductions	14,416,220	15,853,518	17,434,518	19,173,602
Consultations	1,129	1,233	1,338	1,441
Total items/contacts	16,572,590	18,229,056	20,039,898	22,031,757
Customer satisfaction				

**GOAL 3. TO PROMOTE STATEWIDE COLLABORATION**

By 20003, the agency will increase its conduct of activities that create and promote collaboration among Arizona's cultural institutions by 1,377 activities/contacts.

Activity	FY2000	FY2001	FY2002	FY2003
Institutions	2,773	2,916	3,076	3,241
Programs/Activities	226	230	234	236
Program attendees	7,156	7,404	7,720	8,046
Library Advisory Council attendees	80	80	80	80
AHAC attendees	93	93	93	93
AHRAB attendees	15	16	17	17
Geo. Names Board attendees	54	54	60	60
Statewide Lib. Dev. Comm. attendees	40	40	40	40
Total activities/contacts	10,437	10,833	11,319	11,814
Customer satisfaction				

**GOAL 4. TO PROVIDE INFORMATION SERVICES TO THE LEGISLATURE**

By 2003, the agency will provide increased services to Legislators, Legislative staff, and Legislative agencies by 2,463 activities/contacts.

Activity	FY2000	FY2001	FY2002	FY2003
Materials loaned	234	256	282	307
Legislative contacts	3,753	4,118	4,519	4,961
Tour attendees	386	395	404	411
Equipment loans	45	45	45	45
Facilities use permits	83	80	80	80
In-service training sessions	118	104	109	114
In-service training attendees	99	100	120	150
On-line database searches	33	39	45	51
ARIEL usage	20	33	47	71
Boxed records in storage	8,367	8,536	8,963	9,411
Library Board attendees	50	50	50	50
Total activities/contacts	13,188	13,756	14,664	15,651
Customer satisfaction				

**Budget/Personnel:**

Category	FY2000	FY2001	FY2002	FY2003
FTE	128.1	129.1	130.1	130.1
General Fund	\$6,947,318	\$7,424,000		

**ARIZONA STATE LEGISLATURE  
MEETING NOTICE**

**OPEN TO THE PUBLIC  
BOARD OF LIBRARY, ARCHIVES AND PUBLIC RECORDS**

DATE: Wednesday, January 5, 2000  
TIME: 3:30 p.m.  
PLACE: State Capitol Museum Historic Senate Chambers

**Review Exhibit Panels**

- BTBL Display Exhibit and Machine Demonstration
- Convocation Pictures
- Renovation Display and Department Video Tape
- “Polly” Rosenbaum Award
- Arizona Newspaper Project
- Selections from Poster Exhibit
- Department Vision Statement, Logo and Goals
- Web-Site Demonstration (Stand Alone)

**Call to Order**

**Introductions**

**Adoption of Minutes – October, 1998**

**Report of Accomplishments – Division Directors and Managers**

**Report on Legislative Services**

**Overview of Sunset Reviews**

- Department of Library, Archives and Public Records
- Board of Library Examiners
- Arizona State Board on Geographic and Historic Names

**Discussion of Legislative Proposals**

- State Grants-In-Aid (SB1002)
- State Documents

**Action Items**

- Board Sponsorship of Sunset Clean Up Bill – Name Change
- Modifying Procedure for Induction – Arizona Women’s Hall of Fame

**Executive session**

- Salary Adjustment for Director in Executive Session Pursuant to ARS § 38-431.03 (A), (1) and (3).

Order to be set by Chairman

**MEMBERS:**

Jeff Groscoat, Speaker of the House, Chairman  
Brenda Burns, President of the Senate

Ruth Solomon, Senator  
Kathi Foster, Representative

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Speaker Jeff Groscoat, Chairman

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**BOARD OF LIBRARY, ARCHIVES AND PUBLIC RECORDS  
MINUTES OF  
JANUARY 5, 2000 MEETING**

The Board of Library, Archives and Public Records met at 3:30 P.m. on January 5, 2000 at the State Capitol-Museum Historic Senate Chambers, 1700 West Washington, Phoenix, Arizona 85007.

**ATTENDANCE**

**Members**

Jeff Groscost, Speaker of the House, Chair  
Arizona State House of Representatives  
Brenda Burns, President of the Senate  
Arizona State Senate  
Kathi Foster, Representative  
Arizona House of Representatives  
Ruth Solomon, Senator  
Arizona State Senate

**DLAPR Staff**

GladysAnn Wells, Director  
Department of Library, Archives and Public Records  
Mary Johnson, Deputy Director  
Department of Library, Archives and Public Records  
Michael Carman, Division Director  
Museum Division  
Janet Fisher, Division Director  
Research Library  
Ron Glass, Network Administrator  
Department of Library, Archives and Public Records  
Dee Ann Hall, Administrative Secretary  
Department of Library, Archives and Public Records  
David Hooper, Archivist  
Archives Outreach  
Jane Kolbe, Division Director  
Library Extension Division  
David Melillo, Division Director  
State Law Library  
Linda Montgomery, Division Director  
Braille and Talking Book Library  
Richard Pearce-Moses, Coordinator Cultural Inventory Project  
Department of Library, Archives and Public Records  
Martin Richelsoph, Division Director  
Records Management Division

Melanie Sturgeon, Acting Division Director  
History and Archives Division  
Carol Westwood, Admin./Fiscal Services Officer  
Department of Library, Archives and Public Records

**Legislative Staff**

Richard Bark, Director of Policy  
House of Representatives  
Michael Braun, Executive Director  
Arizona Legislative Council  
Elizabeth Hatch, House Research Analyst  
House of Representatives  
Greg Jernigan, Council to the President  
Arizona State Senate  
Jim Keane, Senate Research Analyst  
Arizona State Senate  
Eileen Klein, Special Assistant to the Speaker  
House of Representatives  
Paul Senseman, Press Secretary  
House Majority Staff

**CALL TO ORDER**

Speaker Groscost called the meeting to order at 3:40 p.m.

**INTRODUCTIONS**

Wells welcomed members of the Library Board, President Burns, Speaker Groscost, Senator Solomon and Representative Foster. Wells introduced invited guests to the Board.

**ADOPTION OF MINUTES**

**Motion:** President Burns motioned to approve the October 13, 1998 Library Board Minutes. The motion was seconded and unanimously approved.

**REVIEW OF ACCOMPLISHMENTS**

**Carol Westwood, Administrative/Fiscal Services Officer** reported the most significant events of the last legislative session for the Department, were the passage of HB 2403 (Exemption of Library Personnel) and the approval of our personnel reclassification budget request.

Both of these actions have provided the department with the improved flexibility to address classification and compensation issues that plague the department. The positive effects will be reflected not only in more equitable salaries, vis a vis state service, but also some improvement in the morale, productivity and retention of the staff.

Even though our salary levels still lag well behind average non-state, municipal or county salaries, this was a marvelous step forward. She thanked the board for their support and confidence in the department as evidenced by the passage of this legislation.

**David Hooper, Archivist and Archives Outreach Project Coordinator** reported on the danger of losing our past by quoting a friend's business card, "every time history repeats itself -- the price goes up." Arizona's story takes place in Arizona's communities. Most local government officials and historical organizations know the importance of preserving and making it available. They also appreciate help along the way, to contain the cost of maintaining information about Arizona that we all use.

He also stated he has worked on grants and other projects that will benefit the Department and local groups and he provides outreach assistance: onsite consultation, training and help in identifying other sources of assistance to local government and local residents. He stated through this service, we're keeping down the cost of history in Arizona.

**Linda Montgomery, Director of the Braille and Talking Book Library Division** reported (thanks to approval by each of the board members) a new librarian has been hired in the Braille and Talking Book Library Division enabling them to do outreach. The division now has the staff to provide quality library services to more Arizona citizens who are blind, visually impaired or physically disabled.

Montgomery stated this year the National Library Service at the Library of Congress selected Arizona for its senior outreach campaign. By National Library Service estimates, there are about 65,000 individuals in Arizona eligible for talking books; the department currently reaches only about 12,000. Based on the experiences of other states that have conducted a senior outreach campaign, the department expects as much as a 10% increase in new patron registration.

Montgomery reported on Newslines, a service to provide easy telephone access to newspapers. The full text of at least four papers will be read using synthesized voice. She stated (thanks to the special funding approved by the Legislature) newspapers will soon be accessible to blind and visually impaired readers at the same time you and I receive our print copy. She reported the department was recently awarded \$50,000 from the Nina Mason Pulliam Charitable Trust to install an online public access catalog.

**Richard Pearce-Moses, Cultural Inventory Project Coordinator** reported his first task is a Cultural Inventory Project. He has begun compiling an exhaustive list of all libraries, archives, and museums in the state. He will then work with those repositories to describe the kinds of materials they collect. He plans to visit many of those repositories to catalog the most important collections of unique materials and Arizoniana. The information will be published in print and on the web.

He reported on his second project, which will be the production of finding aids for the territorial and state publications and to describe those materials in the online catalog. This project will significantly improve patrons' ability to find publications relating to the state's history and government, such as a 1908 brand book, which records livestock markings. He has modeled the webpages and catalog records for this project, and has described 24 agencies' publications, representing more than 156 feet of material.

**Jane Kolbe, Division Director of the Library Extension Division** reported that in a groundbreaking effort, the Division distributed over \$1 million in grants, mostly federal. In the last round of LSTA grants, the Extension Division gave 63 grants to 39 libraries, including 27 museum partnerships throughout the state.

Kolbe stated some of these grants have permitted libraries to give Arizonans computer access for the first time. Supai, the tribal community at the bottom of the Grand Canyon, still gets its mail by mule but they has Internet access thanks to one of our grants and a USGS helicopter. Other libraries are using these grants to explore a wide range of technological advances.

Kolbe stated the Extension Division has also started some significant conservation/preservation projects including one with the Sonoran State Archives in Hermosillo. This project involves the Arizona State Museum, the Historical Society, the University and Tucson/Pima Public Library. Its purpose is to preserve Arizona history on both sides of the border.

Kolbe reported that with the help of the Arizona Humanities Council, the Extension Division is advancing a national literacy project called MOTHEREAD through libraries in Glendale, Kingman and Lake Havasu City. Another literacy project has been launched in Mesa thanks to this grant program. Each of the over 9,000 babies born to Mesa mothers will receive a "Born to Read" family literacy packet designed to give them a great start to a life filled with the joys of reading.

The Extension division works with the Five-States American Indian National Leadership grant, another federal program. The first Forum which brought 80 tribal and non-tribal library, archive and museum leaders together was a wonderful first step in developing relationships that will help preserve our Native American heritage. Several follow-up activities have already happened as a result of the Forum.

The Division's continuing education programs touched 1500 Arizona librarians through 31 programs – which averages about 125 a month! The summer reading program involves about 93,000 young people each summer.

Kolbe stated the Extension Division administers the State Grants-in-Aid program for the local libraries of Arizona. The current funding of about \$350,000, down from a high of \$620,000 in 1990, is used to improve local library collections, provide continuing education for staff, and to improve adult and children's programming. \$350,000 is not adequate to address the state's rapid urban growth nor the long-term neglect of our tribal libraries and archives. The proliferation of charter schools has put a strain on our public library resources since many of these schools often lack school libraries.

The State Grants-in-Aid program has traditionally helped libraries confront these challenges in times of limited funds or significant population growth. Kolbe stated the great challenge remains, however, is to provide everyone in Arizona with adequate access to the information they need for their education, their work and their general quality of life.

**Melanie Sturgeon, Acting Division Director of the History and Archives Division** reported on two items of interest. As a result of the construction and reconfiguration of the third floor, for the first time in many years the Arizona Collection is all in one place. It had been scattered on three different floors. This collection, which began in the Territorial period, is significant because the Archives Division holds 95 percent of all materials published or written about Arizona.

Sturgeon reported in the process of integrating the collection, the division staff has found a number of items missing. With the move, the division is now able to provide a secure area for housing the books and a secure reading room for the patrons where staff can monitor their use of materials.

The second item she mentioned was the scanning and digitization of approximately 9,000 of our 90,000 photographs. She explained that the division now has digitization available to provide access to our collection. Earlier this year the department installed these images on a stand-alone computer in the Archives secure reading room. The Department's technical staff is working on putting these images up on the web to provide even more access. The department can now provide images by photographic print, by digitized print, by CD-Rom and on special occasions electronically. She presented each of the board members with a historic photograph of their community in three formats: a print, a digitized print and an e-mail with the image attached.

**Marty Richelsoph, Director of the Records Management Division** gave each of the board members T-shirts. He explained they are the official T-shirts worn by the Records Center staff and thanked the board for the Records Storage Fund enacted during the last session. The division's implementation of this fund is complete and invoices are being generated regularly. He thanked the board members for their

recognition of the departments critical space needs and for the special legislation appropriations.

He reported several of the department's divisions have worked together to establish a microfilm scanning function that converts microfilm images to computer accessible digital images. This will increase the accessibility to documents and publications preserved on microfilm, while reducing the need for paper storage. The Legislative Council has agreed to be our first conversion project and this project is nearly completed.

He explained the Records Management Division has reached several milestones during the past fiscal year including the receipt of over 38,000 new boxes of records, and the destruction of over 50,000 boxes of old obsolete records. Another milestone he reported was the microfilming of over 100,000 pages of newspapers for the Arizona Newspaper Project.

**Mary Johnson, Deputy Director** reported on the Telecommunications Act of 1996, which has meant savings on telecommunications costs for Arizona's public and museum libraries. Over the past two years she has helped Arizona's libraries with the e-rate application process. In collaboration with the Arizona Department of Education and Arizona State University, she has held workshops around the state to explain the program.

She was happy to report and reconfirm that 46 Arizona libraries will realize almost \$700,000 in discounts and credits for year one of the program and so far 58 libraries have been notified of over \$630,000 for year two, with several libraries yet to be contacted. The discounts are for telecommunications costs, internet access, and internal wiring projects to bring the resources of the internet into Arizona's communities.

**Michael Carman, Division Director of the Museum Division** reported that the Capitol Museum construction work is progressing well. The Museum has completed much of the infrastructure needed to support museum operations and completed a quarter of the building. The completed areas include the House of Representatives, which has been restored to its original setting as it was when it was used to draft the state constitution in 1910. He invited the board members to visit these newly opened areas. He reported workmen are now concentrating on the areas below the House on floors two and one on the north end of the building. He expects to have these areas returned to Museums control in two weeks. The Museum will have one year to complete the remainder of the work planned and prepare exhibits for the centennial celebration in January of 2001.

During construction of the old Capitol building the Museum had set their performance standards on visitor service at 85 percent. He was happy to report that despite loss of half of the exhibit space and the disruptions of construction, the Museum staff provided museum service for 63,833, or 93 percent of the number of visitors from the previous year.

**Janet Fisher, Director of the Research Division** reported during the year, the Research Division has continued to look at and make changes to how we present ourselves and how we relate to the legislature, state agencies, other divisions in this department, and to the public. To improve our delivery of information to people's desktops and to coordinate research materials' accessibility, we were able to complete two major activities:

- Getting the listing of the department's library materials into an online catalog, and on the Internet.
- Centralizing the public service space for researchers onto the 3rd floor.

Fisher stated these are the initial steps and will require continued work to keep the staff informed of information and materials available, and to update the online catalog with library materials and add materials from other divisions, such as archives finding aids and museum pieces.

Fisher invited the board members to the West Wing/Executive Tower basement, to visit the poster exhibit.

**David Melillo, Division Director of the State Law Library** reported the State Law Library has spearheaded an outreach program. This program provides Continuing Legal Education classes for legislative agencies, House, Senate and court staff; meetings with libraries and county law libraries on how to best share legal resources; education of the public and public librarians on the availability and use of ALIS.

In addition, the State Law Library remains the primary legal resource for all state agencies. His division is the legal arsenal for State attorneys who defend the interests of the Arizona against large law firms with state of art law libraries. In providing access to and preserving the state's legal collection.

He thanked the board members for their generous help. He reported that last year the board appropriated \$40,000 for the binding of law library materials, which are in desperate need of preservation.

#### **Legislative Assistance/ Janet Fisher, David Melillo and Ron Glass**

Fisher reported the opportunity arose to move the Electronic Research Station computers out of the Capitol and into spaces in the House and Senate research areas. The department made the movement of wires and computers, and the purchase of some additional equipment, from November 1998 through January 1999. Librarians were assigned to assist and keep regular hours in those areas. Training was given and greater interactions with legislative research staff and interns have been possible.

This summer the department began providing direct support to the Internet Study Committee. This committee has a need for current information in order to guide the introduction of future legislation emerging from the impact of the Internet on business, government and citizenry of the state. This is the first time the department has been

able to begin realizing their goal -- to work in close partnership with other legislative staff and be an active part of the legislative family team.

She stated the department is also working with a select number of Legislative Interim Study Committee reports. The department is working with a test group to digitize and make them available over the internet with a microfilm copy of the report for preservation purposes.

Melillo reported on Ariel, which shrinks the distance between outside agencies and the department. He stated this transmission system has the potential of putting into Legislators' hands every document in the Research and State Law Libraries without you leaving the House and Senate Buildings. The department can send a scanned document -- a copy of a law from a sister state, a court case, a federal document, -- directly to the receiving station in the Senate and House.

He reported to the board members that they may be able to use their own computers to receive Ariel transmissions of scanned documents as an e-mail attachment. The department is still working out the bugs in the e-mail attachment transmissions. However, once this next step is accomplished, the board members and other legislative members will not have to leave their desks to have in hand documents from the state's libraries.

The department staff has been acquainting the legislative staff with Ariel. Meeting with the Senate and House assistants, the department has given them packets of information and explained the department's services and resources. Fisher and Sturgeon have provided them with tours of the Research library and Archives. Wells has encouraged the assistants to use the department to help the legislative members with their information needs.

Ron Glass, Network Services Administrator reported information technology undergirds all of the efforts that were described above. Network Services works with the divisions and the statewide cultural community to develop and maintain shared resources such as electronic document delivery over the Internet via ARIEL, and the Department's web-based online library catalog (SIRSI). The Network Services Division supports specific work such as the publication of Legislative Study Reports and the department's digitized photographs on the departmental website.

## **ANNOUNCEMENTS**

Wells handed out a mock up of the new department brochures and folders for the board's review. Wells announced her intentions to use these new brochures for a uniform look for the department's presentations, which will be used throughout the state.

## **OVERVIEW OF SUNSET REVIEWS**

Wells reported that the Department of Library, Archives and Public Records had the distinction of having three NCLS Sunset Reviews.

- Department of Library, Archives and Public Record
- Board of Library Examiners
- Arizona State Board on Geographic and Historic Names

Wells stated all three of the Sunset reviews recommended 10-year extensions. She said the most gratifying aspect was that the work we do was a real eye opener for the NCSL review staff of two legislative librarians. They were startled to realized that the Department of Library, Archives and Public Records provides legislative services and as well as travels 100,000 miles a year providing on site help in each district of the state. She referenced a summary letter in the board packets, which address all of the recommendations for the department. There were eleven recommendations, and Wells asked for the board's attention on the recommendations that were most urgent. She reported that last August the department was notified by the Fire Marshall that the department's fire control system in both annexes (1919 addition and 1938 addition) were not functional. The department has never had a fire suppression system. The Department of Administration is willing to provide \$80,000 dollars for a fire alarm system, which will alert staff and patrons to leave the building. However, all the materials and departments collections could be destroyed in a matter of minutes. Wells asked the board to consider this matter for next years funding for an additional \$300,000 - \$400,000. This would allow the department to install the suppression system and alarm system at one process. In terms of immediacy a fire would be a non-recoverable loss. All of the materials in our building are unique and irreplaceable.

Wells reported that the Friends of Arizona Archives have a new bill being sponsored by Senator Freestone to request a new building for the department. Wells recommended that the department urgently needs a new Archive building (which is one of the Sunset reviews primary recommendations) for the storage of our less used material and for the climate control. Also a new building is needed for our state document collection and our Arizona collections. This would be a multi-purpose building, which could also be used to store the department's artifacts. There is a footprint on the DOA plans for a building behind the Record Management Center. Wells stated this location would be perfect for the department and ask the board for their serious consideration of this over the next few years.

Wells mentioned the department's salary situation and asked the board for their future support on this matter.

Wells stated the State documents SB 1087 resulted from the Sunset Report recommendations. Wells reported that the department is working closely with the Government Information and Technology Agency (GITA) on this bill. GITA is willing to work on the electronic aspect of this bill. Through their direction with the web masters the plan to set up electronic documents so our software can access them and insure location information and access as well as eventual safekeeping. Currently if a web site is changed the old web site materials are lost. This creates a problem when you are trying to preserve Arizona's history and for State documents. There are approximately

30 state publications that need to be distributed widely. This bill would insure retention of publications needed as well as build partnerships with Tucson-Pima, Phoenix, Mesa public libraries, and the three universities to ensure that not only state documents but also the electronic documents can be preserved. If this legislation is successful the department will be the first state in the nation to provide legal information in every community in the state through public court libraries. Wells stated this is a wonderful model of legislation and she expressed her hopes that the board gives it serious consideration.

Wells reported that the one Sunset recommendation that the department is not acting on relates to the Arizona Historical Advisory Commission. She explained this commission is supposed to advise the legislature on matters of historical property and Arizona history. There is currently a study committee on the commission in the House of Representatives. Wells recommended waiting and working with the study committee and the Land Department, State Historic Preservation office, State Museum and the universities to find out what if anything the committee could or should do. Wells stated it is a lovely forum for discussion. Wells reported that she was not willing to continue supporting a forum for discussion unless the board wants her to. This is the only Sunset recommendation that the department is not pursuing at this time.

Wells reported that the Geographic Names board was given high marks for their work. This is an active group that requires a lot of research. The department's staff provides a lot of background research for this board. The exact tracking of place names is an important public safety issue – fire, search and rescue, law enforcement etc.

Wells reported on the board of Library Examiners. This board is low cost. They meet twice a year, usually by conference calls.

Wells reported that Senator Freestone is sponsoring a “clean-up” bill. Senator Freestone has allowed the department to put the continuation of the department and the Library Board of Examiners into this bill. The bill also makes the name change to Arizona State Library, Archives and Public Records and makes technical and conforming changes long over due.

Wells stated that the state grants-in-aid legislation that the board members have helped with has been pre filed as SB1002. Wells advised the board that there would be a suggested Senate amendment to this bill, which she supports. She is working with Jim Keane, Senate Research Analyst on changes to the language of this bill and will keep the board updated on those minor changes.

Wells thanked the board for their support of all of the library legislation. Wells asked the board if they had any questions? There were none.

## **ACTION ITEMS**

### **Board Sponsorship of Sunset Clean Up Bill – Name Change**

Wells referenced the draft of the Library Continuation (“Clean Up”) Bill. This bill is rather large but in essence provides technical and conforming amendment changes. She stated that Senator Freestone is sponsoring this bill, which does several things. This bill would change the department’s name to Arizona State Library, Archives and Public Records, which would relieve us from the word “Department”. This bill takes care of a Federal situation, which requires language for our Arizona Records Advisory Board. The federal government regulations have changed and the federal government is asking each state to put into statute specific language regarding their record boards. This records advisory board is the body which must accept applications from Arizona institutions to send those applications forward to the National Historic Records Board. This commission needs the statutory support for the federal government to consider Arizona applications.

Foster asked Wells to confirm her summary that this bill is technical and conforming changes with the exception of renaming the library.

Wells stated yes, and it would make the Records boards statutory to ensure Arizona institutions will be eligible for federal records grants. It also provides fiscal technical and conforming changes.

Wells reported that the Library Continuation bill has no cost. Wells reports this bill is non-controversial and she hopes that it passes. This bill takes care of one item for the library community. The local library boards of trustees are required to meet the first Tuesday of every month. Wells questioned why a board must be legally required to meet on a specified date.

Wells presented proposed language and asked the board to endorse the name change and to endorse the legislative approach to the technical and conforming changes that the department needs to have done. The changes are all statutory in nature. Wells would like to go to Senator Freestone and report that she has the board’s support for Senator Freestone’s approach to our continuation of technical and conforming changes.

Speaker Groscoast asked the board if there was any discussion needed on this item. There was none.

**Motion:** Foster motioned that the board give their support as a united board. Groscoast stated the motion has been made and asked if there was any opposition. There was none. Groscoast then stated it was so ordered and the motion was unanimously passed.

## **Arizona Women's Hall of Fame**

Wells stated the second action agenda item was for Polly Rosenbaum. The Arizona Women's Hall of Fame is the board's program and the board members should make the final decision about who will be inducted. Wells recommended that interested women's groups provide a role in the process. Wells recommended that the board approve her proposal, which is, the board will receive a list of potential inductees and will then make the decision as to who will be inducted into the Arizona Women's Hall of Fame.

Groscost asked, – Is this what Polly wanted? Wells replied yes. She stated that Polly Rosenbaum and former Governor Rose Mofford are both anxious to reinstate the induction process.

Foster asked for clarification on the induction process, what have we been doing? Wells explained that there no longer is an induction procedure, no one has been inducted in several years. This request is to reinstate an induction process.

Groscost asked if there was any further discussion. He stated that it sounds like a resolution to an issue that needs to be fixed.

**Motion:** Burns made the motion to adopt this procedure. Groscost asked if there was any discussion. Hearing none a vote was taken. The motion was unanimously approved and was passed.

Wells asked if there were any future questions on any of the materials or presentations. There were none.

## **CLOSING REMARKS**

Solomon complimented Wells on her leadership of the department. She stated on behalf of the legislative staff how important the communication with her staff has been with the department's staff, particularly with the State Law Library for providing assistant with their research.

Speaker Groscost thanked everyone in attendance. He thanked those who traveled distances to attend this meeting. Groscost said hiring Wells was a good choice and complimented Wells on her performance and the performance of the library staff.

Representative Foster said she wanted to thank everyone. She stated that she sees that a great team has been formed. She also said she wanted to thank those who sent letters of support for Director Wells. She said there have been great changes that have occurred under the direction of Wells. She stated that she and the board were behind Director Wells.

## **EXECUTIVE SESSION**

**Motion:** President Burns motioned to move to an executive session. Groscoast asked for a vote. The motion was unanimously approved and passed.

Speaker Groscoast closed the library board meeting and convened the executive session.

## **REGULAR MEETING CONVENED**

Speaker Groscoast reconvened the regular session of the library board meeting.

**Motion:** President Burns motioned to set the director's salary at \$106, 281 and the director to received further cost of living adjustments (COLA) and the average merit increases unless the board chooses to revise the increase. Groscoast asked if there was any questions or discussion? There were none. Groscoast asked for a vote. Groscoast stated there is a unanimous yes vote and the motion was passed.

Groscoast asked if there were any other matters for the board. Groscoast, hearing none adjourned the regular session of the Library Board.

Respectfully submitted,

Dee Ann Hall  
Administrative Secretary

**Note:** An Executive Session to discuss personnel matters followed the regular board meeting. A recording of the proceedings is filed in House Chief Clerk's Office. Those present included: Board Chair – Speaker Groscoast, President Burns, Representative Foster, Senator Solomon, Michael Braun, Executive Director of Legislative Council, GladysAnn Wells, Greg Jernigan, Senate Counsel, Eileen Klein, House Policy Advisor.

Handout: Library Board Minutes Department of Library, Archives and Public Records (Dated October 13, 1999)

Handout: Report of Accomplishments Department of Library, Archives and Public Records (October 1998 – November 1999)

Handout: Partnerships for Grants to Arizona Department of Library, Archives and Public Records (As of January 5, 2000)

Handout: Summary Letter of the Sunset Recommendations Department of Library, Archives and Public Records

Handout: Arizona Capitol Times States Archives Face Fire Risk, Lack of Storage (Dated October 22, 1999)

Handout: Proposal to Increase State Grants in Aid to Libraries Arizona Library Association (Dated November 1999)

Handout: Arizona State Documents (Outline of Legislative Proposal) Department of Library, Archives and Public Records (Dated December 1999)

Handout: Newsline® For The Blind Department of Library, Archives and Public Records (Braille and Talking Book Library)

Handout: Arizona Capitol Times Posters on Exhibit (Dated November 5, 1999)

Handout: Recommendation for Induction – Arizona Woman’s Hall of Fame Department of Library, Archives and Public Records (Dated January 5, 2000)

Handout: SB 1087 State Documents

Handout: SB1002 Appropriation; Library Grants-in-Aid

Handout: Draft bill of Arizona State Library; Continuation

Handout: Agency Summary for Continuation bill

<p style="text-align: center;"><b>ACCOMPLISHMENTS</b> <b>OCTOBER 1998 – DECEMBER 1999</b></p>
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**HIGHLIGHTS**

**GOAL ONE: ENHANCED LEGISLATIVE SERVICE**

- Opened Electronic Reference Stations (ERS) in the House and Senate Research areas, Legislative Council, and the Research Library, and provided on site librarians at the House and Senate ERS to link the research functions of the Department to the Legislature.
- Installed Ariel system, receiving and transmitting software and computer hardware including scanners in Legislative Council and at the State Law Library and State Research Library. “Receive only” software was installed on the Electronic Reference Station (ERS) computers in the House and Senate, Research areas. The Research Library and State Law Library began using Ariel in responding to research questions by legislators and their staff.
- Successfully started the Bill Files project for the Legislative Council. This joint Research Library and Records Management Division pilot project is producing both microfilm (for preservation) and digitized images and indexed materials on CD (for easy access) of legislative bill files for use by the Legislative Council staff.
- Provided Department orientation to new House and Senate Members, Assistants, Secretaries, and Interns.

**GOAL TWO: PROVIDING ACCESS**

- Introduced the SIRSI DLAPRCAT, Department’s Online Catalog, to the public on site and through the world wide web with over 450,000 records reflecting the collections in the Arizona History and Archives, Research Library, and State Law Library divisions.
- Accepted for the State Partnership Grant Program by the Gates Library Initiative of the Library Foundation for funding beginning in 2000. Grants offered through this program help public libraries acquire computers, software, Internet connection, training and support (worth \$4-6 million dollars).
- Assisted Arizona libraries in applying for E-Rate discounts, provided by the Telecommunications Act of 1996. This act extends the Universal Service Fund by providing discounts on telecommunications costs to rural health providers, schools, and libraries. Arizona libraries will realize \$700,537 in refunds or credits for year one funding, and \$631,629 (to date) for year two funding.

### **GOAL THREE: PRESERVING ARIZONA**

- Oversaw the restoration of approximately 1/3 of the original Capitol building for its 2001 centennial anniversary and planned for new exhibits.

### **GOAL FOUR: PROMOTING STATEWIDE COLLABORATION**

- Hosted two Arizona Convocations to bring together Arizona's cultural heritage professionals. Department staff attended and facilitated sessions with over two hundred members of the state's library, museum and cultural communities to share ideas and visions for future activities and partnerships.
- Hosted the Arizona Forum on Tribal Museums, Libraries and Archives, an activity of the Five State American Indian National Leadership grant, to develop sustained communications and a network of support, to promote collaborative programming between tribal and non-tribal libraries, archives and museums.

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

#### **DEPARTMENT**

- Distributed the second Department Legislative Member Survey.
- Provided Department orientation to new House and Senate Members, Assistants, Secretaries, and Interns.
- Provided tours and consultations for Legislators and their staffs about the Department's services and its efforts in their districts – developed on demand five minute tours.
- Hosted the Arizona Library Association's Library Legislative Day. Co-sponsored a breakfast that brought Arizona Library Association, library friends groups, library board members, and legislators together to share ideas, and discuss concerns of Arizona's library community.
- Honored Mark Killian at an award ceremony, as this year's recipient of the annual Polly Rosenbaum award for a government official preserving and providing access to Arizona's history.
- Introduced the newly organized Legislative Consortium for History in Arizona (LCHA) to legislators and the public at an event in the Capitol rotunda. Representatives from member organizations were available to answer questions and share informative displays.

- Hosted an open house and tours of the Department's newly renovated third floor of the Capitol's 1938 addition to bring the History and Archives Division's public services areas to the same floor as the Research Library. Activities included demonstrations of the Department's new online catalog and the digitized historical photographs.
- Installed Ariel system, receiving and transmitting software and computer hardware including scanners in Legislative Council and at the State Law Library and State Research Library. "Receive only" software was installed on the Electronic Reference Station (ERS) computers in the Majority and Minority areas of the House and Senate. The Research Library and State Law Library began using Ariel in responding to research questions from legislators and their staff.
- Passage of HB2403 (Library Employees; Personnel System, Exception) and approval of the Department's reclassification budget request that allows the Department to provide enhanced Legislative service.
- Successfully made the transition from covered to uncovered agency status, including the conversion of the personnel system.

#### **BRaille AND TALKING BOOK LIBRARY**

- Partnered with Rehabilitation Services Administration at Department of Economic Security and Phoenix Public Library to make Legislatively-funded initiative telephone access "Newslines" to newspapers available in Arizona for blind and visually impaired individuals.

#### **HISTORY AND ARCHIVES DIVISION**

- Hired two new professional archivists to assist patrons' access to the largest collection of Arizona newspapers in the state, the state's historical government records, the unique photograph and library collection, and sixty private manuscript collections.

#### **LIBRARY EXTENSION DIVISION**

- Reported to Members of the House of Representatives and Senate about the institutions in their districts receiving grants from the Department.
- Provided training to a Senate Legislative Assistant on grant proposal writing and grant resources.

#### **MUSEUM DIVISION**

- Made a presentation to new Members of the House of Representatives and Senate on Museum Division services.

- Reported to Members of the House of Representative and Senate about school and other constituent tours in their districts.
- Assisted in planning, preparation and participated in the statewide two-day Arizona Statehood Day commemoration.

## **RECORDS MANAGEMENT DIVISION**

- Provided information and staff support regarding the fee for service and other legislation enacted during the last session.
- Worked with Legislative staff to clarify House and Senate records retention schedules.
- Successfully started the Bill Files project for the Legislative Council. This joint Research Library and Records Management Division pilot project is producing both microfilm (for preservation) and digitized images (for easy access) of legislative bill files for use by the Legislative Council staff.
- Implemented fee for service system for records storage as mandated by SB1004 – 441S.

## **RESEARCH LIBRARY**

- Opened Electronic Reference Stations (ERS) in the House and Senate Research areas, Legislative Council, and the Research Library, and provided on site librarians at the House and Senate ERS to link the research functions of the Department to the Legislature.
- Distributed surveys to House and Senate Research staff areas and Legislative Council to obtain feedback on the Electronic Reference Stations' (ERS) services.
- Provided assistance to both the House and Senate in organization of their libraries.
- Provided a handbook for the House of Representatives library that includes a diagram showing arrangement of materials in their collection, detailed information on some specific collections, and more general information to guide them in the handling of library materials and files.
- Completed pilot project, with the Records Management Division, of digitizing one year of bill files for Legislative Council. Delivered digitized and indexed materials on CD.

## **STATE LAW LIBRARY**

- Provided two Continuing Legal Education courses on the use of legal materials for Legislative and Supreme Court staff.
- Inventoried 124 new rolls of microfilm of Senate Bills and Arizona Court of Appeals cases. Bound Introduced Bills for 1995-1998 Special Sessions, and provided Legislative Council with one set.
- Determined our major law collections to be continued and created a law library budget and database for tracking expenditures.

## **GOAL TWO: PROVIDING ACCESS**

### **DEPARTMENT**

- Partnered with the Department of Education to provide copies of the Arizona Academic Standards and educational expectations for students K-12 to all public libraries in Arizona and made the location information and cataloging data available through the Internet.
- Assisted Arizona libraries in applying for E-Rate discounts, provided by the Telecommunications Act of 1996. This act extends the Universal Service Fund by providing discounts on telecommunications costs to rural health providers, schools, and libraries. Arizona libraries will realize \$700,537 in refunds or credits for year one funding, and \$631,629 (to date) for year two funding.
- Displayed information about the Department in the Governor's Executive Tower lobby during National Library Week.
- Accepted for the State Partnership Grant Program by the Gates Library Initiative of the Library Foundation for funding beginning in 2000. Grants offered through this program help public libraries acquire computers, software, Internet connection, training and support (worth \$4-6 million dollars).
- Upgraded SIRSI Unicorn Catalog system to version 99.2, bringing systems administration and cataloging of the Department's Online Catalog into a graphical user interface.

### **BRAILLE AND TALKING BOOK LIBRARY**

- Pilot outreach project to youth that included production of a special startup kit for new young Talking Book Library patrons.

- Selected as a site for distribution of the National Library Service for the Blind and Physically Handicapped senior outreach campaign.
- Selected to submit a final application for a grant from the Nina Mason Pulliam Trust for adding an online public access catalog that will provide patrons with independent access to the holdings at the library. BTBL was one of 65 selected out of 250 proposals submitted.
- Completed inventory of the braille browsing collection with help from a volunteer. Braille books can now be checked out through the automated circulation system.
- Mailed customer satisfaction surveys to 1,500 Braille and Talking Book Library patrons. Results: 66.7% of the patrons rated the overall service as excellent, 27.7% rated it very good, 4.5% good, 1.1% fair, and no one rated service as poor.
- Resumed circulation and interlibrary loan of the Arizona Cassette Book collection following installation of the new space saving compact mobile shelving at the Braille and Talking Book Library.
- Translated additional materials, including reader contact cards, from English to Spanish so that the staff can better communicate with its Spanish speaking patrons.
- A new Web-Braille service is now available to blind braille readers. The service was developed by the National Library Service for the Blind and Physically Handicapped and is accessible via the Internet. The library assigns an I.D. and users can download files of complete books in braille code. The books can be printed with a braille embosser, or read using a refreshable braille display or other braille-aware device.

## **HISTORY AND ARCHIVES DIVISION**

- Processed the Department of Water Resources' Interstate Stream Commission and Colorado v Arizona papers, and produced a very detailed finding aid that the Department will soon post to its web page.
- Printed 1,115 photographs (both digitized and print) and pulled 10,130 images for patron use.
- Created a set of full image files on 13 CD-ROMs for public access of the photo collection via the public access computer. These 9000 scanned images allow patrons to look at full-size photographs when they need more detail than is provided in the thumbnails. These digitized photos are a real asset in that patrons and staff use this database daily and staff do not have to handle these often fragile originals as much.

- Displayed information about the Division's water, agricultural and environmental collections at a meeting of the American Society for Environmental History.
- Discovered valuable original documents and photographs, including notes and sketches for the murals in the Research Library, during reorganization of the Arizona Collection.
- Integrated the previously scattered Arizona Collection into one cohesive unit.
- Provided genealogical workshops throughout the state on the variety of original documents available for family history research in the State Archives.

### **LIBRARY EXTENSION DIVISION**

- Awarded 63 grants to 39 Arizona libraries and museums for a total of \$962,000 in funds allocated to it by the federal Institute for Museum and Library Services (IMLS) under provisions of the Library Services and Technology Act (LSTA). Grants awarded were to promote literacy, improve the winning institutions' abilities to preserve their collections or improve access to their material. The largest number of grants and the largest amount of money went for technological improvements, including digital imaging and electronic cartographic programs.
- Organized workshops on Internet Basics for Libraries and on Digitization and Imaging at 11 sites.
- Provided public library children's services staff with a program manual, promotional materials and posters to support the 25<sup>th</sup> anniversary of the Department's leadership in the summer reading program. Over 93,000 children and young adults participated in this year's "Read Arizona" program.
- Assisted three local governments by leading strategic planning sessions for their library systems.
- Collected the annual statistical data on library usage, funding, expenditures, etc. on all public libraries in Arizona.

### **MUSEUM DIVISION**

- Resumed Saturday operations at the Capitol Museum during the session.
- Opened three new exhibits and hosted a reception at the Hall of Fame Museum.
- Participated in dedication of the Ernest McFarland memorial in Bolin Plaza.
- Hosted the State Finals of the National History Day competition for Junior and Senior High School students.

- Completed the school visitation period and their visits to the Legislature for 1999.
- Completed the first survey of museum visitors.
- Opened the Constitutional Convention exhibit in the historic House Chambers.

## **RECORDS MANAGEMENT DIVISION**

- Accessioned 40,044 boxes into the Records Center inventory, removed and destroyed 43,311 boxes from the Records Center inventory.
- Retrieved 16,615 records for state agencies and the public, and re-filed 9,455 records back into the Records Center inventory.

## **RESEARCH LIBRARY**

- Centralized public service points and created a more open environment for the Research and History and Archives Divisions.
- Introduced the SIRSI DLAPRCAT, Department's Online Catalog, to the public on the Department's PAC (Public Access Computers) and also through the world wide web with nearly 450,000 records reflecting the collections in the Arizona History and Archives, Research Library, and State Law Library divisions.
- Tracked down missing books and made entries in SIRSI for a number of items which had no previous location information.
- Accelerated work on State documents cataloging.

## **STATE LAW LIBRARY**

- Introduced a new service to Legislative staff - email notification to recent legal developments and decisions titled "Keeping Current."
- Prepared four bibliographies of materials in the Rare Book Room.
- Acquired the National Reporter System set of reports, and other sets of legal materials as gifts to improve the law collection.
- Installed four online public access computers for public access to the online catalog, an Ariel computer, and a circulation computer.
- Improved library lighting and workspaces for patrons.

## **GOAL THREE: PRESERVING ARIZONA**

### **DEPARTMENT**

- Prepared and microfilmed 182,096 pages (228 rolls of film) of historic newspapers including the: Arizona Record; Williams Daily News; Williams News; Douglas Daily Dispatch; and Northern Yavapai Record, under the Arizona Newspaper Project, which allows the public to have access to them through inter-library loan.
- Presentations were made by Arizona Newspaper Project staff at the United States Newspaper Program's annual meeting in October in Washington, D.C.

### **BRAILLE AND TALKING BOOK LIBRARY**

- Recorded 68 new books and re-recorded two early Frank Waters books: The Book of Hopi; and The Man Who killed the Deer for the Arizona talking book collection in FY 99.
- Converted five more children's picture books from print to braille format.

### **HISTORY AND ARCHIVES DIVISION**

- Digitized the Museum's very valuable and extremely fragile Curtis prints. For the first time, these will be accessible to researchers.
- Partnered with Utah Genealogical Society to prepare and index over 60 boxes of Santa Cruz and Greenlee County court records for microfilming.
- Accessioned and created basic inventories for 69 rolls of microfilmed records from several counties including Greenlee, Coconino, Pima, Cochise, and Graham.
- Produced a video program on "Disaster Planning and Emergency Recovery Techniques." This program and an accompanying manual was distributed to all county libraries.
- Participated in a nationwide teleconference on "Disaster Planning for Libraries."
- Presented a day-long workshop for the Arizona Library Association on "Disaster Planning."
- Preserved 14,903 items, digitized 3,731 images, catalogued 13,370 items.
- Assisted state and local governments with preservation problems.

## **LIBRARY EXTENSION DIVISION**

- Partnered with the State Archives of Sonora in Hermosillo, Mexico, the City of Tucson, the Tucson/Pima Public Library, Arizona Historical Society, Arizona State Museum, and the University of Arizona in a major conservation project to save crucial materials contained in the State Archives of Sonora. The project will microfilm or digitize the records, not only to save their contents, but also to make them more widely available to scholars and researchers.
- Provided planning grants to identify and preserve Arizona's cultural history in collections throughout the state.
- Worked with the History and Archives Division and Museum Division to provide preservation advice to libraries and museums.

## **MUSEUM DIVISION**

- Oversaw the restoration of 1/3 of the original Capitol building for its 2001 centennial anniversary and planned for new exhibits.
- Completed work on the Capitol roof and installation of core services for the Capitol Centennial Rehabilitation. Planned work in the upper north quadrant of the Capitol Museum.
- Held the second annual fundraiser at Lon's in the Hermosa Inn for the Megargee restoration project and generated \$3,500 for work on "The Grand Canyon." Delivered the painting to the art conservator in Tucson.
- Completed window repair and fire alarm system installation at the Hall of Fame Museum.
- Collaborated with the USS Arizona Reunion Association in the acquisition of the bronze "Miner" sculpture from the USS Arizona on loan from the Naval Historical Center in Washington, D.C. to the State Capitol Museum.
- Participated in the "Preserving Our Past" fair with History and Archives Division.
- Opened the Campaign for Statehood exhibit on the Arizona Constitution.

## **RECORDS MANAGEMENT DIVISION**

- Microfilmed 399,185 pages of documents onto 16 mm film.
- Microfilmed 82,866 pages of newspapers onto 35 mm film.

- Processed 3,726 rolls of 16mm microfilm and 358 rolls of 35 mm microfilm.
- Duplicated 3,738 rolls of 16mm and 35 mm microfilm.
- Installed new entry alarm system, which is compatible with Capitol Police monitoring, and upgraded the firm alarm system.
- Martin Richelsoph, Division Director, and Harold Holady, Assistant Division Director, received the Mentoring Award from the Association of Records Managers and Administrators International.

### **RESEARCH LIBRARY DIVISION**

- Rebound 540 books from the Genealogy Collection. Funding for binding came from SB1151 (Library; Acquisitions; Preservation; Access; Appropriation) from the 43<sup>rd</sup> Legislature, Second Regular Session.

### **STATE LAW LIBRARY DIVISION**

- Began the binding project of law materials in desperate need of repair and preservation.
- Created a rare book room.

## **GOAL FOUR: PROMOTING STATEWIDE COLLABORATION**

### **DEPARTMENT**

- Hosted two Arizona Convocations to bring together Arizona's cultural heritage professionals. Department staff attended and facilitated sessions with over two hundred members of the state's library, museum and cultural communities to share ideas and visions for future activities and partnerships.
- Hosted the Arizona Forum on Tribal Museums, Libraries and Archives, an activity of the Five State American Indian National Leadership grant, to develop sustained communications and a network of support, and collaborative programming between tribal and non-tribal libraries, archives and museums.
- Contracted with the Heard Museum for Richard Pearce-Moses, Archivist, to head Arizona's Cultural Inventory Project and assist with State documents.
- Promoted the services of the Department at the annual Arizona Library Association meeting. Personnel staffed booths and gave presentations about the department's progress and activities.

## **BRAILLE AND TALKING BOOK LIBRARY**

- Participated in planning committees for National Vision Rehabilitation Day and White Cane Day.
- Produced a cassette tape version of the “Arizona Directory of Services for Persons Who Are Blind & Visually Impaired” which is published in print by Rehabilitation Services at Department of Economic Security (DES).
- Conducted site visits to 47 sub-lending agencies in FY99 that BTBL cooperates with to provide talking book machine exchange and application for service in public libraries, and other agencies serving the blind and visually impaired.
- Established a new friends group for the Braille and Talking Book Library. The Friends of Talking Books, Inc. held their first meeting September 30, 1999.

## **HISTORY AND ARCHIVES DIVISION**

- Sponsored *Arizona Archives Week*, a statewide educational program to promote the appreciation and use of Arizona’s historical records. Distributed 1,200 posters to schools, libraries and others.
- Co-sponsored, with the Arizona Historical Society, and 27 other archival repositories, a “POP Fair” in Tempe with the theme of “Preserving Our Past.”
- Collaborated with Mesa Southwest Museum, the Arizona Historical Society in Tempe, and the Tempe Historical Museum to display projects of this year’s National History Day students.
- Collaborated with Arizona State University, Northern Arizona University, University of Arizona, Arizona Historical Society, Sharlot Hall Museum, and Maricopa County searching water records in preparation for a water guide being created by the Department.
- Co-sponsored, with the Coordinating Committee for History and the Arizona Humanities Council, a National History Day workshop for history teachers.
- Sponsored a workshop for graduate students in collaboration with the Arizona State University History Program.
- Worked with the Mesa Southwest Museum to produce a booklet for Arizona’s National History Day teachers and students, highlighting materials held in various archives throughout the state that addressed this year’s National History Day topic. This booklet is being used as a model for other states by the National History Day’s National Board.

- Held two regional meetings with archivists from a variety of institutions to discuss training needs. The information gathered from these meetings will be sent to the National Historical Publications and Records Commission (NHPRC).

## **LIBRARY EXTENSION DIVISION**

- Spearheaded and wrote the successful LSTA (Library Services and Technology Act) Five States American Indian National Leadership grant in conjunction with the State Libraries of Utah, Colorado, Nevada and New Mexico – one of only 41 successful applications statewide.
- Sponsored 31 training events for libraries by the Library Extension Division, with over 1,500 Arizona library staff attending.
- Sponsored approximately 40 training events in the state from September through November, including *Fundraising for Rural Libraries*, *Internet Usage for Libraries*, *Grant Writing*, *Copyright and the Internet*, *Coping with Staff in the Workplace*, reaching 700 library personnel.
- Collaborated with Bashas', Arizona State Parks Department, and the Arizona Science Center to provide incentives for the Arizona Reading Program participants.
- Collaborated with other Arizona libraries, with the Arizona Library Friends, and with other state agencies in providing training events throughout the state.

## **MUSEUM DIVISION**

- Collaborated with National Museum of Women's History planning committee to honor ten Arizona political leaders in October of 1999.
- Collaborated with the Phoenix Police in providing orientation tours of the Capitol Museum and the Legislature for "Great", "Dare", and "Wake Up" program participants.
- Collaborated with Luke Air Force Base on orientation program of the Capitol Museum and Legislative process for new base arrivals.
- Hosted the Spirit of Seneca Falls celebration of the 150<sup>th</sup> anniversary of the first women's political convention in New York at the Hall of Fame Museum.

## **RECORDS MANAGEMENT DIVISION**

- Conducted 73 seminars throughout Arizona, serving 1,642 attendees from state and local government.

- Conducted 630 consultations with state and local agencies and officials.

### **RESEARCH LIBRARY DIVISION**

- Assisted Joint Internet Issues Study Committee by identifying, acquiring and organizing articles and records for them to use.
- Presented an overview, along with policy and statewide information at a Federal Documents Workshop, “Some Things in Life are Still Free.” Presented a class on processing and mandated standards for handling of federal depository publications for the Bibliographic Services Department at the Cline Library, Northern Arizona University.
- Participated in the State Publications Task Force with members from the three Arizona university libraries, a county library, and a major metropolitan library – all who have active state documents collections. The State Publications Task Force submitted a report and an addendum to the State Librarian.

### **STATE LAW LIBRARY DIVISION**

- Worked with Mohave County and representatives of the Supreme Court in a collaborative effort to share legal resources between the county law library and the county public libraries.
- Helped reconvene the Arizona Consortium of Law Libraries.
- Planned continuing education classes for public librarians in use of legal materials.

## NEWSLINE® FOR THE BLIND

The Arizona Newsline® will soon be available at sites in Phoenix, Prescott and Tucson. With Newsline® access to newspapers is just a phone call away for blind and visually impaired individuals. Any person who is unable to read the printed paper because of a disability will be able to listen to the newspaper over any touch-tone phone.

This service is being made available through a partnership between the Department of Library, Archives and Public Records (DLAPR), Phoenix Public Library, and Rehabilitation Services Administration at the Department of Economic Security (RSA/DES). One site will be located at Phoenix Public Library to serve the Phoenix area. The Prescott and Tucson sites will be located in DES offices. The Braille and Taking Book Library Division of DLAPR will process applications for service.

Thanks to special funding provided by the Arizona Legislature and by the two other agencies involved, blind individuals will gain access to the information in newspapers at the same time as their sighted colleagues, friends, and family members. Eligible users will be assigned a personal identification number (PIN) and a security code. By dialing in from any touch-tone phone they will be able to select from three national newspapers and a local newspaper. All sites will carry the *Los Angeles Times*, the *New York Times*, and *U.S.A. Today*. The *Arizona Republic* will be available in Phoenix and Prescott, and the *Arizona Daily Star* will be available in Tucson. Early each morning, computers at the National Center for the Blind in Baltimore make contact with computers at the newspaper offices. The text is transmitted to Baltimore, formatted and sent back to each local service center, such as the ones in Arizona that our patrons will dial into. The user hears synthesized voice reading the text. Using a menu they can select which paper, what section and which article they want to hear. They can move forward and back to another paragraph, article or section using the touch-tone keys on the phone. The menu provided allows the user to change the speed and voice quality and even spell out words. Rapid electronic transfer makes the text articles in the current day's issue of participating newspapers available early each morning.

The Department of Library, Archives and Public Records, Phoenix Public Library, and Rehabilitation Services Administration plan to have Newsline® sites in Arizona established and ready for use early in the year 2000.

## ARIZONA STATE DOCUMENTS – OUTLINE OF LEGISLATIVE PROPOSAL

The Department of Library, Archives and Public Records is mandated to collect and preserve “current official reports, public documents and publications, of state, county and municipal officers, departments, boards, commissions, agencies and institutions, and public archives” (A.R.S. 41-1338). The Department has not, within available funds, been able to accomplish this task alone. Moreover, the Department does not have the technical capacity or expertise to cope with the increasing number of electronic documents.

The Department seeks to work with up to six other libraries which also collect state documents. Currently, each library spends a fair amount of time and money in an effort to “do it al.” The Department proposes to collaborate and share resources, an integrated catalog, and preservation efforts, to provide more complete access and preservation of state legal and governmental materials. The Department has received commitment from each library for this collaborative effort.

A set of core documents will be distributed to the partner libraries and to county libraries around the state, providing Arizonans quick access to frequently requested materials. These documents include forty titles determined by the Arizona State Documents Task Force as those most frequently requested by patrons. (A complete list is available at <http://jan.ucc.nau.edu/~rse/corelist.htm>.)

The Department will collect legislative and judicial documents. The partner libraries will divide the executive agencies, with each library collecting, preserving, and providing access to the documents of their respective agencies. These documents will be made accessible to Arizonans through a shared catalog, supported with a combination of interlibrary loan and electronic document delivery services.

The Department will implement software to identify and index state Websites. The Department will work with GITA and Arizona State University to download and store these ephemeral documents electronically, with an eye to long-term preservation through microfilm. (\$200,000)

Partners will receive lump sum up to \$75,000 to pay for professional and clerical help and for a scanner and scanning software depending on the contribution to the overall effort.

Partners will continue to contribute current levels of support to the state documents program. Current contributions are roughly a one-to-one match of requested state funds. State funds may not be substituted for local funding. Total Cost: \$1.6 million (est.). State Cost: \$850,000.

## **ARIZONA WOMEN'S HALL OF FAME – RECOMMENDATION FOR INDUCTION**

The Arizona Women's Hall of Fame is highlighted at the Hall of Fame Museum operated by the Department's Museum Division. Since this museum is part of a legislative agency, I propose that the Library Board review this proposal for the revitalization of the Women's Hall of Fame.

The Arizona Women's Hall of Fame identifies and honors women who have made significant contributions to the territory and state of Arizona. It also collects historical data on women in Arizona that provides a starting point for future scholars doing continued research.

These functions are conducted with oversight of the Department of Library, Archives and Public Records Library Board and an executive committee composed of the Department, the Arizona Historical Society, Sharlot Hall Museum, the Arizona Humanities Council, and the Governor's Office for Women. This executive committee established policy and standards for conduct of the selection process, and appoints members of two other committees: the Nomination Committee and the Selection Committee.

The Nomination committee will be composed of volunteers with academic training or experience in research and writing history from the Arizona Women's Council. They will solicit nominations, verify and supplement information included in those nominations. Members of this committee are also to be responsible for presenting the completed nominations with references indicating the source of information, supporting the nomination in a form that meets academic standards for presentation of historical material.

The Section Committee will be composed of scholars of Arizona, women's history and related academic areas. They will be charged with review of completed nominations for adherence to academic standards for presentation of historical materials. They will also evaluate the nominations and recommend induction of up to six women each year into the Arizona Women's Hall of Fame. The Department of Library, Archives and Public Records Library Board will review and approve or disapprove these recommendations.

The Arizona Women's Council will form a third committee to plan and conduct an appropriate induction ceremony. This Women's Council includes some 85,000 members and involves approximately 30 women's groups.

## PROPOSAL TO INCREASE STATE GRANTS IN AID TO LIBRARIES

A bill folder has been opened at the Legislature, which is the first step in enacting an increase in State Grants In Aid. Since 1981, the Arizona Legislature has helped public libraries meet our citizen's information needs through a program of State Grants in Aid. While our population has grown at an explosive rate, the funding for this program has declined. Our public libraries are struggling to respond to booming demand for information, books, and physical space. While our needs grow, state aid declines in real dollars and puts us far behind the efforts of most states.

This program targets each of the county libraries and those towns with population over 100,000. The program brings benefits to almost every citizen of the state both urban and rural. Our libraries serve hundreds of thousands of citizens each week. We change and improve their lives. This program is critical to helping maintain and improve library service.

This program is not a hand-out but a challenge to local government. There are four requirements that must be met to receive a grant:

1. Match grants with local cash on a dollar for dollar basis, maintaining local funding
2. Spend at least as much as the grant on library service
3. Participate in interlibrary loan with no charges to the users
4. File annual reports with Department of Library, Archives and Public Records

This grant program leverages the state government's investment with local funds to improve library service.

The proposal is to increase this program from \$351,400 to \$1,351,400 per year. How will it be spent?

\$8,51,400 Basic block grant for services such as:

- literacy education
- summer and other reading programs
- service to charter and home schools
- interlibrary loan
- training

\$250,000 Library construction

- new buildings
- remodeling
- meets demands of growing population
- requires a 50-50 match from local sources

\$250,000 Aid to tribal communities

- start tribal libraries
- improve existing library services
- builds on the \$500,000 federal National Leadership Grant

A bill folder has been opened and work has begun on this bill. Today it is a proposal – a dream. It won't become reality unless Arizona's libraries and friends of libraries work to make it happen.

You can help by:

- contacting your legislator, ask them to sponsor and support this initiative
- briefing your city and county officials
- lobbying our Legislators on Legislative Day January 25, 2000

## ARCHIVES SPACE NEEDS – 1995 REPORT

### **What is an historic record?**

Historic records are documents that meet the following criteria: uniqueness, form, volume, enduring value and continuity. If documents cannot meet these rigorous tests, they do not belong in an archives.

### **Who decides what records should be kept?**

Retention schedules set by the State Archivist and the Director of the Records Management Division in consultation with agencies, help determine retention and disposition schedules for all records. Decisions on the fate of records are based on the criteria of uniqueness, form, volume, enduring value and continuity. It is a fact: large quantities of records and not enough storage space force the Archives to apply these values stringently.

### **What percent of all public records are historical?**

Only three to five percent of all records created are defined as “historical” or of “enduring value.”

### **Uses and Users of Archives**

Records are valued and used by their creators and others because they provide for accountability and continuity. State, county and local government employees use historical information in the Archives for informed planning and decision making, and to support continuity, consistency and effectiveness in the operation of government. Records of activity provide evidence of rights and obligations and support the role of law enforcement agencies and the judiciary. In some cases they are legal instruments; e.g., a title or a deed.

They also support information reporting, audit, review and accountability mechanisms.

Other users of archives include genealogists, film companies, lawyers, consultants, the business community, students and professors of history and writers. Citizens and businesses of Arizona search historical records, from marriage licenses to voter registrations to tax lists, to meet their personal and corporate information needs. Use of the State Archives has increased 25 services.

## **Are the archival materials cataloged? How do people access the records?**

The State Archives does not have a catalog. Materials are described in finding aids which have been produced systematically in recent years, but for most older holdings, the finding aids are confusing and difficult to use. Researchers must consult directly with an archivist in order to learn about the archives and to use its holdings. Implementation of plans to provide access to information about the Archives' holdings electronically would impose uniformity and open access to them. A first step is to create an automated catalog. Funds to do this are requested in the FY 96-97 budget request.

What papers have been sent from the Archives to the Records Management Center and why?

As an overflow accommodation, the Records Center is holding 4664 cubic feet of archival materials transferred from Arizona counties, cities, and state agencies. Records include civil, criminal and probate cases, inquests, minutes, tax assessments, marriage licenses, constituent correspondence, flood control studies, and House and Senate journals. These materials date from territorial times to the present. Most materials are sent directly to the Records Center at the time of transfer. Occasionally, damage such as mold occurs to records there, and items are shifted to the Archives, which has a drier environment.

Ideally, decisions on transfer would be based on the reference and intrinsic values of records and the physical condition of materials. In reality, decisions often are dictated by sheer space: e.g., Pima County records, including recordings of the Earp Brothers mining claims, Yavapai County naturalization certificates, Mohave County filings and Yuma County water rights deeds are among the over 4000 boxes or volumes stored in the Records Center. There is no longer room in the State Capitol to add materials.

## **Preservation**

The major enemy of paper records is a poor environment, such as excessive light, uncontrollable dust, severe temperature and humidity variations, and wretched storage conditions. The lower the temperature, the longer archival materials will last. Humidity must be controlled to prevent mold at one extreme and dehydration at the other. An archival facility should maintain the temperature at 68° F. and the relative humidity (RH) at 30 percent. The Archives Storage Area fluctuates between 62° F. and 78°F. and between 10 percent RH and 70 percent. The Records Center is not heated and depends on evaporative coolers, so its climate fluctuates even more dramatically than that in the State Archives.

Light and air quality must also be controlled. All light damages archival materials to some degree. The Archives Storage Area is kept dark, but lights must be on continuously at the Records Center. The Archives staff cleans the storage area annually, but the dust returns within a month. The Records Center was not designed to house permanently valuable items, so only normal dust control is maintained there.

### **Construction of New State Archives Buildings**

Ten states have moved into new buildings in the last ten years. These include Nevada, Minnesota, Missouri, Oregon, South Dakota, Iowa, Michigan, Louisiana, Maryland and Massachusetts. California will move in to its new facility early in 1995. Nearly one-third of all state archives now occupy buildings that are less than 20 years old. In addition, twelve states and one territory reported in 1993 that they were engaged in planning for new buildings.

The most tangible impact of new buildings is the great increase in numbers of visitors, demonstrating the demand for information from historic records when they are made more accessible.

### **What is the Archives now and what remains in agencies?**

The State Archives currently holds 8,000 cubic feet of records from state and local government. The most reliable space requirement projection for the State Archives determined that there exists now in agency offices another 32,247 cubic feet of records and that in the next twenty years an additional 63,500 cubic feet will be produced. The total increase in volume of archival records is anticipated to be 103,797 cubic feet in twenty years. This projection was part of a feasibility study for a new archives building conducted by the architectural firm of Smith, Hinchman and Grylls, Southwest (S.H. & G.), for the Arizona Department of Administration 1987.

### **What are the storage capacities of other Western State Archives?**

<b>State</b>	<b>Archives Storage Capacity</b>	<b>Holdings</b>
Arizona	3,100 cf	8,000 cf
California	75,000	60,000
Colorado	80,000	77,000
Idaho	22,000	22,000
Montana	17,300	11,000
Nevada	12,000	18,100
New Mexico	15,500	15,000
Oklahoma	27,300	27,000
Oregon	60,000	27,000
Washington	N/A	N/A

Average size of state archives holdings (nationally): 33,000

**LEGISLATION PROPOSED/PASSED – 1999**  
**44<sup>th</sup> Legislature – First Regular Session**

**HB 2255 – Cultural Heritage Economic Development**

Sponsors

Representatives: Allen, Carruthers, Flake. Senators: Rios, Day

Co-sponsors

Representatives: Carpenter, Gardner, Verkamp, Voss

Purpose

HB 2255 appropriates \$1.5 million from the state general fund each fiscal year for the establishment of a cultural heritage economic development fund administered by the Department of Commerce for the preservation of Arizona cultural history.

Provisions

1. Establishes a cultural heritage fund from private donations and annual legislative appropriations which the Department of Commerce shall administer and distribute through a contract with a private, nonprofit tax exempt organization [501 ( c ) (3)] with at least five years' statewide grant making experience.
2. Includes a legislative intent clause to establish a program to preserve and market Arizona's rich and diverse cultural history.
3. Requires the Department of Commerce to submit a report to the Legislature and the Governor by December 1, 2003.

Outcome of Legislation

1. Amendment in House Government Operations Committee removed funding for fiscal year 2000-2001, and changed reporting requirement from December 1, 2003 to November 1, 2000.
2. Amendment in House Appropriations Committee removed nonprofit 501 (3) (3) tax exempt from language, and reduced appropriation to \$1 million.
3. The bill was signed by the Governor into law and is now Chapter 263 of 1999.

## **HB 2397 – Historic Properties – Historic Preservation Duties**

### Sponsors

Representatives: Allen, Cardamone, Marsh. Senators: Richardson, Wettaw

### Co-Sponsors

Representatives: Cooley, Flake, Groscost, Lopez, McLendon, Norris, Preble, Vercamp, Weiers. Senator: Aquirre, Arzberger

### Overview

HB 2397 would basically abolish the Arizona Historical Advisory Commission and the Arizona Archaeological Commission and take the whole issue of State Land permits, archaeological and Native American concerns from the State Museum and SHPO, and put it all under a new committee.

### Provisions

HB 2397 modifies duties and transfers responsibilities of several state agencies and two commissions relating to historic preservation. Agencies and commissions affected include the State Museum, Arizona Board of Regents, Arizona State Parks Board, State Historic Preservation Office, Department of Library, Archives and Public Records, Archeology Advisory Commission and Historical Advisory Commission.

#### 1. Arizona State Museum

In addition to current responsibilities to collect and preserve archaeological resources, requires the State Museum to maintain collections and related records of archaeological specimens; inspect repositories that maintain collections to ensure compliance with standards; certify public repositories; require written notice of acquired collections; and notify the State Historic Preservation Officer of a repository's certification, including issuance, renewal and revocation. Allows the Museum to establish and charge fees for certification.

Requires the Arizona Board of Regents to adopt rules for the museum that establish inspection procedures for repositories; certification procedures and grounds for revocation; procedures to recover collections and records from a repository whose certification is revoked or if a repository is dissolved; procedures to loan collections to qualified, out of state public institutions; and procedures for performing the museum director's duties.

## 2. Arizona State Parks Board and State Historic Preservation Officer (SHPO)

Modifies the duties of the Arizona State Parks Board by transferring certain duties from the Board to the State Historic Preservation Officer (SHPO). Duties affected include administration of the state historic preservation program; advising federal and state agencies, political subdivisions of the state and others on identification and preservation of property with historic or prehistoric significance; administering an Arizona register of historic places; accepting applications to classify property as historic; and monitoring state agency management of historic property.

Requires the SHPO to establish a geographic information system that includes the location of sites that have been surveyed and property that may be eligible for the register of historic places.

Transfers the responsibility to issue permits to explore or excavate archeological or historic sites on state land from the State Museum Director to the SHPO. Requires the SHPO to inform the museum of all permits that are issued. Allows the SHPO to charge permit fees to cover administrative expenses associated with one full-time employee.

Requires that discoveries of archeological or historic sites discovered on public land be reported to the SHPO, rather than to the State Museum Director. Retains the requirement to notify related or interested parties.

## 3. Boards and Commissions

Establishes the seventeen-member Arizona Historic Properties and Antiquities Board (AHPAB), which assumes the duties of the Arizona Historical Advisory Commission and the Archeology Advisory Commission. The AHPAB is also responsible for developing standards to survey, identify and document significant sites and artifacts. Replaces the Arizona Historical Advisory Commission and repeals the Archeology Advisory Commission. Provides that members of the Arizona Historical Advisory Commission will serve on the AHPAB until the expiration of their normal terms.

Establishes a Standards Peer Review Committee, consisting of five members of the Arizona Historic Properties and Antiquities Board, to review studies resulting from permits, to determine the extent to which the studies yield new information and to review the efficacy of the standards developed by the Board.

#### 4. Funding and Effective Date

Transfers funding from the Arizona State Museum to the Arizona State Parks Board to perform tasks relating to administering inventory and reviewing agency plans. As positions are vacated at the State Museum, two positions will be established in the SHPO to perform those functions.

Provides a delayed effective date of July 1, 2000 for provisions relating to permits for excavation or collection.

#### Outcome of Legislation

Held in House Appropriation Committee.

#### **HB 2403 – Library Employees; Personnel System; Exception**

The Department submitted a request to put its employees in the Legislative personnel system. This is something that the Department of Administration requested the Department consider, the Library Board approved, and the bill was submitted to the Legislature with multiple sponsorship. Director Wells met with every staff person on this issue, and said that it would do nothing to alter people's current status unless they chose for it. All Department vacancies would become uncovered positions and the Department would incrementally become a pure Legislative agency of uncovered positions. Being in the Legislative personnel system provides a lot more flexibility and appropriateness given the Department's placement in state government.

#### Sponsors

Representatives: Groscost, Johnson. Senator: Petersen

#### Co-Sponsors

Representatives: Cooley, Flake, Gardner W., Jarrett, Knaperek, Weiers. Senatos: Bennett, Bowers.

#### Purpose

Makes all new employees of the Department of Library, Archives and Public Records exempt employees.

## Background

Statute provides for the creation of five Legislative offices: the Joint Legislative Budget Committee, the Office of the Auditor General, the Department of Library, Archives and Public Records, Legislative Council and Ombudsman Citizens' Aide. With the exception of the Ombudsman, all of these offices have a joint committee to oversee their actions. By statute these Legislative offices are granted the authority to hire staff to complete the duties and responsibilities conferred on the office.

Additionally, §41-771, Arizona Revised Statutes, stipulates that all state officers and employees appointed or employed by the Legislature, or either house of the Legislature, are exempt from the personnel merit system. Employees exempt from the system are commonly referred to as "at will" employees because the employee serves at the pleasure of the appointing or hiring officer.

Unlike the other Legislative offices, however, some employees of the Department of Library, Archives and Public Records are currently subject to the merit system. H.B. 2403 proposes to remove the Department of Library, Archives and Public Records from under the merit system, like other Legislative offices, by making all new hires of the Department exempt employees. H.B. 2403 holds current employees of the Department harmless.

There is no known fiscal impact associated with this legislation.

## Provisions

1. Removes language subjecting employees of the Department of Library, Archives and Public Records to the DOA personnel system.
2. Grandfathers current employees of the Department under the merit system.
3. Contains a general effective date.

## Outcome of Legislation

The bill was signed by the Governor into law and is now Chapter 117 of 1999.

## **HB 2521 – Vital Records; Transfer**

The bill would transfer Vital Records from the Department of Health to the Department of Library; Archives and Public Records. The transfer was reflected in the budget (House adopted version) and a piece of legislation. Wells said that there is a lot of controversy over that issue, because it doesn't just move the record keeping function, but the statistics responsibility – vaccination statistics, etc.

## Sponsors

Representatives: Groscost, Johnson, McGrath

## Co-Sponsors

Representatives: Anderson, Blewster, Knaperek, McGibbon, Weiers

## Purpose

Transfers, from the Department of Health Services (DHS) to the Department of Library, Archives and Public Records (DLAPR), the Office of Vital Records.

## Background

The Office of Vital Records is responsible for providing certified copies, certified corrections and government copies of birth and death records; input, maintenance and updating of birth and death record data; aggregate statistical reports for federal, state and authorized organizations; and specialty services, including adoption reunion and genealogy services.

According to DHS, for FY 1997-1998, Vital Records handled more than 200,000 requests, including 170,000 birth records, 15,000 death records, 13,000 government verifications and 2,000 general record requests. In 1998, Vital Records received a daily average of 260 phone calls, 350 counter visits and over 600 mail requests. DHS projects a customer annual base growth rate of five percent.

In addition to its customer service obligations, Vital Records also provides information and technology support services relating to vital records and statistics. For example, Vital Records maintains and services computer links between the Vital Records database and Maricopa and Pima county health departments. Vital Records also compiles and transmits vital records data for the U.S. Social Security Administration and the Centers for Disease Control and Prevention.

In 1998, DHS conducted an internal assessment of Vital Records to address customer service issues. In response, Vital Records expanded the number of services windows, created a separate window to handle special customer needs, redesigned and enlarged the customer waiting area and increased customer application information and assistance.

According to Joint Legislative Budget Committee staff, the provisions of the bill may contain a fiscal impact depending on how DLAPR resolves issues raised regarding the Vital Records database, either by purchasing a new computer system or by contracting with DHS to share the vital records data.

## Provisions

1. Transfers, from DHS to DLAPR, the requirement to administer a system of vital records and public health statistics.
2. Transfers, from DHS to DLAPR, the requirements to prescribe minimum standards of performance for local registrars, establish fees and adopt rules to implement the system of vital records.
3. Replaces DHS with DLAPR as the state registrar of vital statistics.
4. Makes numerous conforming changes related to the transfer, including disclosure of records, copies of and data from vital records, the extension of filing deadlines for birth, death and fetal death certificates and medical certifications of cause of death and for obtaining disposal-transit permits and the issuance of disposal-transit permits before a certificate of death or fetal death certificate is filed.
5. Stipulates DLAPR succeeds the powers and duties of DHS relating to the state's system of vital records and public health statistics.
6. Specifies the transfer of responsibilities does not affect the valid obligations of DHS before the effective date of the bill.
7. Continues rules promulgated by DHS relating to vital records and public health statistics until superseded by administrative action taken by DLAPR.
8. Transfers, from DHS to DLAPR on the effective date of bill, all administrative matters, contracts and judicial and quasi-judicial actions.
9. Transfers, from DHS to DLAPR, all equipment, records, data and investigative findings and unencumbered appropriations.
10. Transfers, from DHS to DLAPR, all vital records and public health statistics personnel.
11. Makes numerous technical and conforming changes.
12. Contains a general effective date.

## Outcome of Legislation

Passed the House of Representatives on second consideration, but was held in the Senate Health Committee.

## **HB 2929 – Public Schools; Internet Access (Became: Computer Access; Minors; Schools; Libraries)**

### Sponsors

Representatives: Anderson, Groscost, Johnson. Senator: Petersen

### Co-Sponsors

Representatives: Hart, Horne, McGibbon, McGrath, Schottle

### Overview

HB 2409 requires public schools and public libraries to develop ways to prevent minors from gaining access on the internet to materials that are considered harmful to minors.

### Provisions

1. Defines "harmful to minors" and "public access computer."
2. Requires a public school that provides public access computers to install computer software that would prevent minors from gaining access to material that is harmful to minors or to purchase internet connectivity from an internet service provider that limits access to material that is harmful to minors.
3. Requires the governing board of every school district to establish standards and rules in order to enforce the law requiring them to prevent minors from accessing material that is harmful to minors on the internet.
4. Requires public libraries to do one or both of the following: 1) equip computers with software or purchase internet connectivity from an internet service provider that will limit minors ability to access material that is harmful to minors or 2) develop and implement a policy to restrict minors from gaining access to material that is harmful to minors.
5. Stipulates that the Director of the Department of Library, Archives and Public Records will be required to establish rules and regulations for the enforcement of a policy developed by a public library.
6. Stipulates that a public school or public library that complies with this law will not be held liable for any damages that might arise from a minor gaining access to material that is harmful to minors through the use of a public access computer in that school or library.

### Outcome of Legislation

1. Amendment in the House Government Reform Committee strikes everything after the enacting clause with new text.
2. Amendment in the Senate Family Services Committee specifies that a public school or public library that complies with this law will not be “criminally liable” instead of “held liable”.
3. The bill was signed by the Governor into law and is now Chapter 73 of 1999.

**LEGISLATION PROPOSED/PASSED – 1999**  
**44<sup>TH</sup> Legislature – First Special Session**

**SB1004 – Omnibus Budget Reconciliation; Public Finances**

Sponsors

Senators: Gnant, B.Burns, Cirillo

Purpose

Establishes a Records Storage Fund for the Records Management Division of the Department of Library, Archives and Public Records and allows for collection of storage fees. Appropriates funds for special acquisitions and for reclassified positions.

Provisions

1. Allows the Department of Library, Archives and Public Records to charge state agencies for records storage and establishes a records storage fund to receive these changes under 41-1345.
  - establishes a fee schedule to systematically charge agencies for services related to record storage and deposit monies received from fees in the records storage fund established by subsection b. of this section.
  - establishes a records storage fund consisting of monies deposited pursuant to subsection a, paragraph 9. of this section. The director of the Department of Library, Archives and Public Records shall administer the fund for the purposes provided in subsection a. of this section. Monies in the fund are subject to legislative appropriation and are exempt from the provisions of section 35-190 relating to lapsing of appropriations.
2. Allows \$200,000 appropriated by Laws 1998 for fiscal year 1999-2000 to be used for microfilming, binding, digitalizing and cataloguing of the Department's collections, for new purchases to augment the Department's collections, and for increased legislative electronic information resources and to fund a reclassification of the Department's full-time employee positions.

Outcome of Legislation

1. The bill was signed by the Governor into law in and is now Chapter 3 of Special Session 1999.

Appropriations Report – 2000, 2001

Appropriations Report – 2000, 2001

Appropriations Report – 2000, 2001

Appropriations Report – 2000, 2001

Appropriations Report – 2000, 2001

Appropriations Report – 2000, 2001

Appropriations Report – 2000, 2001

Appropriations Report – 2000, 2001

**1999 SUNSET REVIEW  
RECOMMENDATIONS – RESPONSES**

The 1999 Sunset Review for Arizona Department of Library, Archives and Public Records outlined 11 recommendations. The Committee of Reference accepted the report including the recommendations for consideration by the Legislature. Here is an overview of the costs related to implementing those crucial recommendations.

Recommendation 1. The legislature should expand storage space for the Arizona archives collection. This legislative action should be based upon a systematic review and evaluation of storage expansion options and costs conducted by the Department.

**Response:** The citizen group Friends of Arizona Archives has notified the Department that they intend to seek legislative support for a \$20 million new Archives building. There is a new Department facility on the Capitol Mall master plan. Department of Administration (DOA) estimates the planned storage building for Library and Archives near the current Records Center would be:

Phase I	37,000 sq. ft	\$ 5.6 million
Phase II	54,000 sq. ft	\$ 8.1 million
Total:		\$13.7 million

Although we are grateful for the legislative decision to establish a State Records storage fund allowing us to implement cost recovery for all records services, that fund *is not* intended to replace the need for a new building, nor is it meeting early estimates for income. The funds raised for the new Records Storage fund are lower than anticipated. Since the billing for records services was not anticipated by the agencies, we have kept costs lower in this initial stage. Also, estimates were based on activity and services that were free – agency use is lower than previously experienced due to new costs involved.

Recommendation 2. The Legislature should provide for enhanced environmental controls and fire safety installations for the Arizona archives collection. This legislative action should be based upon a systematic review and evaluation of environmental control and fire safety options, costs and priorities conducted by the Department.

**Response:** Department of Administration (DOA) has earmarked \$80,000 to repair with the fire alarm system in the 1919 and 1938 Capitol Additions housing Library and Archives. DOA estimates the total cost of a combined fire alarm and sprinkler system to be \$350,000 - \$450,000. It would be more efficient and cost effective to install both alarm and sprinkler systems at the same time. Cost difference estimated at \$250,000 to \$350,000. Our entire Arizona historical documentation is only a spark away from total loss.

Recommendations 3. and 10.(State documents) are covered in a separate letter and comprise a separate legislative initiative (\$850,000).

Recommendation 4.The Department should continue to make communications with staff a priority.

**Response:** No new budget cost.

Recommendation 5.The Department should conduct a salary survey and develop a compensation plan and present this information to the Legislature.

**Response:** We have contracted with the School of Information Resources and Library Science, University of Arizona to conduct a statewide salary survey for our four professions (due November 30, 1999). We will then be able to refine our estimate. We are also awaiting DOA determination regarding CMR or SMA reimbursement for our covered staff. That decision will also impact our total. However, we estimate between \$434,000 and \$616,000 plus ERE will be necessary to bring our salaries up to either legislative or statewide market rates.

Recommendation 6.The Department should continue to give high priority to providing research services and raising its visibility with the Legislature.

**Response:** Current costs for enhanced Legislative services average between \$80,000 and \$110,000 depending on databases selected and the level of activity. We received no new funds for this effort and inadvertently lost \$65,000 remaining from SB1151 of 1998. The restoration of those funds would be of tremendous help.

Recommendation 7.The Department should provide more timely pick-up of agency records for storage at the Records Management Center.

**Response:** The Department request for a delivery van of suitable size was denied during the last budget cycle. We hope to earn sufficient Record Storage funds to buy the necessary vehicle (\$40,000).

Recommendation 8.The Legislature should review notification requirements regarding historic items to determine if the statutes should be revised.

**Response:** No new budget cost.

Recommendation 9.The Legislature should revise the enabling statutes governing the organization of the Department to designate the Department's responsibilities without requiring the establishment of particular divisions.

**Response:** No new budget cost. (legislation pending)

Recommendation 11. The Department should study the Arizona Historical Advisory Commission's current responsibilities to determine if statutory revisions are necessary and make recommendations to the Legislature.

**Response:** Unknown at this time.

Sincerely,

GladysAnn Wells, Director



## STRATEGIC PLAN – 2000/2001

***To Ensure that the Arizona Legislature and Arizonans Have Access to the Information They Need Today, and to the History of Arizona for Tomorrow, through Partnerships with All Types of Cultural Institutions***

### **Mission:**

The Department serves the Arizona Legislature and Arizonans, providing public access to public information, fostering historical/cultural collaborative research, information projects and ensuring that Arizona's history is documented and preserved

### **Description:**

The Department of Library, Archives and Public Records provides information services as authorized in Arizona Revised Statutes 41-1331 through 41-1352. Research and reference services are provided in the subject areas of law, government, 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 grants for public libraries and other authorized services are administered and monitored. Special library and information services are offered for anyone who 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 disposed through archival retention programs. Exhibits are created to educate the public regarding government-related history and the legislative process. These services are provided through the divisions of the Department: History and Archives, Braille and Talking Book Library, Library Extension, Museum, Records Management, Research Library, and State Law Library.

### **Internal/External Assessment Summary:**

#### Customers:

Internal: Legislature, Department Staff, Legislative Agencies.

External: Public, School and Academic Libraries, Courts, State and Local Officials, Legal Community, Historians, Genealogists, Arizona Residents, State Agencies, Education Community, Out of State Customers, Federal Agencies, Cultural Community.

Stakeholders: Legislature, Library Community, Vendors, Schools, Local Government, Department Staff, Executive and Judicial Branches, and Cultural Community.

Internal Factors:

Strengths: Support of the Legislature  
Skilled department staff  
Positive relationship with Legislative agencies  
Maintain unique collections  
Collaborative ability

Weaknesses: Insufficient staffing levels  
Inadequate and inappropriate space to house  
archival and records collections  
Insufficient funding  
Disparate technology

External Factors:

Opportunities: Rapidly changing technology  
Increasing requests for information and services  
Relationship with leadership in all branches of government  
Relationship with professional associations  
Provision of increased services to elected and appointed officials  
Alternative funding sources and grants  
Provision of service to all constituents  
Partnerships with customers and stakeholders

Threats: Rapidly changing technologies  
Possible loss of grant funds  
Possible reduced funding  
Increases in cost of materials and services needed to serve customers  
Insufficient outreach to uninformed customers and stakeholders  
Insufficient staff to meet service demands

**Strategic Issues:**

Acquire and catalog State documents  
Increase staff salaries  
Obtain sufficient and appropriate space to house  
archival and records collections  
Increase state grants-in aid funds for public libraries  
Streamline boards and commissions

## **Goal Summary:**

- Goal 1: Provide access to public information
- Goal 2: Preserve Arizona's history
- Goal 3: Promote statewide collaboration
- Goal 4: Provide information services to the Legislature

## **Guiding Principles:**

The Department of Library, Archives and Public Records (DLAPR) holds the following principles:

- People: Respect for employees and customers  
Quality service for all customers  
Quality workplace for each staff member
- Process: Continuous identification of DLAPR's customers and their needs. Quality staff development at all levels of employment. Quality management through team development. Leadership at all levels. Improvement of critical processes for efficiency, effectiveness, and responsiveness to customers. Formation of partnerships with cultural institutions.
- Performance: Provide accurate information. Exceed customer expectations. Measure customer satisfaction. Utilize all resources responsibly. Focus on what needs to be done. Expect to be accountable for all job tasks. Work with customers in a friendly, positive, and effective manner.

Past Services: The Department provides and maintains unique collections. Materials, consulting services, and training serve direct needs of our customers. Public perception of the Department is increasingly positive. Members of the Legislature and the Courts are building a quality relationship with the Department. Employees provide quality work.

Present Services: Utilizing the strength of strategic partnerships, highlights of current program services include:

<u>Division</u>	<u>Project</u>	<u>Partner</u>
History and Archives	Workshops and consultations	State and local governments, universities, schools, genealogy groups
	Study group on digitization of photographs	Arizona State Imaging Network
	Newspaper Project	NEH, RMD
	Archives Week	Archival repositories, museums, libraries
	Arizona History Collection	Historical researchers, Legislature
	Public History Workshop	ASU History Dept., graduate students
	National History Day	Coordinating Council for History in Arizona, Nat'l History Day Board, teachers, students
Braille and Talking Book Library	Sublending agencies Public education	Public libraries Agencies of and for the blind, visually impaired and physically disabled
	Local recording, machine repair and other volunteer activities	Volunteers
	Fund raising	Friends
	Outreach Pilot Project	Legislature, Foundation for Blind Children, ADE
	Newsline Project	Phoenix Public Library, NFB, DES

<u>Division</u>	<u>Project</u>	<u>Partner</u>
Library Extension	Resource sharing	Public, academic, and school Libraries
	Economic development	Private business, state and local governments
	Museum Circuit Rider Project	Museum and library communities
	Gates Foundation Grants	Public libraries, Public Library Leadership Coalition
	Technology assistance for Libraries	Public libraries, AMIGOS, Technology consultants
	Public library development	Public libraries, State Legislature
	Distribution of state and federal grant monies	Public libraries, Museums, State Legislature, Federal gov't
	Reading and literacy programs	Public libraries, Arizona Humanities Council
Museum	Education tours and programs including museum store	Schools, public cultural institutions, state agencies, volunteers, History & Archives & Research Divisions
	Exhibits	Legislature, youth groups museum community, vendors, Elderhostel,  private citizens, schools

<u>Division</u>	<u>Project</u>	<u>Partner</u>
	Preservation of Megargee paintings	Museum and philanthropic communities
	Fund raising	Museum Guild
	Centennial and Renovation projects	Legislature, ADOA, SHPO
Records Management	Consulting with State and Local Governments	State and local government officials and agencies*
	Records Management Training	State and local government officials and agencies*
	Storage of inactive records	State officials and agencies
	Publication of manuals	State and local government officials and agencies*
	Preservation imaging	Archives Division Research Division Library of Congress state agencies, Newspaper Project

\* Includes all state and local government officials and agencies comprised of state agencies, county officials and agencies, school districts, municipalities, universities, community colleges and special districts. Include judicial and legislative branches when requested.

<u>Division</u>	<u>Project</u>	<u>Partner</u>
Research Library	Map preservation	Archives Division
	State documents project	Arizona State Agencies
	Legislative Documents	Legislature
	Legislative Info. Services	Legislature
	Online Public Access Catalog	Legislative Council
	Cultural Inventory Project	Public libraries, museums, historical societies, AZ Humanities Council, universities
	Arizona Convocations	Museums, libraries, archives, cultural institutions
State Law Library	Retrospective conversion	Other Divisions
	Collection development	Arizona legal community
	Continuing education classes	Legislative Council, Courts, Legal community, library community
Director's Office	Five State Indian Grant	Tribes, Cultural institutions, LED
	Department wiring/ technology upgrade	DOA, Legislative Council

**PROGRAM LEVEL GOALS AND OBJECTIVES:**

**GOAL 1. TO PROVIDE ACCESS TO PUBLIC INFORMATION**

**Objective 1:** In 2000, the History and Archives Division will increase access to birth and death records by 10%. In 2001, History and Archives Division will increase access to birth and death records by 10%.

Type:	Performance Measure:	FY1999 Actual	FY2000 Expected	FY2001 Expected
Input:	FTE	2.5	2.5	3
	Film Readers	4	4	4
	Reader/printers	1	3	3
	Rolls of film	368	382	396
	Microfilm cabinets	1	1	1
	Space (sq.ft.)	1,250	1,250	1,250
	Researcher furniture	8 sets	8 sets	8 sets
	Researcher outreach on www.	2	2	2
	in publications	6	4	4
	on DLAPR-L	2	2	2
	Written Guides for researchers	1	1	1
Expenditures	71,200	71,200	71,200	
Output:	Requests filled	1,076	1,183	1,301
	Film used	2,477	2,725	2,998
	Groups contacted	200	250	300
	Requests for talks/presentations	8	16	8
Outcome:	Total researches served	1,076	1,183	1,301
	Total attendees at presentations	200	250	300
Efficiency:	%patrons able to access records	90%	90%	90%
Quality:	%patrons satisfied with service	90%	90%	95%

**Objective 2:** In 2000, the Braille and Talking Book Library staff will provide better service to their clientele through increased access to professional librarians by lowering the number of patrons per Reader Advisor by 6.8%.

In 2001 the Braille and Talking Book Library staff will provide better service to their clientele through increase access to professional librarians by lowering the number of patrons per Reader Advisor by 6.5%.

Type:	Performance Measures	FY 1999 Actual	FY2000 Expected	FY2001 Expected
Input:	Arizona Residents Eligible for Talking books Reader Advisors/FTE	67,800 4	69,500 4.5	71,000 4.5
Output:	Items circulated	447,468	453,831	460,639
Outcome:	Patrons/institutions served	12,406	13,000	13,500
Efficiency:	Patrons per Reader Advisor* % of Eligible citizens served	3,100 18%	2,888 19%	2,700 19%
Quality:	% of patrons rating service "very good" to "excellent"	94.4%	95%	95%

\*The American Library Association *Revised Standards and Guidelines of Service for the Library of Congress Network of Libraries for the Blind and Physically Handicapped* states that there should be one Reader Advisor for every 1500 patrons served.

**Objective 3:** In 2000, the Braille and Talking Book Library staff will better serve their clientele with complete and usable talking books by maintaining the level of books inspected at the 98.8% level.

In 2001, the Braille and Talking Book Library staff expects to increase the percent of inspected cassettes by 99%.

Type:	Performance Measures	FY 1999 Actual	FY2000 Expected	FY2001 Expected
Input:	Arizona Residents Eligible for Talking books	67,800	69,500	71,000
	Reader Advisors/FTE	3	3	4
Output:	Items circulated	447,468	453,831	460,639
	Cassette books circulated	389,863	396,668	400,782
Outcome:	Magazines inspected	41,671	42,372	42,826
	Cassette books inspected	385,200	391,668	396,774
Efficiency:	% of Magazines inspected	100%	100%	100%
	% of Cassette books inspected	98.8%	98.8%	99%

**Objective 4:** In 2000, the Braille and Talking Book Library will promote Arizona recorded books and encourage young readers to use talking books by increasing the number of bibliographies sent out by 51.1%.

In 2001, the Braille and Talking Book Library will maintain the number of bibliographies sent out at the same level.

Type:	Performance Measures	FY 1999 Actual	FY2000 Expected	FY2001 Expected
Input:	New cassette book Bibliographies produced	24	20	20
Output:	Average number of copies Sent to patrons per month	600	1,000	1,000
Outcome:	Cassette books mailed	389,863	394,425	400,782
	Arizona books mailed	2,1834*	26,720	27,254
	Books mailed to youth	2,716	2,775	2,846
Efficiency:	% of books coming from the Arizona Collection	5.6%	6.7%	6.8%
	Percentage of books sent to youth	.696%	.7%	.71%

\* The Arizona collection was unavailable for two months of fiscal year 1999 due to remodeling project. Therefore this figures is for only 10 months.

**Objective 5:** The Braille and Talking Book Library plans a major outreach campaign for FY2000.

In 2000, public education efforts to reach more blind, visually impaired and physically disabled residents will be increased and the library expects to increase the number of patrons served by 4.8%.

In 2001, the Braille and Talking Book Library expects to increase the number of patrons served by 3.9%.

Type:	Performance Measure:	FY1999 Actual	FY2000 Expected	FY2001 Expected
Input:	Arizona residents eligible for talking books	67,800	69,500	71,100
Output:	Public education activities	30	50	40
	Number of people reached	1,382	2,042	1,572
Outcome:	New patrons registered	1,881	2,069	2,000
	Patrons served annually	12,406	13,000	13,500
Efficiency:	Percent of eligible residents receiving service	18%	19%	19%

**Objective 6:** In 2000, to improve public library operations, management, and facilities the Library Extension Division will increase consulting contacts by 3%, thereby improving access to information for all Arizonans. Contacts include site visits, telephone consultations strategic planning sessions, meetings, conferences, building projects, statewide projects and training events.

In 2001, to improve public library operations, management, and facilities the Library Extension Division will increase consulting contacts by 3%, thereby improving access to information for all Arizonans.

Type:	Performance Measure	FY 1999 Actual	FY2000 Expected	FY2001 Expected
Input:	Librarian V	.4	.6	.6
	Librarian IV	.9	.9	.9
	Librarian IV	.8	.8	.8
	Librarian IV	.7	.7	.7
	Admin Sec	1	1	1
	C/T	1	1	1
	C/TII	1	1	1
	C/TII	1	1	1
Output:	Consultations	21,985	23,080	24,229
	Site visits	45	47	50
	Strategic planning sessions	164	164	164
	Meetings/Conferences	7	1	0
	Economic Information Development Centers	27	27	27
	Library facilities built or remodeled with LED guidance			
Outcome:	Participants at workshops	3,521	3,838	4,030
	Participants in programs (ARP, EDIC)	98,000	99,000	100,000
	Customer satisfaction	85%	90%	95%

**Objective 7:** In 2000, the Museum Division staff will maintain services for visitors during rehabilitation of the Capitol Museum.

In 2001, the Museum Division staff will increase services for visitors by 125%.

Type:	Performance Measure:	FY1999 Actual	FY2000 Expected	FY2001 Expected
Input:	Tours	1,112	800	1,1600
	Walk-in visitors	28,466	38,000	40,000
	Programs	4	4	10
	Program participants	9,378	6,500	10,000
Output:	Toured visitors	24,902	16,000	36,000
	Total visitation	53,368	54,000	76,000
Outcome:	School Groups, visitors, legislators, and constituents have the opportunity to learn more about State Government history, functions and legislative process			
Efficiency:	Ave. tour size	22	22	22
	% of previous year for tours	78%	101%	140%
	% of previous year for total			
Quality:	To be determined by visitor surveys	85%	85%	95%

**Objective 8:** In 2000, the Museum Division Staff will continue the removal and reinstallation of Capitol Museum exhibits as necessary for rehabilitation of the Capitol building. Staff will install new exhibits and the store or retire exhibits.

In 2001, the Museum Division Staff will continue the removal and retirement or reinstallation of old exhibits and the installation of new exhibits.

Type:	Performance Measure:	FY1999 Actual	FY2000 Expected	FY2001 Expected
Input:	Move	4	5	3
	New	4	9	9
	Revised	3	0	1
	Stored/retired	9	0	0
	Special/unscheduled	42	30	30
	Annual	3	4	4
Output:	Total exhibit activity	65	49	47
	Note: Exhibit activity is inconsistent because of ongoing construction.			
Outcome:	Exhibits are moved, stored and reinstalled to continue service to the public and to make spaces available to the contractor for rehabilitation of the Capitol building.			
Efficiency:	Work accomplished as scheduled.			
Quality:	To be determined by visitor surveys.	90%	90%	95%

**Objective 9:** In 2000, the Records Management Division will increase the number of records received by 5%, by providing adequate, secure, and fire-protected storage, retrieval and destruction of state agency records. In 2001, the Records Management Division will increase the number of records received by 10%, by providing adequate, secure, and fire-protected storage, retrieval and destruction of state agency records.

Type:	Performance Measures	FY1999 Actual	FY2000 Expected	FY2001 Expected
Input:	FTE's	5	7	7
	Records center storage capacity (cu. ft.)		190,000	***
	Automated inventory system	*	*	*
	Materials handling equipment	**	**	**
	Records storage facility built and maintained to 3 hour fire standards	Yes	Yes	***
	Fire Suppression/detection system (sprinklers)	Yes	Yes	Yes
	Entry and fire alarm systems	Yes	Yes	Yes
	* Compaq (DEC) Alpha server system and software requiring periodic upgrades			
	** Various conveyors, hand trucks, pallet jacks, ladders, etc.			
	*** Additional space for both records and archives will be leased on an as needed basis until new or additional space is constructed.			
	**** Current system not fully functional			
Output:	Records in Storage (cu. ft.)	171,925	190,000	209,000
	Space available (cu. ft.)	1,875	0	*
	Records received (cu. ft.)	38,133	40,040	44,044
	Records destroyed (cu. ft.)*	50,538**	15,000	17,000
	Retrievals completed	15,230	16,000	17,000
	* Additional space for both records and archives will be leased on an as needed basis.			
	** Completed litigation (Tobacco case and Revenue cases) freed up backlog of records for destruction			
Outcome:	Total office space recovered (sq. ft.)	171,925	190,000	209,000
	Public records protected from fire, theft and vandalism (cu. ft.)	171,925	190,000	209,000
	RMC space recovered (cu. ft.)	50,538	15,000	17,000
Efficiency:	Records (avg.) received per day (cu. ft.)	173	181	226
	Retrievals (avg.) completed per day	69	72	77
	Records (avg.) destroyed per day	229	668	77
Quality:	Condition of fire and security systems	good	good	N/A
	Probability of loss due to inadequate or failed fire or security system	remote	remote	N/A

**Objective 10:** In 2000, the Research Library staff will increase the number of legislative and other governmental reports available to the Legislature and the general public by 20%

In 2001, the Research Library staff will increase the number of legislative and other governmental reports available to the Legislature and the general public by 8%.

Type:	Performance Measures	FY1999 Actual	FY2000 Expected	FY2001 Expected
Input:	Librarian II (gr. 17)	05	.15	.15
	Librarian I (gr. 17)	.15	0	0
	Clk/Typist II (gr. 9)	.05	.05	.05
	Reports produced	40	40	40
Output:	Reports processed into and searchable in the online catalog	60	63	66
Outcome:	% of received reports available to Legislature and public via online catalog. This material is important to document the history of legislative issues and will provide public access to legislative reports.	60%	70%	80%

**Objective 11:** In 2000, the Research Library Staff will increase the number of titles available through the online catalog will be increased by 10%. In 2001, the Research Library Staff will increase the number of titles available through the online catalog will be increased by 10%. Titles added will include books, Federal and State agency publications, and historical records.

Type:	Performance Measures	FY1999 Actual	FY2000 Expected	FY2001 Expected
Input:	Librarian V (gr. 22)	.25	0	
	Librarian IV (gr. 21)	.5	.1	
	Librarian III (gr. 20)	.25		
	Librarian II (gr. 19)	.25		1.5
	Librarian I (gr. 17)	.1		
	Library Associate (gr. 15)	1.5	N/A	N/A
	C/T III (gr. 11)	.2	1.5	1.5
	C/T II (gr. 9)	.2	.2	
	C/T I (gr.8)	.1	.75	
	New equipment	Sun		N/A
	Annual maintenance	Backup tapes, Solaris upgrade		N/A
	Annual GPO tape	Marcive tape		N/A
	Output:	# of collections to be entered into online catalog	N/A	9
% of collections added to online catalog		60%	7%	80%
Outcome:	Legislature, state agencies and general public are able to access the collection online.			

Quality:	% clients satisfied with searching in online catalog	N/A	80	80%
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**Objective 12:** By 2000, the Department will increase Arizona residents' access to State Agency web-based information through the development of a Government Information Locator System.

By 2001, the Department will increase Arizona residents' access to State Agency web-based information by 8.25%.

Type:	Performance Measure	FY 1999 Actual	FY2000 Expected	FY2001 Expected
Input:	Librarian V	N/A	.1	.1
	Librarian VI	N/A	.1	.1
	Legislation to create GILS	N/A	1	.1
Output:	Advisory committee meetings	N/A	12	8
	Training sessions	N/A	12	12
	GILS	N/A	1	1
Outcome:	To make electronic publications of state agencies easily available to Arizonans	N/A		
Efficiency:	Number of publications indexed on system	N/A	7,000	8,000
Quality:	Customer satisfaction	N/A	85%	90%

**Objective 13:** In 2000, staff will evaluate and enhance the collections in the Arizona History, Research, and State Law Library divisions, increasing the total number of collections evaluated to 40%.

In 2001, staff will evaluate and enhance the collection in the Arizona History, Research, and State Law Library divisions, increasing the total number of collections evaluated to 80%.

This effort will focus our collection development to 1) ensure more effective and efficient use of resources and 2) promote collaboration with other institutions by clearly defining areas of collection emphasis and avoiding redundancy in collection effort.

Type:	Performance Measures	FY1999 Actual	FY2000 Expected	FY2001 Expected
Input:	Div. Director (gr. 22)	.375	.25	.25
	Librarian IV (gr. 21)	0	.025	.025
	Librarian III (gr. 20)	.5	.5	.5
	Librarian II (gr. 19)	.85	.8	.6
	Librarian I (gr. 17)	.025	0	0
	Funds SB1151	\$100,000	0	TBD
Output:	% of policies updated	70%	100%	100%
	% coll evaluated	40%	80%	100%
	% books acq'd using new policies	60	80%	100%
Outcome:	% of collections aligned w/ ARS	100%	100%	100%
Quality:	% clients satisfied w/ collection on user survey	80%	80%	80%

**Objective 14:** In 2000, the State Law Library staff will provide greater access to legal information to members of state government, the legal community and the public by 10%.

In 2001, the State Law Library staff will provide greater access to legal information to members of state government, the legal community, and the public by 10%.

Type	Performance Measure	FY1999 Actual	FY2000 Expected	FY2001 Expected
Input:	Deputy Director	.01	.01	.01
	Division Director	.24	.25	.25
	Librarian II	.40	.40	.40
Output:	Working committee	1	1	1
	Meetings	10	10	10
	Web Page	1	1	1
Outcome:	More individuals using the State Law Library	10,000	15,000	5,000
	AzLA Presentations	1	1	1
Quality:	Greater access to legal information	10%	15%	15%

**Objective 15:** In 2000, the Department will increase programs regarding resource sharing among Arizona's libraries through the development of a Resource Sharing Task Force, collaborative access to electronic information resources, enhanced Internet access, and stimulation of interlibrary loan and resource sharing activities by 33%.

In 2001, the Department will increase programs regarding resource sharing among Arizona's libraries through the development of a Resource Sharing Task Force, collaborative access to electronic information resources, enhanced Internet access, and stimulation of interlibrary loan and resource sharing activities by 40%

Type:	Performance Measure:	FY1999 Actual	FY2000 Expected	FY2001 Expected
Input:	OCLC FirstSearch databases	\$90,000	\$150,000	\$175,000
	FirstSearch ports	10	15	25
	Retrospective conversion	\$50,000	\$75,000	\$75,000
	OCLC tapeloading	\$30,000	\$100,000	\$30,000
Output:	Requests for presentations	9	12	15
	RS Task Force meetings	N/A	TBD	TBD
	Requests for training	19	20	21
	Net Lender Reimbursement	\$38,000	\$40,000	\$41,000
	Web Page creation	1	1	1
Outcome:	Collaboration between Dept. and library community to provide access to electronic Collections online resulting in an increase in the availability of access to these resources by library patrons and staff			
Quality:	Services and support provided at the level described			
	Customer satisfaction	N/A	90%	95%

**GOAL 2: TO PRESERVE ARIZONA MATERIALS**

**Objective 1:** In 2000, the collection of Arizona's permanent records which are preserved by the History and Archives Division will be increased by 25%. In 2001, the collection of Arizona's permanent records, which are preserved by the History and Archives Division, will be increased by 10%.

Type:	Performance Measures	FY 1999 Actual	FY 2000 Expected	FY 2001 Expected
Input:	FTE	4	5	5
	Square footage	2,574*	2,574*	2,574*
	Square footage at RMC	2,500	**	**
	Cubic feet of archival records	15,800	16,100	21,425
	Linear feet of books, Az. Coll.	1,655	1,670	1,685
	Photograph collection (cu. Ft.)	310	326	339
	Microfiche (linear feet)	7.2	7.3	7.4
	Microfilm (linear feet)	85	86	88
	Newspapers (linear feet-paper)	7,919	7,067	6,215
	Microfilm newspapers (lin ft.)	476	491	506
	Computers with appropriate software for maintaining agency files	9	9	10
	<i>*Square footage in State Capitol Bldg.</i>			
	<i>**additional space will be leased for both records and archives on an as needed basis</i>			
Output:	Building plan	1	1	1
	Cubic feet of archival records to be accessioned (by 2010, 20,675 Cubic feet)	7,000	7,000	7,000
Outcome:	Adequately sized facility (34,700 square feet for 20 year growth)	67,000	67,000	67,000
	% increase in requests for further information	12	16	16
	Preservation and protection of Arizona's historical records			
Efficiency :	Space Available: incoming records (2200 cu ft. per year)	NA	NA	NA

**Objective 2:** The Braille and Talking Book Library will increase the number of Arizona related books and magazines produced in alternate formats for disabled readers by 5.3%. In 2001, the Library will increase the number of materials produced in alternate formats by 4%.

Type:	Performance Measure:	FY1999 Actual:	FY2000 Expected:	FY2001 Expected:
Input:	Books recorded	68	72	76
	Magazine titles recorded or duplicated	21	22	22
	Print-Braille books produced	5	5	5
Output:	AZC books circulated	21,834*	26,720	27,254
	Locally duplicated magazines circulated	41,671	42,372**	42,826
	Print-braille books circulated	100	105	110
Outcome:	Total number of titles in the AZC collection	1,825	1,894	1,966
	Number of patrons subscribing to magazines**	5,459	5,720	5,940
	Total number of print- braille AZB titles	22	27	32
Efficiency:	Average AZC book circulation per patron	2.4	2.8	2.7
	Average magazine issues per subscriber	7.6	7.4	7.2
	Average circulation per Print-braille book	4	4	5

\*Arizona collection was unavailable for two months of fiscal year 99 due to remodeling project. Therefore, this figure is for only 10 months.

\*\*The number of locally produced magazines may actually decrease as NLS continues to make more of the magazines they produce available on cassettes rather than flexible disc records.

\*\*\* Approximately 44% of library patrons subscribe to magazines.

**Objective 3:** In 2000, the Library Extension Division will enhance the preservation expertise in the library and museum community through workshops, consultations, and add to the body of historic materials preserved by increasing preservation related activities in 2000, by 5%.

In 2001, the Library Extension Division will enhance the preservation expertise in the library and Museum community through workshops, consultations, and will add to the body of historic materials preserved by increasing preservation related activities in 2001 by 5%.

Type:	Performance Measure:	FY1999 Actual	FY2000 Expected	FY2001 Expected
Input:	Librarian V	.1	.2	.2
	Librarian IV	.1	.1	.1
	Librarian IV	.1	.1	.1
	Librarian IV	.1	.1	.1
Output:	Consultation visits	8	8	8
	Site visits	3	3	3
	Preservation grants Awarded	4	Unknown	Unknown
Quality:	Customer satisfaction	85%	90%	95%

**Objective 4:** In 2000, the south wing of the Capitol Museum will be renovated and 70% of the north wing will be completed.

In 2001, the north wing of the Capitol Museum will be 90% completed.

Type: Performance Measures	FY1999 Actual	FY2000 Expected	FY2001 Expected	
Input: Construction work ELJ building fund as approved and funded.	\$1,400,000	500,000	500,000	
Building renewal	\$695,000	0	0	
Output:	FY 99- Roof, ADA, electrical service, fire sprinkler service, A/C (40%) and in the upper north quadrant, lighting, plaster, paint and woodwork repairs. FY 00 Continuation of fire sprinkler, lighting and A/C installations, plaster, paint and woodwork repairs in the lower north quadrant. Repair work on the dome to begin. FY 01 Continuation of fire sprinkler, lighting and A/C installations, plaster, paint and woodwork repairs in the 4th floor rotunda and inside the dome and in the upper south quadrant.			
Outcome:	With the projected level of funding, the Capitol Museum will not be ready for the centennial in January, 2000. Work remaining will include: fires sprinkler, lighting and A/C installations, plaster, paint and woodwork repairs in the lower south quadrant, elevator repairs, exterior stonework repair, repointing of mortar, installation of awnings, and landscape adjustments between the Senate and House and 17th Avenue.			
Quality:	Visitor satisfaction as determined by surveys	85%	90%	95%

**Objective 5:** In 2000, preservation consultants will increase the number of Megargee paintings conserved by 5%.

In 2001, preservation consultants will increase the number of Megargee paintings conserved by 5%.

Type	Performance Measures	FY1999 Actual	FY2000 Expected	FY2001 Expected
Input:	P&O funds	0	\$3,00	\$8,000
	Donated funds	\$7,000	\$6,000	\$8,000
Output:	Conserved paintings	1	1	2
Outcome:	Stabilization and restoration of this part of the Capitol art collection for future generations. These painting are planned for exhibits in FY 2001 for the Centennial of the Capitol building.			
Efficiency:	\$8,000 per painting. Each painting is valued at approximately \$45,000.			
Quality:	% of this collection treated	33%	38%	50%

**Objective 6:** In 2000, staff will continue to pack, move and store collections and equipment during the Capitol Centennial rehabilitation project.

In 2001, staff will complete packing and storing equipment for the rehabilitation project.

Type:	Performance Measures	FY1999 Actual	FY2000 Expected	FY2001 Expected
Input:	Pack and move	0	0	\$13,000
	Collections storage	\$9,000	\$9,000	\$6,000
	Equipment storage	\$5,000	\$5,000	\$3,800
Output:	Moving and storage for 4,740 cu.ft. of tools, exhibit furniture, and equipment and 5,230 cu.ft. of artifacts. 3,930 cu.ft. of the larger artifacts will be stored off site in secure, climate controlled storage until January of 2001.			
Outcome:	Museum artifacts, tools and equipment are packed, moved, stored appropriately and accessible to staff as planning for Centennial exhibits			
Efficiency:	NA			
Quality:	Specifications are for bonded movers and storage facilities with oversight by Museum staff.			

**Objective 7:** In 2000, the Records Management Division staff will increase the number of pages microfilmed through the use of quality preservation imaging services for Arizona state agencies by 10%.

In 2001, the Records Management Division staff will increase the number of pages microfilmed through the use of quality preservation imaging services for Arizona state agencies 10%.

Type:	Performance Measures	FY1999 Actual	FY2000 Expected	FY2001 Expected
Input:	FTE's	5*	6	7
	Microfilm cameras	7	7	9
	Inspection equipment	**	**	**
	Quality and production standards	Yes	Yes	Yes
	Processor	1	1	1
	Duplicator (Diaz film)	1	1	1
	Duplicator (Silver halide film)	1	1	1
	Microfilm to digital image scanner	0	1	1
	Flat-bed high resolution scanner	0	1	1
	Digital archive writer	0	0	0
	Production and quality standards	Yes	Yes	Yes
	* Two positions vacant for much of FY			
	** Assorted Readers, Light Boxes and Test Equipment			
Output:	Rolls of completed microfilm	332	400	500
	Pages imaged	633,334	696,667	766,334
	Film processed (rolls)	5,320	5,600	5,700
	Film duplicated (rolls)	4,659	4,800	4,500
	Microfilm images digitally scanned	0	0	1,000,000
	Electronic Images recorded to film	0	0	0
Outcome:	Preserved records (pages)	633,334	1,000,000	1,250,000
	Recovered space (cu. ft.)	332	400	500
	Records preservation & security (master rolls in vault)	72,012	82,000	92,000
Efficiency:	Pages (avg.) imaged per day	2,866	4,525	5,656
	Film (avg.) processed per day (rolls)	24	25	26
	Film (avg.) duplicated per day (rolls)	21	22	20
	Film images scanned per day	0	0	4,525
Quality:	Percent of work meeting standards	100%	100%	100%

**Objective 8:** In 2000, the Records Management Division staff will provide records management consulting, training and assistance to state agencies and political subdivisions, increasing the number of state and local government officials and employees trained in records management by 10%.

In 2001, the Records Management Division staff will increase the number of state and local government officials and employees trained in records management will increase by 10%.

Type	Performance Measures	FY1999 Actual	FY2000 Expected	FY2001 Expected
Input:	Qualified FTE's	3	3	3
	Reference materials	*	*	*
	Computers and software	3	3	3
	<i>*A.R.S; records management texts; legal references for records retention requirements</i>			
Output:	Total consultations	547	600	600
	Total training sessions conducted	71	75	75
	Training attendees	1,640	1,804	1,984
	Ret. and disp. schedules drafted, reviewed & approved	194	250	250
	Imaging utilization requests processed	49	45	45
	Manual pages (text) revised or added	131	150	150
	Manual pages (schedules) rev. or added	101	100	100
Outcome:	Records reported destroyed in accordance with A.R.S. (cu. ft.)	111,084	60,000	60,000
	Officials and employees educated in records management	1,640	1,804	1,984
	Equivalent office space recovered (sq. ft.)	111,084	60,000	60,000
Efficiency:	Retention schedules developed per analyst*	78	100	100
	Training session presented per analyst**ave. based on 2.5 analysts	28	30	30
Quality:	Percentage of retention schedules approved of those submitted for approval	100%	100%	100%

**Objective 9:** In 2000, purchasing contracts for print materials and online information services will be signed. These contracts will reduce costs and increase the amount of materials Arizona libraries are able to purchase and make available to the public.

In 2001 the contracts will be reviewed and utilized.

Type	Performance Measures	FY1999 Actual	FY2000 Expected	FY2001 Expected
Input:	Librarian III(gr.20) Meetings with Stakeholders	.038 7	.019 3	.012 3
Output:	Number of RFP's written by ad hoc Committee.	1	0	1
	Vendor proposals to analyze	88	14	50
Outcome:	% of qualified Vendors signing Contracts out of Total sent RFP's	50%	60%	70%
Efficiency:	% decrease in cost per item	10%	10%	10%

**GOAL 3 : PROMOTE STATEWIDE COLLABORATION**

**Objective 1:** In 2000, the number of attendees at archival outreach activities will increase by 10%, by promoting cultural collaboration through archival outreach activities including, Archives Week, history and family fairs, National History Day.

In 2001, the number of attendees at archival outreach activities will increase by 10% through the above activities.

Type:	Performance Measures	FY1999 Actual	FY2000 Expected	FY2001 Expected
Input:	# of qualified FTEs	8	8	8
	Participant groups	60	60	60
	Planning meeting	20	20	20
	Private sponsor	4	5	5
Output:	History/ Genealogy Fairs	2	2	2
	Exhibits	9	10	10
	Workshops	4	6	6
	Edu. Presentation	6	6	6
	Posters	1,500	2,000	2,000
Outcome:	Public attendance	1,300	1,500	1,800
	Co-sponsored events w/other organizations	38	44	46
Public awareness of the value of Arizona's historical documents, manuscripts, photographs, maps, oral histories and the need to preserve the State's history.				
Efficiency:	Percent increase in participating institutions	10%	10%	10%
Quality:	To be determined by patron satisfaction surveys	80%	90%	95%

**Objective 2:** In 2000, the Braille and Talking Book Library will increase collaboration with public libraries and other agencies serving the blind and visually impaired by increasing the number of Sub-lending Agencies (SLAs) by 3.9%.

In 2001, the Braille and Talking Book Library will increase the number of SLAs by 1.9%

Type:	Performance Measure	FY1999 Actual	FY2000 Expected	FY2001 Expected
Input:	Sub-lending Agencies	104	108	110
Output:	Number of staff trained	80	100	120
Outcome:	Machines distributed through SLAs	1,166	1,300	1,350
Efficiency:	Percent of total number of machines distributed	32%	32%	32%
Quality:	Percent of patrons "very satisfied: with ease of machine exchange	81.3%	83%	85%
	Percent of patrons "satisfied" with ease of machine exchange	17.9	17%	15%

**Objective 3:** By 2000, the Library Extension Division will increase the participation in statewide library activities by 2% through the improvement of library services around the state.

By 2001, the Library Extension Division will increase the participation in library activities by 2% through the improvement of library services around the state.

Type	Performance Measures	FY1999 Actual	FY2000 Expected	FY2001 Expected
Inputs:	# of FTE's LSTA funding # of library clients	5	5	5
Outcomes:	AZ Reading Program benefiting children statewide participants Improved reference service to public Improved collections Improved planning efforts Effective use of federal funds	94,000	98,000	100,000
Efficiency:	# of visits per consultant	12	12	12
Quality:	Satisfied librarians & general public, based on survey and focus groups	90%	90%	90%

**Objective 4:** In 2000, the Department will increase the number of collaborative activities among Arizona museums, libraries and cultural institutions statewide by .05%

In 2001, the Department will increase the number of collaborative activities among Arizona museums, libraries, and cultural institutions by .05%.

Type:	Performance Measures	FY1999 Actual	FY2000 Expected	FY2001 Expected
Input:	FTE for LSTA Curator	.5	.5	.5
	Librarian V	.1	.2	.2
	Librarian IV	.1	.2	.2
	Librarian IV	.2	.2	.2
Output:	Programs, presentations	<u>45</u>	<u>48</u>	<u>48</u>
	Programs participants	<u>2,340</u>	<u>2,400</u>	<u>2,447</u>
	Site visits	<u>34</u>	<u>35</u>	<u>35</u>
	Institutions collaborated with	176	185	194
Outcome:	Collaborative LSTA grants Awarded	<u>63</u>	<u>63</u>	<u>63</u>
Quality:	Customer satisfaction	85%	90%	95%

**Objective 5:** In 2000, the Research Library Staff will increase the percent of legislative staff satisfied with online services and training to 85% by supporting the research needs of House and Senate Research staff by providing them with access to a broad spectrum of information so they can better advise the Legislature.

In 2001, the Research Library staff will increase the percent of legislative staff satisfied with online services and training will be maintained by supporting the research needs of the House and Senate Research staff by providing them with access to a broad spectrum of information so they can better advise the Legislature.

Type:	Performance Measures	FY1999 Actual	FY2000 Expected	FY2001 Expected
Input:	Librarian V (gr. 22)	.05	.05	.05
	Librarian IIIr. 20)	.08	.08	.08
	Librarian II (gr. 19)	.25	.5	.6
	% of online services and/or databases subscribed to	3	4	5
Output:	# of ports/passwords	14	20	21
Outcome:	# of legislative agency computers with access to databases.	15	19+	19+
	# of legislative staff trained	105	120	95
Quality:	% of legislative staff finding online sources/training useful	N/A	N/A	80%

**Objective 6:** In 2000, the number of institutions participating in the cultural inventory project will increase by 55%.

In 2001, the number of institutions participating in the cultural inventory project will increase by 20%.

Type:	Performance Measure	FY 1999 Actual	FY 2000 Expected	FY 2001 Expected
Input:	Qualified FTE	1	1	1
	Travel cost for 600 on-site Inventories/evaluations	0	12,810	2,562
	Professional materials	200	200	150
Output:	Inventories/evaluations completed	15%	70%	100%
	Database entries completed.	0	85%	100%
	Copies of print publication	0	0	1,000
Outcome:	Website visitations	0	1,000	5,000
Efficiency:	Cost per print publication	0	0	\$10
	Institutions represented	15%	70%	90%
Quality:				

**Objective 7:** In 2000, the number of institutions participating in statewide forums on collections of Arizona materials held by the state's cultural institutions will increase by 10%.

In 2001, the number of institutions participating in statewide forums on collections of Arizona materials held by the state's cultural institutions will increase by 10%.

Type:	Performance Measures	FY1999 Actual	FY2000 Expected	FY2001 Expected
Input:	Division Director	.01	.01	.01
	Librarian IV (gr. 21)	.25	.25	.25
	Librarian III (gr. 20)	.2	.2	.2
	Clerk Typist III	.1	.1	.1
Output:	Planning committee	1	1	1
	Working groups	5	5	5
	Steering committee	1	1	1
	Web page	1	1	1
	Planning mtgs	10	10	10
Outcome :	# Institutions participating in cultural inventory and collaboration in collection development	196	117	129
	Network construction	1	1	1
	Newsletters	1	2	1
	AzLA presentations	1	1	1
Quality:	% increase in institutional participation in annual symposium	10%	10%	10%

**Objective 8:** In 2000, the State Library staff will increase the number of cooperative meetings held to promote collaboration among public law libraries, public libraries, and the State Law Library by 50%.

In 2001, the State Library staff will increase the number of cooperative meetings held to promote collaboration among public law libraries, public libraries, and the State Law Library by 33%.

Type:	Performance Measure	FY1999 Actual	FY2000 Expected	FY2001 Expected
Input:	Deputy Director	.01	.01	.01
	Division Director	.24	.25	.25
	Librarian II	.40	.40	.40
Output:	Meeting with County Law Libraries, Universities, Courts		15	20
	Libraries and public libraries	10		
	Create a law library network	1	1	1
Outcome:	Increase access to legal information by the legal community and the public	5%	10%	10%

**GOAL 4: SERVE THE LEGISLATURE’S INFORMATION NEEDS**

**Objective 1:** To create and maintain electronic reference resource stations (ERS) in the House and Senate Research Libraries.

In 2000, the Research Library staff will increase the number of legislators and staff trained by 17%.

In 2001, the Research Library staff will increase the number of Legislators and staff trained by 10%.

Type:	Performance Measure:	FY1999 Actual	FY2000 Expected	FY2001 Expected
Input:	FTEs	1	1	1
Output:	In-service training sessions	16	20	21
	Program attendees	43	52	58
Outcome:	Informed Legislative staff			
Quality:	Customer satisfaction	85%	90%	95%

**Objective 2:** In 2000, the percent of legislative staff satisfied with online services and training will be increased to 85% by supporting the research needs of House and Senate Research staff by providing them with access to a broad spectrum of information so they can better advise the Legislature.

In 2001, the percent of legislative staff satisfied with online services and training will be maintained by supporting the research needs of the House and Senate Research staff by providing them with access to a broad spectrum of information so they can better advise the Legislature.

Type:	Performance Measures	FY 1999 Actual	FY 2000 Expected	FY2001 Expected
Input:	Librarian V (gr. 22)	.05	05	.05
	Librarian III(gr. 20)	.08	.08	.08
	Librarian II (gr. 19)	.25	.5	.6
Output:	% of online services and/or databases subscribed to	3	4	5
	# of ports/passwords	14	20	21
Outcome :	# of legislative agency computers with access to databases.	15	19+	19+
	# of legislative staff trained	105	120	95
Quality:	% of legislative staff finding online sources/training useful	N/A	85%	85%

**Objective 3:** In 2000, the Department will conduct a pilot study of digitizing bill folders for Legislative Council, improving access to information for Legislative research.

Type:	Performance Measure	FY 1999 Actual	FY 2000 Expected	FY2001 Expected
Input:	FTE	N/A		
	Hard copy bill folder information	N/A		
	Scanning Equipment	N/A		
	Software	N/A		
Output:	Microfilmed bill folders	N/A		
	Digitized bill folders	N/A		
Outcome:	Easier access to legislative bill folder information	N/A		
Quality:	Documents meeting standard	N/A		
	Customer satisfaction	N/A		

**Objective 4:** In 2000, the Department will increase the number of and enhance the quality of support services provided to the Legislature by 24%.

In 2001, the Department will increase the number of and enhance the quality of support services provided to the Legislature by 66%.

Type:	Performance Measure:	FY 1999 Actual	FY 2000 Expected	FY 2001 Expected
Input:	Requests for equipment use	35	50	65
	Requests for information or data	78	100	150
	Requests for tours	15	25	40
	Requests for collection loans	9	12	12
	Requests for facilities	85	90	100
	Output:	Equipment loaned	31	45
Information provided		78	100	125
Tours provided		15	25	35
Tour participants		139	150	175
Items loaned from collection		19	25	35
Facilities usage		77	90	100
Inservice training sessions		12	12	12
Quality:	Customer satisfaction:	N/A	95%	95%



**ARIZONA STATE LEGISLATURE  
MEETING NOTICE**

***OPEN TO THE PUBLIC***

**BOARD OF LIBRARY, ARCHIVES AND PUBLIC RECORDS**

DATE: Tuesday, October 13, 1998  
TIME: 10:00 a.m.  
PLACE: State Capitol – Research Library Reading Room, Suite 300

**AGENDA**

1. Call to order
2. Introductions
3. Review of Accomplishments
4. Overview of Performance Measures
5. 2000-2001 Draft Budget Request
6. Executive Session  
    Personnel
7. Tour of Construction

Order to be set by Chairman

**MEMBERS:**

Jeff Groscost, Speaker of the House, Chair  
Kathi Foster, Representative

Brenda Burns, President of the Senate  
Ruth Solomon, Senator

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Speaker Jeff Groscost, Chairman

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**BOARD OF LIBRARY, ARCHIVES AND PUBLIC RECORDS  
MINUTES OF  
OCTOBER 13, 1998 MEETING**

The Board of Library, Archives and Public Records met at 10:30 a.m. on October 13, 1998 at the State Capitol-Research Library Reading Room, Suite 300, 1700 West Washington, Phoenix, Arizona 85007.

**ATTENDANCE**

**Members**

Jeff Groscost, Speaker of the House, Chair  
Arizona State House of Representatives  
Brenda Burns, President of the Senate  
Arizona State Senate  
Kathi Foster, Representative  
Arizona House of Representatives

**DLAPR Staff**

GladysAnn Wells, Director  
Department of Library, Archives and Public Records  
Michael Carman, Division Director  
Museum Division  
Janet Fisher, Division Director  
Research Library  
David Hooper, Division Director  
History and Archives Division  
Linda McCleary, Consultant  
Library Extension Division  
David Melillo, Associate State Law Librarian  
State Law Library  
Linda Montgomery, Division Director  
Braille and Talking Book Library  
Martin Richelsoph, Division Director  
Records Management Division  
Leslie Anderson, Administrative Assistant  
Carol Tapia, Administrative Secretary  
Carol Westwood, Admin./Fiscal Services Officer  
Department of Library, Archives and Public Records

**Legislative Staff**

Michael Bradley, Policy Advisor to the Majority  
House of Representatives  
Michael Braun, Executive Director  
Arizona Legislative Council  
Jimmy Jayne, Director of Operations  
House of Representatives

Greg Jernigan, Council to the President  
Arizona State Senate  
Paul Senseman, Special Assistant to the Speaker  
House of Representatives

## **ABSENT**

**Members** Ruth Solomon, Senator  
Arizona State Senate

## **CALL TO ORDER**

Speaker Groscost called the meeting to order at 10:30 a.m.

## **INTRODUCTIONS**

In lieu of a roll call, the Chair asked Wells to introduce the Board. Wells welcomed members of the Library Board, President Burns, Speaker Groscost, and Representative Foster, and invited guests to the board meeting.

Handout: *Department organization chart for FY1998/1999*

## **REVIEW OF ACCOMPLISHMENTS**

- Goal I. Enhanced Legislative Service**
- Goal II Providing Access**
- Goal III Preserving Arizona**
- Goal IV Promoting Statewide Collaboration**

Handout: Library Hotline article *AZ State Library Fund Increase Adds Electronic, Print materials* reporting on the Arizona Legislature's passage of SB1151 during last session

Handout: Arizona Capitol Times article *State Library Catalog On Line To Go On-Line*

Handout: *ACTivate Think Locally, Act Globally* Statewide Meeting

Handout: *ACTivate '98* A preliminary draft document of information collected from conference participants and synthesized by conference facilitators

Handouts: News article *Museums and Libraries Join Forces* and Museum Association of Arizona Newsletter *MMA a Player In State Museum/Library Conference* reporting on the ACTivate conference

Handout: Press Release *Gates Library Foundation Distributes New 1998 Grant Applications*, announcing that a grant has been distributed to Arizona

## **Staff Appreciation Program**

To address the problem of overall culture and morale, the Department put together a staff team to develop a staff appreciation/recognition program.

### “On The Spot” Award

Wells handed out “On the Spot” awards to each library board member. She said that the “On the Spot” award forms are available in all Department locations, so that anyone has to opportunity to give one. Staff can give the “On the Spot” award to fellow staff members, and patrons can give one to staff. “On the Spot” awards can be given by anyone who feels that someone in the Department has done something very special.

### Department Logo Pin

Wells presented the Board members with the Department’s new lapel/tie tack pin that showcases the Department’s new logo, which was given to every staff member during the Department’s employee recognition ceremony held in September. When staff are recognized for years of service, they will be given a catalog from which they can select an item that includes use of the Department’s logo rather than the customary 5, 10, 15, and 20 year state pins. Wells said that staff wearing the pin or another item with the Department’s logo “Providing Access – Preserving Access” on it, will help people recognize the Department’s mission. Staff know that many legislators have received questions about what the Department of Library, Archives and Public Records and its function.

## **OVERVIEW OF PERFORMANCE MEASURES**

### **Performance Indicators**

Wells said that staff took advantage of fact that the Department is not going to need catalog cards any longer, since it is bringing up an on-line catalog system, and utilized some of them to give each member of the Library Board some statistics of the services that the Department has provided in each of their districts. On the front of the catalog card, the statistics give the Board an idea of how many lives in Arizona that the Department touched. The summary statistic total of 4.6 million is from a high point of over 2,500,000 hits on the Department’s web page to the specifics of answering questions, providing computer programs, conducting consultations, and running seminars. On the back of the card is a list of all of the items that are included in this number. Wells passed out cards to each of the Board members.

Statistics were provided for each of the Department’s Divisions and for the overall Department. Statistics for service contacts statewide and specifically to District 14 (Senator Solomon), District 17 (President Burns), District 20 (Representative Foster), and District 30 (Speaker Groscost) included the following activities:

- Computer Searches
- Consultations
- Conference Programs Attendees
- Library Users
- Materials Loaned
- Program Participants
- Questions Answered
- Records Retention Schedules Created
- Site Visits
- Tour Participants
- Workshop Attendees

Wells said that the purpose for the catalog cards was that the Board members could keep the cards in their desk drawers so that when someone asks “What does the Library and Archives do anyway?” they could have a readily available resource. Wells said that the Department started its awareness work about a year and a half ago, and at that time only a few members, other than the Board, really knew what the Department did. She said that the Department has been making progress and has gone from about 9 out of 10 legislators not knowing what the Department does, to about 7 out of 10. Representative Foster said that it is great to know the amount of contacts the Department has statewide, because even being a strong advocate, she is impressed with the number of contacts.

Wells said that one of the things illustrated on the display board assembled for the Board meeting, is the opening of the Electronic Reference Station. The Department hopes to have stations in both the House and Senate, and a librarian at each station for a few hours each day, working with the Research staff. She added that unless someone uses the resources frequently, they are very difficult to use. Wells said that another photo display is for the first Polly Rosenbaum award. The Museum Guild and Friends of Arizona Archives have combined forces to have an annual award to recognize one elected or appointed official who has significantly supported the Department’s work

### **Braille and Talking Book Division**

Montgomery said that the Braille and Talking Book Library (BTBL) provides access to library services for anyone in the state of Arizona who is blind, visually impaired or physically disabled. Books and magazines in braille and on cassette are mailed free to any person who is unable to use a standard print book or material because of a disability. In serving those citizens, providing information to other agencies and potential users of the library, the Division made 541,507 service contacts statewide last year. These contacts provided patrons access to library resources and services and disseminated information about the special services.

Speaker Groscost commented that a lady in his district, who is sight impaired, asked him if election ballots were available in braille or CD Rom that she could use. He asked Montgomery if the library provided that service or if she knew who did. Montgomery responded that years ago, the library used to record some election information, but that the Secretary of State's Office now has accepted responsibility for providing preliminary information in a recorded format. She said that she was not certain if braille ballots were available, but knew that they do allow a blind person to have a person come with them into the voting box. Speaker Groscost said that he would contact the Secretary of State's Office for more information. Wells commented that the BTBL does arrange for materials to be brailled and makes recordings, and especially tries to make sure that Arizona materials are available; i.e. the BTBL records Arizona Highways magazine. Someone describes each picture in the magazine, so if the patron can not see the picture, they can still experience the magazine.

### **Library Extension Division**

Wells said that the Division Director of the Library Extension Division was ill, and that the consultants were taking turns as team leader. She said that McCleary was present to represent the Library Extension Division. McCleary said that the consultants of the Division touched the lives of 2,500 librarians across the state through their various workshops and activities and that they also answered over 5,200 questions from the libraries that telephoned in to them.

### **Records Management Division**

Richelsoph said that the Records Management Division has statutory authority for establishing records management standards for all state and local agencies in Arizona. The Division accomplishes this by providing training and consulting to these agencies. The result of this training and consulting is usually the development of records retention and distribution schedules. These training, consulting and retention schedules are what comprise the Division's service measurements. In fiscal year 1998, there were a total of 17,742 contacts statewide. In addition, the Records Management Division provides storage of inactive records of state agencies, and preservation imaging services of valuable, archival and library collections. Richelsoph said that the Board was most welcome to visit the facility.

### **State Law Library**

Wells introduced Melillo, Associate State Law Librarian, and said that he comes to the Department with both law and library credentials. Melillo said that the State Law Library (SLL), located in the Arizona Supreme Court Building, provides the Legislature, the courts, state agencies, the legal community and citizens with legal information. He said that the public was the major user of the State Law Library at about 80%. He said that when people call the Attorney General's Office, the switchboard often transfers the calls to the State Law Library, and therefore, people often think that the State Law Library is

part of the Attorney General's Office. People dealing with a traffic citation, divorce, or custody matter, usually contact the SLL by phone or direct visit. Speaker Groscost asked if they faxed people the information, or sent it through email, etc. Mellilo responded that many people have computers now, and since the statutes are available through ALIS, the SLL can provide people with the address, and walk them through the process so that they can find the information themselves. Melillo said that the SLL doesn't provide legal advice, but does provide information. The SLL does fax upon occasion and photocopies material.

### **History and Archives Division**

Hooper said that the History and Archives Division is responsible for providing and ensuring accessibility to original records and photographs, published books, and newspapers relating to Arizona. The Division has been able to provide exceptional access this year because of special support the Legislature has given it.

Hooper said that the Division has the largest collection of newspapers in the state. It secured a major grant to put the newspaper collection on microfilm. The Division has also been able to take some funding from SB1151, which is set aside for preservation, to hire some temporary help to help prepare these papers for film. The last report is that the project is current and has been given a clean bill of health. Hooper said that the Department has been encouraged to apply for the last phase of the grant. Hooper said that after the newspapers are put on microfilm, they will be made available here at the Capitol or through inter-library loan. The advantages are not only to preserve these newspapers but to provide access to them.

Hooper said that the Legislature has helped the Division provide information to people who have been trying for years to gain access to historical birth and death records. The Legislature passed a law two years ago that gave the Department responsibility for those records on film, and this year the Legislature funded that mandate. These vital birth and death records have been open on film since July 1998. Since then, the Division has had an average of 65 requests for those records alone.

### **Research Library Division**

Fisher said that the Research Library Division provides library services, such as answering questions and providing material through inter-library loan to the state Legislature, state government and the residents of Arizona. Fisher thanked the Board for its support in passing SB1151, which has made a real difference in the Research Library.

The Division has used SB1151 funds in several ways. Some funds went to improving the condition of materials in the genealogy collection - which is one of the Division's major resources. One of the preservation efforts the Division has actively pursued is to search for alternative formats such as microfiche. The Division had actively sought to acquire material in alternative formats such as microfiche. Some materials that have

valuable information are available only in print, so the Division has begun microfilming some things so that the information would be available to users, but still the sources would be protected to the fullest extent possible. Beyond that, the Division used funding from SB1151 to buy indexes to its federal documents collection. There are some indexes that index materials that are only available to the government, that have been produced by the government, but for which the residents of Arizona would not have access without the index resources like this. Even though the Department belongs to the U.S. Government's Federal Depository Program and receives a wealth of materials distributed to it free of charge, it is often necessary to buy supplemental sources to provide access to the information in the publications.

Representative Foster said that earlier they were talking about how there really isn't an alternative system for preservation for some things and she would like to know the reason. Is that by choice or is there just no money to do it? Fisher responded that there might be different formats available. For example, genealogy materials may be available in paper, microfilm, microfiche, or electronically. Some materials are not available for purchase so the Department needs to preserve its collections through binding, if possible, or some method to limit their "wear and tear."

## **Museum Division**

Wells said that Carman has been overseeing a lot of remodeling work on the third floor as well as the Capitol renovation project. She presented the Board members with their own hard hats and said that she had also received one from the Museum staff.

Carman said that the Museum Division provides access to two state museums, the Capitol Museum and the Hall of Fame. They provide access to the museum through exhibits, programs, materials, and tours. Carman said that the Division's biggest news is the Capitol Museum renovation construction. The most exciting discovery is the new colors of paint outside of the building. He invited the Board to tour the hard hat areas.

Carman presented each Board member with the Museum Guild's 1998 tree ornament that displays the state flag. Carman said that this fund-raiser is in its fifth year and that this ornament is the fifth edition in a series.

## **2000-2001 DRAFT BUDGET REQUEST**

Handout: *Draft Budget Memo for the Library Board – 2000-2001 Budget Request*

Handout: *Issues and Requested Funds – FY2000 and 2001* –a listing top priority items in ranked order, and the annual cost per year

Handout: *Fiscal Year 1998 Expenditures as of June 31, 1998*

Handout: *Budget Request Fiscal years 2000 and 2001 – General Fund*

Handout: *Personal Services Increases*

Handout: *Arizona BTBL Ratio of Patrons to Reader Advisors*

Handout: *Archives Space Needs*

## **Issues and Requested Funds**

Wells said that last year when the Department came to the Board meeting, there were critical issues of staffing, preservation and space, as well as the collections. Wells said that the top ten priority items for this year are listed on a single sheet handout in the packet, but that every person sitting at this table from the Department wishes that there were at least three to four other items added to the list. The budget indicates the Department's top priorities.

### **Priority One – Staff Upgrades**

Wells said that one of the things that the Board asked her to do last year was to take a special look at staff grades and wages. Enclosed in the packet is an item by item review of staff upgrades (goldenrod handout).

Department staff hadn't been reviewed in 20-25 years. This request represents the upgrades. Many of the Department's staff were working at five to six grades below other state agencies' staff. For example, an agency archivist working at the Sharlot Hall, has only Sharlot Hall archivist duties. Department archivists have to help the Sharlot Hall archivists, the Historical Society archivists, and anyone else who comes to them with archival problems. These figures represent the bare minimum of what Department staff should be paid for more than comparable work. The situation is not over yet, and Wells is sure there will be additional positions to review.

Representative Foster asked if these people have had any kind of actual increases for a long time. Wells responded that the Department paid for these upgrades out of its vacancy savings. Representative Foster asked if these upgrades had been completed already. Wells responded yes, because last year the Board told her to go forward and see what she could get done and then see how the Department came out. All of the issues on the sheet provided are either completed or in progress, and represent the worse cases. Wells said that she was told to go ahead and complete the upgrades and to request the money this year for it. Wells said that JLBC felt uncomfortable putting money up front not knowing which of the positions were going to be upgraded. Her understanding from the Library Board was to pursue the upgrades and come back to them.

Representative Foster asked if the upgrades made these positions comparable to jobs outside of the state. Speaker Groscoast replied no, it makes them comparable to other state agencies that have similar positions. Wells said the Department has a hybrid of staff with part uncovered and part covered, and it doesn't often get the Special Market

Adjustment pay raises that go with Legislative staff employees. The Department has four support positions that would have lost a 12% increase simply because they worked for the Department. Speaker Groscost said that he thought that everybody in those job classes got those pay raises. Wells responded no, and that every time one of those pay raises goes through, they lose staff. Speaker Groscost asked if there was anyone else in the state in a similar situation – he knows that the House staff gets the raises. Speaker Groscost asked that the information be checked. Wells said that even her position doesn't get a raise for cost of living. Speaker Groscost said that he would like to know if other agencies were in that situation, as he just assumed that it included everyone. Wells responded that there may be some other agencies. President Burns asked for clarification of some of the amounts listed on the sheet.

Speaker Groscost said that he has gone over the numbers and for the ones that he had questions about, Wells was able to give a sound justification for them. He had not realized, in their conversations, that all Department positions were not included in the raises, because he had given at least four or five raises in the last four or five years to state employees. Speaker Groscost said that once the Library Board takes care of this issue, it needs to do some positive things to make sure that the same situation does not recur in a couple of years. Wells said that the Department has a great deal of trouble recruiting at the national level for its jobs, even with the upgrades. The Department has lost nine critical staff in the last year.

### **Space Needs – Archives; Collections/Records Offsite Storage**

Wells said that there have been two studies completed regarding the Department's space needs – one in 1987 and one in 1996. The Department really needs a new archives building desperately, but it is more important for the Board to become more knowledgeable about the space needs and to think about alternative solutions on the state campus for two year off-site storage of the Department's little used records and archives that would be in a safe, climate controlled environment.

Wells said that there are two ways to solve the space problem. One is to make sure that the Department stores only the material it is going to retain and the other way is to provide an alternate format for the material. The Department is working with Legislative Council to bring in a top-notch digitalization team to digitize the best of the collections.

Wells said that it might be appropriate for the Department to receive a fee for box storage, so that state agencies would be a little more careful about what they send to the Department. Speaker Groscost said that a box storage fee might give agencies an incentive to go through the material and see what they are sending. Wells said that a box storage fee is something that she would like permission to work on. Speaker Groscost said that he was sure that President Burns and Representative Foster would love to look at charging agencies for box storage and that it may cut down some of the Department's needs and allow it to cut down on what is stored.

## **Digitization for Microfilm**

Wells said that microfilm scanning will provide the Department and users of its collections with both preservation of valuable materials and convenient access to those materials through use of a personal computer and eventually the Internet. The process, software and equipment necessary to accomplish these tasks is detailed in the summary request enclosed in the packet.

## **Preservation of Law Library Collection**

Melillo brought some examples of binding problems at the State Law Library. Wells said that before she arrived the binding budget was \$700 for the entire Department, and there are 40 miles of materials in need of binding. Books like the examples brought to the Board meeting were just ignored. The Department has 688 unbound periodicals, 42 unbound revised codes, 22 feet of unbound Attorney General opinions, and the list goes on and on. It costs about \$8.50 to bind a volume. Binding would allow long term preservation of these reference sources. The Department is asking for an additional \$20,000 as preservation this year dedicated to the State Law Library.

Representative Foster said that rebinding a book was cheaper than buying a new book. Representative Foster asked if the amount requested would help get them caught up. Speaker Groskost asked if there was any thought in trying to put in any fees for storing the documents on the imaging system. Wells said that right now the legal requirements of what judges want to see at the federal and state level hasn't quite caught up to electronic transmission. Migration of electronic images from different systems is difficult and how to preserve them through technology is being researched. The legal community is very hesitant to accept digitized images as official legal records. In some cases digitized images may be common place, but in law materials, it will take much longer for acceptance. Melillo added that another factor is cost to the public. Those books are on-line, but it costs over \$3.00 per minute to search on-line for them. The SLL has the books on the shelf; so the public can come in and use them at no cost.

## **Capitol Museum Hours and Tours**

Wells said that Saturday hours for the Capitol Museum and the school tour program is a small budgetary item, but important to the Department. The Museum Division is unable to provide Saturday hours as requested by Legislative members and citizens, and to maintain adequate coverage for the school tour program because of the variety and increasing complexity of the school year and lack of temporary museum interpreters to provide these expanded services. The Museum Division is requesting funds to expand its temporary interpreter staff to cover the more flexible dates of the entire school year and to provide Saturday hours at least during the Legislative session

## **Purchase Arizona Specific Research and Historical Materials**

Additional funds are requested to be annually added to the State Library budget to provide for additional acquisition of Arizona materials, as current funding is absolutely insufficient for Legislative research needs. The electronic reference materials provided to the Legislature onsite in the Research Library, House and Senate Research Libraries are very expensive. The funds are requested to be placed in the Department's lump sum appropriation budget rather than segmented or placed "below the line."

## **On-line Catalog Maintenance**

The Department's new on-line catalog will require on-going maintenance costs for both the software and hardware. The Department requests the additional amount be added on an annual basis to the total operation budget. The software allows the catalog to sort materials and allows patrons to search for materials by author, subject or type. The maintenance for the hardware is to support the Internet accessible on-line catalog.

## **Technology Staff**

The Department is requesting additional technological staff to support ongoing training and advice statewide to libraries in Arizona in support of a sizeable private foundation grant to public and tribal libraries for hardware, software, wiring and technological training.

## **Librarian Reader Advisor**

The workload of the Reader Advisors at the Braille and Talking Book Library (BTBL) has increased significantly due to the Division's outreach efforts and the increasing number of Arizona citizens who need its services. BTBL Reader Advisors deal with more than twice the number of clients recommended by national measures for service. The additional amount added in Personal Service funds is requested to provide adequate levels of service to BTBL patrons.

## **Capitol Centennial Exhibits, Services and Programs**

The Museum Division requests funds for a two-year budget cycle expenditure to increase the exhibits' scope and educational public programming for the Capitol Centennial 2001.

## **Records Center Vehicle**

The current Records Center van has a maximum capacity of approximately 100 boxes and is too small to hold palletized boxes, which are more efficient to move and handle. The rapid growth of records storage is dictating the need for a considerably larger vehicle to transport records to the Records Center. The Records Management Division

requests a one-time expenditure be made to purchase a new vehicle for the Records Center. Details of the desired specifications for the vehicle are summarized in the packet.

## **ADJOURNMENT**

There being no further business, Speaker Groscost adjourned the regular meeting at 11:15 a.m.

Respectfully submitted,

Leslie Anderson  
Administrative Assistant

**Note: An Executive Session to discuss personnel matters followed the regular board meeting. A recording of the proceedings is filed in House Chief Clerk's Office. Those present included: Board Chair – Speaker Groscost, President Burns, Representative Foster, Michael Braun, and GladysAnn Wells. Absent: Senator Solomon**

<p style="text-align: center;"><b>ACCOMPLISHMENTS</b> <b>MARCH 1997 – SEPTEMBER 1998</b></p>
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**HIGHLIGHTS**

**GOAL ONE: ENHANCED LEGISLATIVE SERVICE**

- Completed the first *Legislative Member Survey*. It will serve as a benchmark for future surveys
- Relocated the Electronic Reference Stations (ERS), established in 1997, to the research areas in the Senate and House buildings. Through them the Legislature is provided access to a wide variety of online databases and sources. These areas are staffed for a scheduled time each day with reference librarians available for training and research assistance
- Recruited David Melillo as the Division Director for the State Law Library. He possesses both law and library degrees and experience in both areas
- Appointed Janet Fisher as Division Director of the Research Library
- Recruited Dr. Jane Kolbe as Acting Director of the Library Extension Division
- Hired Bessie Platten as the Department's Collection Development/Acquisition Librarian
- Created new position of Library Services and Technology Consultant - Museums, and hired Kim Huber for the position
- Provided assistance to both the Senate and House in records retention and organization of their libraries
- Provided tours and consultations for Legislators and their staffs about the Department's services and its efforts in their districts
- Completed a comprehensive shifting of all materials (8,000 shelves, 100,000 volumes) in the State Law Library for more coherent access for library users. Using prisoner assistance, the cost was only \$150
- Made substantial progress with converting the State Law Library's bibliographic records into electronic format

- Hosted the AzLA Library Legislative Day
- Honored Polly Rosenbaum at an award ceremony, and established an annual award for a government official preserving and providing access to Arizona's history
- Produced a public awareness video to highlight the services and responsibilities of the Department

## **GOAL TWO: PROVIDING ACCESS**

- Implemented the first online catalog, SIRSI Unicorn, for electronic access to the Department's many collections
- Assumed responsibility for providing public access to the State's historic vital records (HB 2042 and HB2129)
- Renovated the Braille and Talking Book Library with compact movable shelving to increase storage capacity for collections. Transferred additional staff to this area
- Renovated sections of the adjoining 1919 and 1938 buildings to achieve:
  - More coherent and efficient centralized public space on the third floor for access to the History, Archives and Research Library collections
  - Increased and enhanced space for the popular Genealogy Collection
  - A new reading room with its imposing WPA murals for the Research Library
  - An enlarged secure reading room for the History and Archives Division
  - A new Vital Records/microfilm public service area
  - A new reading room for the Arizona Book Collection and centralization to one area
  - Centralization of the Map Collection to one area
  - Doubling of the History and Archives Division's work and processing area
- Spearheaded a statewide vendor contract for the purchase of books and audiovisuals by Arizona libraries at significant discounts, and initiated negotiations for a similar statewide vendor contract for online database access
- Awarded \$1.2 million federal funds in additional grants to 149 libraries through the Technology Training grant program. Never before had the Library Extension Division awarded so many grants to so many libraries in so brief a time period
- Presented 100 records seminars throughout Arizona serving 1,468 government officials. The Records Center staff also responded to 605 specialized records assistance requests from State and local government agencies
- Sponsored 50 training events for libraries by the Library Extension Division - 1600 Arizona library staff attended.

- Hosted a very successful Japanese-American “Diamonds in the Rough” baseball exhibit which brought hundreds of new visitors to the Hall of Fame Museum
- Installed a new, more efficient telephone answering system in the Braille and Talking Book Library. The library staff receives 400 calls per day, 8,000 calls per month
- Recognized for the statewide model Arizona Economic Information Center (EDIC) program by presenting an invitational paper at the Canadian Library Association Conference in Victoria, British Columbia
- Created a new professional position to coordinate automation development for the Department and appointed Ron Glass to this position. Relocated the Department’s growing number of servers and other technology to a more appropriate, specialized area.

### **GOAL THREE: PRESERVING ARIZONA**

- Initiated the restoration of the original Capitol building for its 2001 centennial anniversary and planned for new exhibits
- Completed a detailed evaluation of both the general and the Arizona Collection by an expert consultant. Began appropriate care and protection for rare and valuable items
- Revitalized and reorganized the Arizona Newspaper Project with assistance from funds authorized by SB1151
- Hired Bill James as Preservation Image Supervisor. He is a respected micrographics professional, and a leader in his field.
- Created a rare book room and secure storage area in the State Law Library
- Revised the Department’s popular manual for disaster preparedness, and distributed over 1,000 copies
- Raised funds, in partnership with Lon’s Hermosa Inn, to restore the Lon Megargee painting, “Irrigation.” Further fundraising events are planned for the restoration of fifteen additional Megargee paintings
- Co-sponsored Arizona Archives Week, a statewide educational program to promote the appreciation and use of Arizona’s historical records - 1,500 posters were distributed to schools, libraries and others
- Co-sponsored, with the Arizona Historical Society, a “Pop Fair” in Tempe with the theme of “Preserving Our Past ” - attendance numbered 275

- Developed new objectives for the Arizona Historical Advisory Commission in fulfillment of its statutory mandate to advise the Legislature on all historic preservation issues
- Initiated discussions with the Arizona State Museum, the University of Arizona and the Tucson - Pima Public Library to assist the Sonoran State Archives in Hermosillo with preservation and access. This significant archives shares a common heritage with Arizona and contains many Arizona-related materials

#### **GOAL FOUR: PROMOTING STATEWIDE COLLABORATION**

- Spearheaded and wrote the successful LSTA (Library Services and Technology Act) Five State American Indian National Leadership grant in conjunction with the State Libraries of Utah, Colorado, Nevada and New Mexico - one of only 41 successful applications nationwide
- Conducted two significant statewide meetings: “Buildings, Books and Bites” - a review of the national Benton report; and “ACTivate - Think Locally, Act Globally,” which developed a strategic plan for Arizona libraries and museums for the new Millennium
- Assisted 54 Arizona libraries to apply for the Federal telecommunications e-rate discount. To date, 44 libraries have received funding commitment letters, totaling \$694, 587.
- Assisted six Arizona public libraries to successfully apply for the first Gates Opportunity Grant - Douglas, Window Rock, Page, Phoenix, Tucson - Pima, and the Apache County Library District (Sanders Public Library).
- Funded a consultant to evaluate public access to legal collections and information services in Mohave County
- Partnered with Kentucky to strengthen the youth summer reading programs in both states by consolidating purchasing and expertise
- Participated with the State Digital Signature Task Force in conjunction with the Secretary of State and GITA
- Compiled the first comprehensive survey of museums and technology as base information for LSTA museum/library collaborations
- Developed statewide public awareness efforts for the Department’s services, activities and programs

- Represented Arizona and the Chief Officers of State Library Agencies in Washington DC in the national effort to revise the Federal Public Printing and Dissemination Law - Title 44. S2288 was introduced into Congress and passed through committee
- Hosted the Western State Geographic Names Conference
- Co-sponsored a teacher resource workshop for the National History Day student competition

## Issues and Requested Funds

## Budget Request

## Budget Request

**DRAFT BUDGET MEMO FOR THE LIBRARY BOARD**  
**2000 - 2001 Budget Request**

<b>Funding for Reassessed and Vacant Positions</b>	<b>FY2000</b>	<b>FY2001</b>
<b>Reassessment at Request of Library Board</b>	<b>\$205,900</b>	<b>\$205,900</b>
<b>August 26, 1997</b>		

As we discussed at the August 1997 Library Board meeting, the salaries of Department staff had not been reviewed in nearly a quarter of a century. In many cases, Department staff, functioning at a statewide scope beyond normal state agency staff responsibility, were being paid several grades below comparable agency personnel. This was especially unfair since our staff serves as advisors to, and consultants with, state, local, county, municipal, school board, and other non-profit institutional personnel. The Library Board encouraged the Department to undertake a revision of the salary and pay structure with special consideration for the development of career ladders in the curatorial, archival and records management fields. Beginning in the fall of 1997, and still underway, we began a massive reevaluation of the positions and the pay scales and job descriptions of Department staff.

After discussions with Library Board, the Joint Legislative Budget Committee staff, and several members of the Appropriations Committee, the Department pursued this revision of the position classifications with the understanding that overall costs be ready for this budget request period. In all, the Department has reviewed 38 of its 122 positions and with Department of Administration personnel, has nearly completed this massive cooperative reclassification effort. The success (only one job still being denied an upgrade) of this reevaluation has contributed significantly to employee morale and productivity.

Although this process of item-by-item reevaluation will be ongoing as services, technologies, and programs evolve, the majority of the most under-graded positions have been upgraded and salary adjustments made--drawing from all existing Department funds by postponing programs, delaying services and not filling vacancies. We have invested \$205,900, including ERE. Even with this successful massive reevaluation, the Department has suffered **nine** critical departures of key staff--staff important to programs and services required of this Agency in the last six months. These departures postdate upgrades in every occurrence. We note that even with more fair salaries, recruitment for Department jobs has been problematic, especially at the higher levels, and retention of trained staff remains difficult.

For example: four of the Department's uncovered key professional support positions were not funded for the upgrades determined by the Salary Market Adjustment (SMA) for the entire state government operations. It was therefore necessary for the Department to fund those upgrades out of existing Personal Services monies or lose

four key staff people. It is essential that the Department have the flexibility to match other statewide pay raises and that our positions, vis-a-vis the market rate for our professions in the State, be constantly reevaluated.

The Department's work has been severely hampered by our inability to fill existing vacancies. We have 17 vacancies, including several middle management vacancies and clerical vacancies at this time. The Museum Division and the Library Extension Division, where the five highest level professional vacancies exist, are two of our busiest and most productive direct public service divisions. This year, with the revisions to our exhibit and education programs, necessitated by the Centennial and the extensive renovation of the State Capitol, it is imperative that we be able to fill the Grade 20, Senior Curatorial position, the Grade 18, Museum Registrar position and the Grade 17, Museum Store Buyer II position. These positions are crucial to our mission and, in at least the Store Buyer case, actually bring in revenues that are reinvested in our work. The Library Extension Division maintains all of our statewide activity with libraries and has been responsible for the implementation of several new grant programs. The success of our Institute of Museum and Library Services National Leadership Grant to work with the Five States and American Indian Tribes represents an enormous workload increase for this division. The Division Director must select early retirement due to illness and we are holding one full-time Consultant, Grade 21 vacancy in the division. In addition to this, the technical person working on our earlier Gates Foundation Grant cycle is working out of this division, but is unable to keep up with the level of field work required because of his reassignment to cover several technological aspects of our operation.

The Library Extension Division is seriously understaffed.

<b>Space for Collections/Records Offsite Storage (Rental)</b>	<b>FY2000</b>	<b>FY2001</b>
<b>Records Management</b>	<b>\$419,000</b>	<b>\$517,700</b>

The State Records Center is 95 percent full. State agencies wishing to transfer custody of records to us are consistently frustrated by our lack of space. Our lack of space costs agencies excessive amounts of money to keep inactive records in prime office or rented space.

Space (sq. ft.) requirements are based on all storage conforming to the current scheme using steel shelving and a single mezzanine. Projections are based on the mean growth rate of 15.65 percent projected for the space needs study. (It is anticipated that the accuracy of space projections based on history may deteriorate with time due to new technologies.) Current storage is at 5:1 (cu. ft.: sq. ft.) Current storage areas are approx. 36,000 sq. ft. not including dock or receiving areas. Over the next two years, an additional 14,000 sq. ft. will be needed.

The Records Center will need warehouse space constructed of fire resistant materials and fully plumbed for sprinklers. Clear height for shelving will need to be at least 20 ft. and a minimum 2 bay dock will be necessary. Site should be within 10 miles of the capital and accessible via freeway or major roads. The site should not be in a major flood plain. It will be necessary to purchase shelving and materials handling equipment for the facility.

Per Andy Cloud, Grubb & Ellis (224-4419), rental leasing evaporative cooled warehouse space would be approximately \$.30 per sq. ft. per month including taxes.

	<u>FY2000</u>	<u>FY2001</u>
Annual rental R. C. Space	\$ 25,200	\$ 25,200
Additional FTEs	1	2
Additional Labor Cost	\$ 25,300	\$ 50,600
Equipment	\$ 3,000	\$ 2,000
Shelving Cost	<u>\$ 59,400</u>	<u>\$ 68,800</u>
TOTAL	\$112,900	\$146,600

### **Archives Space Needs**

The growth projection for the Archives presents special challenges. The current projections are based on 1996 updated figures from a study done in 1987. This 1987 study planned for the construction of a new archives and Arizona history building. There is little hard data about the volume of potential records in Arizona, particularly coupled with future population growth. Comparisons of Arizona to other states must take into consideration the wide number of variables unique to each state. Variables include population difference, size of government units or subdivisions, differing appraisal techniques in states, staffing, centralized or decentralized programs, the level of commitment from the parent agency, and archival tradition of a state. Colorado has 77,000 cubic feet, while Arizona has only 12,000. The states with the largest quantity of centralized governmental archival records, Maryland, Missouri and Wisconsin at 171,000, 100,000, and 96,000 cubic feet, are only mid-level in population.

The figure of 34,000 square feet is the space recommended in the 1996 study. In the 1987 study, on which it is based, Arizona architects visited Colorado as a comparable Western state. Their independent findings were almost identical to an extensive study conducted at the same time in Arizona by the State Archivist and State Records Manager. New archival building space should include space for its current needs and future growth. Thirty-four thousand square feet combined with compact shelving would meet the present needs of Arizona and probably would be adequate for the next ten years. It is important to remember that the last archival space, the 1938 Capitol addition, was constructed nearly 60 years ago providing 2,574 square feet. Arizona's population at this time was less than a half million people. This space was filled up in the mid-1960's. Therefore, the State Archives has been essentially out of space for thirty years. Whatever has been accessioned (now displacing other material in the

Records Center) has only been on an emergency basis. For three decades the State Archives' statutory mandate has been seriously hampered by this lack of space.

	<u>FY2000</u>	<u>FY2001</u>
Annual Rental	\$ 100,000	\$ 200,000
Shelving	\$ 80,000	\$ 80,000
Equipment	\$ 20,000	-
Personnel	\$ 91,100	\$ 91,100
Additional FTE's	4	4
4 <sup>th</sup> Floor Renovation	<u>\$ 15,000</u>	<u>-</u>
TOTAL	\$ 306,100	\$ 371,100

**Digitization from Microfilm for Desktop and Internet Access**

FY2000	FY2001
<b>\$137,100</b>	-
<b>(one time cost)</b>	

Microfilm scanning will provide the Department and the users of various collections with both the assurance of microfilm preservation of unique valuable materials and convenient access of those materials via a personal computer and eventually the Internet. It would be especially useful for frequently requested collections of unique and historically significant publications and records.

The process consists of generating conventional 16mm or 35mm microfilm from the original paper materials. The silver master microfilm would then be stored in the air conditioned and humidity monitored Records Center vault, where it can be preserved for hundreds of years. A duplicate work copy of the film is produced from the silver master and placed in the film-scanner that scans each image on the film, automatically advancing to the next image. The scanner is driven by a PC and stores the document or publication as TIFF images. Those images can then be written to a standard computer storage medium for distribution and use on a PC.

The equipment necessary to accomplish these tasks include a SunRise Imaging ProScan III 16mm/35mm roll film microfilm scanner (including 300 MHz Pentium PC with Windows NT and 2 GB hard drive, grayscale scanning, IDC II (Image Density Compensation), APO (Advanced Processing Options) software and a DVD recordable drive, 2 sided, 7.9 GB (Pioneer DVR-S101)drive. The costs of this equipment is \$130,900.

Additional software needed for the operation of the equipment is imaging indexing and location software (Kofax), TIFF to PDF conversion software (Adobe Acrobat) and the software license for image viewer on distributed DVD. The cost for the compatible software is \$6,200. Total costs for the system is \$137,100.

**Preservation of Law Library Collection**

**FY2000    FY2001**  
**\$20,000    \$20,000**

A major concern discussed with the Library Board last year resulted in the passage of SB1151 and the investment of \$100,000 in the current fiscal year and \$200,000 in the next fiscal year in the care, preservation, organization, and cataloging of our collections. This money has helped us to provide electronic information resources for legislative researchers, acquire some limited new materials and begin to preserve and catalog some of our most fragile materials.

Additional funding, not included in SB1151, is necessary for preservation of the Law Library collection. Binding is an essential function in the preservation of material in any library. The Law Library contains territorial materials as well as materials which predate the Revolutionary War. Binding protects material, endangered by deterioration, by preventing further damage. It extends the useful life of material. The protection of hard covers improves the organization and retrieval of the collection. However, many legal materials are only published in soft cover and others, such as legislative bills, have not been bound because the Law Library has no funds to do so. Unfortunately, there has been no ongoing binding program for the Law Library, and as a result, the law books are deteriorating. The periodical collection now includes more than 688 feet of unbound materials. The Arizona Revised Code legislative service and pocket part collection includes forty feet of unbound materials. There are twenty-two feet of unbound Attorney General opinions and ninety-five feet of miscellaneous Arizona House and Senate Journals, State Session Laws, Federal Agency Divisions, and other material in desperate need of rebinding. Each year this grows worse. Current binding costs approximately \$8.60 per volume in orders of 100 or more. The estimate for the binding of the law collection to meet immediate preservation needs is \$47,075. Therefore, we request an additional \$20,000 in each of the years covered by this budget request (\$40,000 over two years). This should be an ongoing amount invested each budget cycle in law library preservation.

**Provide Capitol Museum Tours on Saturday and Meet  
Requests for School Tours (Part-Time Exhibit Interpreters)**

**FY2000    FY2001**  
**\$15,700    \$15,700**

One of our State Capitol Museum's most important activities involves school children tours of the old Senate and House chambers with educational information about Arizona government. We have been unable to maintain coverage for our school tour program because of the variety and increasing complexity of the school year. In addition, constant Member and citizen requests for Saturday hours have taxed existing personnel and existing provisions for temporary museum interpreters to the breaking point. An additional \$15,700 in Personal Services funds is requested to expand our temporary interpreter contingent of trained staff to cover the more flexible dates of the entire school year and to provide Saturday hours at least during the legislative session.

**Enhance Legislative Access to Electronic Research Materials, FY2000 FY2001  
Purchase Selected Arizona Specific Research and Historical \$100,000 \$100,000  
Materials Including Genealogical Information**

As we discussed with the library board last year, we applied for and received grant funds to bring two experts in to evaluate our collection of non-legal materials. I am happy to note their inspections of our Arizona materials revealed that until the early 1990s the State Library purchased nearly 95 percent of all material published about Arizona. In the last decade, that has diminished to a paltry 20 percent. However, our retrospective collection in Arizona history, genealogy, and research materials is the most valuable in the State. We have invested part of the funding provided to us by SB1151 to organize and begin the preservation of those materials, especially our genealogical materials, and newspapers. We received a half million dollar National Endowment for the Humanities grant to work specifically with Arizona newspapers. SB1151 funds are assisting in that effort by providing needed temporary staff to prepare newspapers for microfilming and to help us move the collection during our renovations. However, even after consideration of the consultants' reports, Member needs, and our revision of the collection development policy with its narrowing of our collection focus, our funding is absolutely insufficient for our legislative research needs. Once the State Law Library acquisitions needs have been met, there is less than 25 per cent of the total funding available for all other type materials. That means even with the additional acquisitions money provided through SB1151 in the two years for which that bill provides funding, the Arizona State Library annually will spend less than half of what the Prescott Public Library invests in its collections for our collections.

The electronic reference materials provided to the Legislature on site in our Library and extended to House and Senate libraries cost nearly \$50,000 annually. Inflation over the last several years for library materials is far in excess of the average of inflation rate for non-library materials. For example, in the fiscal year just concluded, an average of 9 to 11 percent inflation for periodicals of a general nature, and 14 percent annual inflation for law continuation materials has consistently eroded our capacity to pay for materials required for our patrons. We had begun each of the last fiscal years with an increasing shortage of funds to simply cover inflationary costs. We therefore request an additional \$100,000 be added annually to the State Library budget to provide for additional acquisition of Arizona materials and to begin to reverse the damage by inflation over the last several years of static funding. It is important to remember that SB1151 was a conservation, organization, access, and preservation as well as an acquisition bill. Only approximately \$30,000 was available from that first \$100,000 for acquisitions' purchasing. We anticipate using \$60,000 from the second year of SB1151 for acquisitions.

We also request that our acquisitions funds not be segmented or placed "below the line." Even with the additional funding made available from SB1151, the State Comptroller would not allow us to use the new funding to eliminate previous years' debt because the acquisitions budget is "below the line." Regardless of our available funding, the State Comptroller's office polices the exact amount of those items indicated

below the line and appropriations are segmented very strictly. The decision of how to invest our acquisitions funds should be made by the knowledgeable specialists in the Agency. Since the Department's entire operations budget is a lump-sum budget, we urgently request that the library acquisition line be placed in this lump sum appropriation beginning fiscal year 2000.

<b>Continue Online Internet and Work Station Access to Department's Collections (Online Catalog Maintenance)</b>	<b>FY2000</b>	<b>FY2001</b>
	<b>\$44,000</b>	<b>\$44,000</b>

As noted in the attached CAPITOL TIMES article, the Department is implementing its first online public access catalog. For the first time, legislative members and staff will be able to research the Library's holdings from their desks or from their homes. Thanks to the investment of \$700,000 in specific, one-time federal funds made available to the Department through last year's legislative appropriation of state matching funds, Arizona's Department of Library, Archives and Public Records is implementing its first online catalog. The Federal Library funding programs have been revised and use of these monies at the Department level is now restricted to certain programs and purposes.

We are able to make this one-time investment. However, this catalog does drive certain annual maintenance costs. The maintenance for the software that allows the catalog to sort materials and allows patrons to search for materials, the type of material, author, or subject costs approximately \$40,000 annually. The first payment will be due in the second year of this two-year budget. The hardware supporting the Internet accessible online catalog has an annual maintenance charge of \$4,000. Library and Archives therefore requests an additional \$44,000 on annual basis be added to the total of the operation budget to provide for the ongoing maintenance costs to protect the integrity and the operability and the access to these materials. Without this state investment of \$44,000 annually, the \$700,000 invested in the system, the software, the cataloging, the new equipment stations, and new wiring to allow legislative staff to use our materials and services will be wasted.

<b>3 FTEs Technology Staff to Bring \$5 Million Private Foundation Investment in Arizona Citizen Access to Computers Through Public and Tribal Libraries</b>	<b>FY2000</b>	<b>FY2001</b>
	<b>\$152,500</b>	<b>\$203,500</b>

The Department of Library and Public Records has been invited to apply for a Gates Library Foundation Statewide Grant for libraries in Arizona. (see attached Press Release) These funds, direct to public and tribal libraries, will total the equivalent of nearly \$5 million for hardware, software, wiring, and technological training for Arizona's libraries. As a condition for the receipt of these monies, Gates Library Foundation has requested the Department include in its budget submission a request for additional technological staff to support ongoing technology training and advice statewide from the State Library. The State Library has been unable to recruit for a major technology position because of the low, noncompetitive salary. We have been struggling to improve our own technological infrastructure, often spending significant amounts of money on consultant fees. The technology staffing for our entire 122-person agency

and the field work of seven divisions consists of: one Network Services Librarian and two support staff. An additional Personal Services amount of \$152,500 is requested to staff a technology unit of two professionals and an additional support training person to meet our current critical technology support needs and to ensure the state's sustainability of the investment of the Gates Library Foundation is willing to make in Arizona libraries.

We also request \$51,000 in FY2001 to replace equipment such as photocopying machines and to maintain technologically robust.

<b>1 FTE Librarian Reader Advisor to Serve Visually Impaired Readers and Support Outreach Efforts (from Library Board Approved 1998 DLAPR Supplemental Budget Request)</b>	<b>FY2000</b>	<b>FY2001</b>
	<b>\$41,200</b>	<b>\$41,200</b>

In our Supplemental Budget request of last year, we discussed with the Library Board and with JLBC, the importance of adding a Reader Advisor (special librarian) to the Braille and Talking Book Library. Our Reader Advisors deal with more than twice the number of clients recommended by the most conservative national measures for service. In addition, the workload of the Reader Advisors of the Braille and Talking Book Library has increased significantly due to our outreach efforts and to the increasing numbers of Arizona citizens who need our services. Two of the most significant departures of trained staff mentioned earlier were from this section of the Division's work. It is essential to add one FTE at the Grade 19 Librarian II level to the staff and to be able to fill behind attrition as it occurs.

The National Library Service for the Blind and Physically Handicapped (NLS) estimates that 1.4 percent of the general population is eligible for Braille and Talking Book Library services. Based on this conservative estimate, there are approximately 65,000 individuals in Arizona who are eligible due to blindness, visual impairment or physical disability. This was calculated based on the estimated state population of 4,600,275 as of July 1997 according to the League of Arizona Cities and Towns. If we also use the NLS estimate of 6 individuals per institution served and add that to the individuals registered, we served approximately 13,400 readers in FY98. That's only about 20 percent of the potential number of readers. With an additional Reader Advisor, we feel that we could complete outreach activities and be prepared to provide library services to more new patrons. (see attached chart)

An additional \$41,200 in Personal services funds is requested to provide adequate levels of service to our patrons.

<b>Provide Special Services, Educational Programs and Refurbish Capitol Museum Exhibits for Centennial</b>	<b>FY2000</b>	<b>FY2001</b>
	<b>\$55,000</b>	<b>\$146,200</b>
		<b>(one time cost)</b>

With the total revision and restoration of the State Capitol Museum in preparation for the Centennial 2001, every single exhibit, artifact, and arrangement of materials in the Museum has had to be moved—often twice. The Museum has invested \$14,700 in

FY98 and will invest \$12,600 in FY99 to just simply provide safe off-site storage of materials. Staff have been actively moving exhibits out of the construction area, reassembling exhibits, and attempting to maintain full services despite extensive construction. With the investment of several million dollars in the facility of the State Capitol Museum, it is prudent to increase the exhibits' scope and public programming for the centennial opening. The Museum staff stands ready to refurbish exhibits and provide specialized educational public programming. We, therefore, request \$201,200 for the exhibits and public programs for the Capitol Centennial. This request will be for one two-year budget cycle expenditure only.

**Cargo Van State Agency Records for Storage and Move Records as Needed**

<b>FY2000</b>	<b>FY2001</b>
<b>\$40,000</b>	<b>—</b>
<b>(one time cost)</b>	

The growth of records storage is dictating the need for a considerably larger vehicle to transport records to the Records Center. In spite of a moratorium in FY98, over 25,000 boxes were added to the Records Center inventory; over 41,000 boxes were added in FY97. The current vehicle, a 1994 one-ton van, has a maximum capacity of approximately 100 boxes, which means that it takes between 250 and 400 trips to move the annual total of boxes. It is also too small to hold palletized boxes, which are more efficient to move and handle. The current van is used approximately 1,000 miles per month, with most of the use in the Phoenix area and occasional trips to Tucson and other locations in the state. While the vehicle is in good condition, it is simply too small for our current needs and can not meet the projected volume of work. The capacity of the new vehicle should be 200+ boxes of records per trip. Since it would be used strictly for transporting boxed paper records, air conditioning would be required for the cab only. The current vehicle is fully air-conditioned and could be retained for the lighter work transportation of computer tapes, which require full A/C and smaller loads. A gasoline powered vehicle with adequate engine power for travelling anywhere in the state with a full load is necessary. It should be less costly to maintain and yield more power for the cost than a diesel engine. While alternate fuels (compressed natural gas, liquid propane, etc) are more environmentally friendly, they are not readily available statewide. These fuels would also have to provide sufficient mileage to facilitate practical range between fuel stops. A Ford F450 (or equivalent) cab and chassis, 120 inches cab to axle with a 14 foot cargo box with a roll-up door and power lift tail gate, 6.8L V-10 gas engine, automatic transmission, air conditioned cab and AM/FM radio would cost approximately \$40,000. We request (one time) \$40,000 for this vehicle.



## Department Organizational Chart



## Ratio of BTBL Patrons to Reader Advisors



## **GATES LIBRARY FOUNDATION DISTRIBUTES NEW 1998 GRANT APPLICATIONS**

### **12 More States Eligible for State Partnerships**

REDOND, Washington – August 28, 1998 – The Gates Library Foundation today announced that applications for the second round of grants have been distributed to the state library agencies of Arizona, California, Florida, Georgia, Idaho, Michigan, Montana, New York, Oklahoma, South Carolina, Tennessee, and Texas.

These states were selected as the next candidates for grants due to their poverty levels as determined by the 1990 U.S. Census. Current applications are due on October 7, 1998; each state will be evaluated for technological readiness, commitment to sustainability over time and commitment to establishing programs for reaching people who do not otherwise have access to computers and the Internet. Implementation is planned to begin in the summer of 1999.

“In the foundation’s first year, we learned that partnering with state libraries is the most effective way to reach our goal of bringing access to computers, the Internet, and digital information to library patrons in low-income communities,” said Richard Akeroyd, director library programs at the Gates Library Foundation. “State library leaders are able to help us access need and identify gaps in service most efficiently. Statewide implementation has enabled the foundation to execute the grant program efficiently by providing equipment, training and technical assistance to the public libraries within granted states.”

As a result of the lessons learned by the first round of grants the foundation has decided to restructure the entire grant program, including eligibility criteria for state and individual library applications. The previous Urban Library Leadership and Opportunity grant categories will be folded into a single new program called the State Partnership Grant Initiative.

Eligibility for individual public libraries is based upon a poverty threshold of 10 percent or higher, based on U.S. Census Department data for 1990. Those libraries meeting this poverty standard will be eligible to apply for a grant.

Through State Partnership Grants, the foundation provides grants to all eligible public library buildings serving low-income communities to purchase computer and networking equipment and to install telecommunications services for Internet access. The grants also provide training and technical support to selected library staff in network administration, computer and Internet applications, computer systems management, and train-the-trainer models for applications in on-going staff and patron training classes.

“With our work in Alabama complete, Arkansas, Kentucky, Louisiana, Mississippi, New Mexico, and West Virginia underway, a new round of grant applications in place, we are on pace to meet our goal of reaching public libraries in all 50 states by 2001,” said Akeroyd.

The Gates Library Foundation was founded in June 1997 by Bill and Melinda Gates to partner with public libraries in bringing access to computers and digital information to patrons in low-income communities in the United States and Canada. The Gates Library Foundation, located in Redmond, Washington, is a 501 © (3) non-profit organization.

For more information contact the foundation’s website, [www.glf.org](http://www.glf.org), or call 425-882-1200.

# ACTivate '98

*A preliminary draft of information collected from  
conference participants and synthesized by conference  
facilitators.*

August 8, 1998

Department of Library, Archives and Public Records  
Suite 200, 1700 W. Washington  
Phoenix, Arizona 85007  
602-542-4035 1-800-255-5841

*Session 1 - "The Present"*  
*Current Conditions: Strengths and Challenges*

STRENGTHS

- Accessing the world through technology - 15
- Place to create community - 14
- Quality service by quality staff - 12
- Wide public access - 10
  
- Services to the entire community - 18
- Public support and appreciation -13
- Collaboration and sharing 11
  
- Good stuff (rich museum resources, good content/collections, libraries and museums preserve American history) -12
- Positive public perception -11
- Good staff -10
- Electronic networking/access - 10
  
- Shared resources - 24
- High demand for services -18
- Collections and resources -13
- Electronic infrastructure -13
  
- Effective staff and leadership - 22
- Public credibility - 20
- Valuable resources - 18

CHALLENGES

- Need to expand access, reach new audiences - 14
- Inadequate funding - 20
- Lack of technology/need for electronic partnering - 8
- Need for community partnering - 7
  
- Competition for funding and resources - 18
- Continuing education/professional development of staff - 11
- Rural accessibility - 9
  
- Marketing challenges -18
- How do we pay the bills? -13
- Planning and implementation of technology - 13
- Changing community needs - 8
  
- Political awareness and support - 12
- Lack of funding - 11
- Lack of public awareness - 11
- Lack of collaboration - 8
  
- Reaching changing audiences - 17
- Reaching decision makers, customers, supporters - 14
- Preserving concerns - 11

*Session 2- "The Ideal Future"*  
*Top Ideas - Categories*  
*Suggested Strategic Directions*

Technology

- Expand technological infrastructure
- Develop state-wide electronic network
- Work toward, or realize, universal electronic access
- Ensure that every community in Arizona has a museum and library that can meet the needs of all its citizens through cutting-edge technology and resources
- Ensure that every resident of Arizona has online access to the digitized content of all Arizona libraries and museums
- Share the unique resources of the Arizona library and museum community through networking and technology.

Learning and Literacy

- Create partnerships to promote adult literacy
- Create dynamic alliances to foster lifelong learning
- Support flexible well-funded knowledge centers attractive to all age groups - may include shared-use facilities

Joint Advocacy

- Created a joint association for advocacy
- Develop grassroots support for communities for advocacy, funding, and political action

Collaborative Funding

- Establish a trust/endowment fund for collaborative projects between libraries and museums
- Create partnerships between large corporations and public/private entities for funding/training

Marketing

- Respond to changing public expectations

Miscellaneous

- Develop a targeted plan for rural accessibility

*Session 3 - "Collaborative Strategies"*  
*Suggested Synthesized Strategic Statements*

ARIZONA'S CULTURAL HERITAGE IS ONLY A CLICK AWAY

Develop a statewide network of cutting edge technology that links the contents of all libraries and museums:

- Develop a targeted plan for rural accessibility;
- Plan for universal access;
- Include the resources unique to Arizona

JOINT ADVOCACY IS POLITICAL STRENGTH

Create a joint library/museum association for advocacy and develop local grassroots support for funding and political action.

PARTNERSHIPS: PRESERVING THE PAST, ENDOWING THE FUTURE

Aggressively pursue partnerships between large corporations and public/private entities for funding and training. Establish a trust/endowment fund for collaborative projects between libraries and museums.

LEARNING AND LITERACY: A CULTURAL ADVENTURE

Create dynamic alliances to foster lifelong learning and literacy:

- Create partnerships to promote adult literacy;
- Support flexible and well funded knowledge centers attractive to all age groups.  
May include shared-use facilities.

MARKETING: MEETING CHANGING DEMANDS

Expand access and reach new audiences through effective marketing research and public relations.

**LEGISLATION PROPOSED/PASSED – 1998**  
**43<sup>rd</sup> Legislature – Second Regular Session**

**SB 1151 Library; Acquisitions; Preservation; Access; Appropriation**

Sponsors

Senators: Cirillo, Solomon, Cunningham, Bee. Representatives: Foster, Groscost

Co-Sponsors

Senators: Cummiskey, Hartley, Petersen. Representative: Clark

Overview

Appropriates, over the next five fiscal years, a total of \$1.5 million to the Department of Library, Archives and Public Records to microfilm, bind, catalog, and digitize the Department's research collections to save them from loss and deterioration; to augment the Department's general research collections; and to provide access to electronic information resources.

Background

The Department of Library, Archives and Public Records is a staff agency of the Legislature which provides service to Arizonans statewide. The Department is the designated repository for State and local government historical records, and is a designated repository for federal documents.

With a grant provided by the Western Council of Chief Library Officers, the Department recently hired a consultant to examine and make recommendations regarding the five core areas of its research collections: 1) Arizona State Documents; 2) Federal Documents; 3) Genealogy/Archival materials; 4) Arizona Newspapers; and 5) Electronic Resources.

These core areas, unique and valuable resources for Arizona, have been severely neglected because of prolonged, inadequate funding. To salvage these "at risk" collections, the consultant recommended a \$500,000 increase, to be implemented incrementally over a five-year period, to reverse deterioration and loss of the collections.

1. The State Documents collection is mandated by the State of Arizona and is the largest collection in the state with the broadest coverage.

2. The Federal Documents collection is the largest collection in the state with the broadest coverage, and is maintained under Federal Government mandates.
3. The Genealogy collection is the second largest in the state, with the largest genealogy book collection; the State Archives is mandated by the State of Arizona and is the largest repository of Arizona public records.
4. The collection of Arizona Newspapers is the largest, most complete collection in the world.
5. The Electronic Resources are used to fill gaps in the print collections, maintain currency of materials, and to access information more quickly.

According to the Department, approximately \$469,000 is appropriated annually for its research collections, with at least 75 percent of these monies dedicated to the Law Library, leaving approximately \$50,000 for the general research collections. This has made it difficult, if not impossible, for the Department to fulfill designated roles prescribed by state and federal mandates. Department staff endeavor to provide service to state government and Arizonans from materials available, relying on an inadequate and incomplete catalog. The absence of a computerized, on-line catalog also cripples researchers throughout the state who seek to use the Department's resources in their communities.

Historically, the Department has attempted to build collections in several subject areas, e.g., criminology, education, health science, humanities, industrial sciences, political science and sociology, but has been unable to maintain them because of inadequate funding and inconsistent purchasing. Since these other collections have not been kept current, they are no longer considered salvageable.

Based upon information provided by the consultant, the Department believes the requested monies will help it to effectively maintain and make available research collections by 1) enabling the Department to raise the quality of its collections to national standards and 2) implementing emergency preservation strategies for the care of rare and fragile territorial and other early Arizona historical and genealogical materials.

### Provisions

In addition to any other appropriation provided by law, the following sums are appropriated in the following fiscal years from the state general fund to the department of library, archives and public records:

1. For fiscal year 1998-1999, \$100,000 to be used for binding and cataloguing of the department's collections, for new purchases to replace losses in the department's collections and for legislative electronic information resources.

2. For fiscal year 1999-2000, \$200,000 to be used for microfilming, binding, digitalizing and cataloguing of the department's collections, for new purchases to augment the department's collections and for increased legislative electronic information resources.
3. For fiscal year 2000-2001, \$300,000 to be used for microfilming, binding, digitalizing and cataloguing of the department's collections, for new purchases to augment the department's collections and cooperative projects and for legislative electronic information resources.
4. For fiscal year 2001-2002, \$400,000 to be used for microfilming, binding, digitalizing and cataloguing of the department's collections, for new purchases to augment the department's collections and cooperative projects and for legislative electronic information resources.
5. For fiscal year 2002-2003, \$200,000 to be used for microfilming, binding and digitalizing of the department's collections and for new purchases to augment the department's collections and \$300,000 to be used for legislative electronic information resources.

#### Outcome of Legislation

1. Amendment in House Appropriations Committee removed funding for fiscal years 2000-2001, 2001-2002, 2002-2003.
2. The bill was signed by the Governor into law and is now Chapter 148 of 1998.

### **HB 2129 State Archives; Vital Records Disclosure**

#### Sponsors

Representatives: Johnson, Jarrett

#### Co-Sponsors

Representatives: Brimhall, Flake, Groscost. Senator: Bowers

#### Overview

HB2129 will open territorial and early statehood birth and death records presently held by the Archives. Creation of these records pre-date the formation of the Department of Health Services. Prior to the creation of the Department of Health Services, such records were required, by law, to be transferred to the Archives by county officials.

Opening the small volume of records identified in HB2129 will not have an economic impact on Department activities. The records constitute a fraction of those that are identified in HB2042, but they are very valuable for historical research.

HB2042 (First Regular Session, Forty-Third Legislature) Chapter 155, requires that the Department of Health transfer microfilmed copies of all birth records in its custody that were created in 1923 and earlier, and all death records created in 1947 and earlier, to the Department of Library, Archives and Public Records by June 30, 1998.

Providing public access to unique, original materials identified in HB2042 will be very labor intensive because of the massive volume of records that are included. The Department anticipates 14,000 individual requests for information from the records in fiscal year 1999.

The Supplemental Budget request before the Joint Health and Welfare Subcommittee pertains only to records identified in HB2042, and is at the level estimated by the JLBC analyst last year.

#### Provisions

- A. The Arizona history and archives division is the central depository of all official books, records and documents not in current use of the various state officers and departments of the state, the counties and incorporated cities and towns, which these materials constitute the state archives. The state archives shall be carefully kept and preserved, classified, catalogued and made available for inspection under rules the director of the department of library, archives and public records prescribes.
- B. State officers in possession of official state or territorial archives shall deposit such those archives with the director of the department of library, archives and public records.
- C. Any county, municipal or other public official may in his the official's discretion, deposit with the Arizona history and archives division for permanent preservation therein in the division official books, records, documents and original papers not in current use.
- D. The Arizona History and Archives Division shall make birth and death records held in the state archives available for inspection as follows:
  - 1. birth records if seventy-five years have passed after the date of birth as recorded on the birth certificate.
  - 2. death records if fifty years have passed after the date of death.

### Outcome of Legislation

1. Amended in the in the House by Government Reform and States' Rights Committee. County, municipal or other public officials can either retain or deposit with the Arizona history and archives division for permanent preservation.
2. The bill was signed by the Governor into law and is now Chapter 36 of 1998.



Appropriations Report 1998, 1999

## Appropriations Report 1998, 1999

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Appropriations Report 1998, 1999

## Appropriations Report 1998, 1999

## Appropriations Report 1998, 1999

## STRATEGIC PLAN – 1998, 1999, 2000, 2001

***To Ensure that the Arizona Legislature and Arizonans Have Access to the Information They Need Today, and to the History of Arizona for Tomorrow, through Partnerships with All Types of Cultural Institutions***

### **Agency Guiding Principles:**

The Department of Library, Archives and Public Records (DLAPR) holds the following principles:

**People:** Respect for employees and customers. Quality service to all. Quality workplace for each staff member.

**Process:** Continuous identification of DLAPR's customers and their needs. Quality staff development at all levels of employment. Quality management through team development. Leadership at all levels. Critical processes are identified and made efficient, effective, and responsive to customers. Formation of partnerships with cultural institutions.

**Performance:** Provide accurate information. Exceed customer expectations. Believe that customer satisfaction is measurable. Utilize all resources responsibly. Focus on what needs to be done. Expect to be accountable for all job tasks. Work with customers in a friendly, positive, and effective manner.

### **Internal/External Assessment Summary:**

#### Customers and Stakeholders for the Department of Library, Archives and Public Records:

##### Customers:

**Internal:** Legislature, Department Staff, Legislative Agencies.

**External:** Public, School and Academic Libraries, Courts, State and Local Officials, Legal Community, Historians, Genealogists, Arizona Citizens, State Agencies, Education Community, Out of State Customers, Federal Agencies, Cultural Community.

Stakeholders: Legislature, Library Community, Vendors, Schools, Local Government, Department Staff, Executive and Judicial Branches, and Cultural Community.

Past Services:

The Department provides unique collections. Materials and training serve direct needs of our customers. Public perception of the Department is increasingly positive. Members of the Legislature and the Courts are building a quality relationship with the Divisions with which they work. Employees provide quality work.

Present Services:

Utilizing the strength of strategic partnerships, highlights of current program services include:

<u>Division</u>	<u>Project</u>	<u>Partner</u>
History and Archives	Workshops and consultations	State and local governments, universities, schools, genealogy groups
	Study group on digitization of photographs	Arizona State Imaging Network
	Newspaper Project	NEH
	Archives Week	Archival repositories, museums, libraries
	Arizona History Collection	Historical researchers, Legislature, ASU History Dept., graduate students
Braille and Talking Book Library	Public History Workshop	Coordinating Council for History in Arizona, Nat'l History Day Board, teachers, students
	National History Day	
	Sublending agencies	Public libraries
	Public education	Agencies of and for the blind, visually impaired and physically disabled
	Local recording, machine repair and other volunteer activities	Volunteers
	Fund raising	Friends
	Outreach Pilot Project	Legislature, Tucson civic groups

Library Extension	Telecommunications	Arizona Telecommunications and Information Council
	Economic development	Private business, state and local governments
	Museum Circuit Rider Project communities	Museum and library
	Gates Foundation Grants	Public libraries, Texas State Library
	Technology assistance for Libraries	Public libraries, AMIGOS, Technology consultants
Museum	Education program	Schools, public cultural institutions state agencies volunteers, Archives & Research Divisions
	Tours and Exhibits	Legislature, youth groups, museum community, vendors, private citizens, Elderhostel, schools
	Preservation of Megargee paintings Fund raising Centennial and Renovation Projects	museum and philanthropic communities Museum Guild Legislature
Records Management	Consulting with State and Local Governments	State and local government officials and agencies*
	Records Management Training	State and local government officials and agencies*
	Storage of inactive records	State officials and agencies
	Publication of manuals	State and local government officials and agencies*
	Preservation imaging	Archives Division Research Division Library of Congress state agencies, Newspaper Project

\* Includes all state and local government officials and agencies comprised of state agencies, county officials and agencies, school districts, municipalities, universities, community colleges and special districts. Include judicial and legislative branches when requested.

Research Library

Map preservation  
State documents project

Archives Division  
Arizona State Agencies

Legislative Documents  
Legislative Information Services  
Online Public Access Catalog  
Cultural Inventory Project

Legislature  
Legislature  
Legislative Council  
Public libraries, museums,  
historical societies, art  
galleries  
Az. Humanities Council,  
universities

Arizona Symposium

Museums, libraries, archives,  
cultural institutions

State Law Library

Retrospective conversion  
Collection development

Other Divisions  
Arizona legal community

### Internal Factors:

#### Strengths:

- Legislature
- Department staff
- Legislative agencies
- Unique collections
- Collaborative ability

#### Weaknesses:

- Insufficient staffing levels
- Inadequate space to house collections
- Insufficient funding
- Disparate technology

### External Factors:

#### Opportunities:

- Rapidly changing technology
- Increased perceived need for information
- Relationship with leadership in all branches of government
- Relationship with professional associations
- Increase services provided to elected and appointed officials
- Alternative funding sources and grants
- Provision of service to all constituents
- Partnerships with customers and stakeholders

Threats:

- Rapidly changing technologies
- Private information providers
- Loss of granting agencies
- Reduced funding
- Cost increases, especially library materials cost inflation
- Uninformed customers and stakeholders
- Insufficient staffing
- Inadequate space

**Agency Mission:**

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

**Agency Description:**

The Department of Library, Archives and Public Records provides information services as authorized in Arizona Revised Statutes 41-1331 through 41-1352. Research and reference services are provided in the subject areas of law, government, 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 grants for public libraries and other authorized services are administered and monitored. Special library and information services are offered for the blind, physically challenged, and institutionalized. Public records are identified, preserved, and disposed through archival retention programs. Exhibits are created to educate the public regarding government-related history and the legislative process. These services are provided through the divisions of the Department: History and Archives, Braille and Talking Book Library, Library Extension, Museum, Records Management, Research Library, and State Law Library.

**Agency Goal Summary:**

- Goal 1: Provide legislative and public access to public information
- Goal 2: Preserve Arizona's history
- Goal 3: Promote statewide collaboration

**Agency Goals, Objectives, and Performance Measures:**

**GOAL 1: TO PROVIDE ACCESS TO PUBLIC INFORMATION**

**Objective 1:** Create an online catalog of materials in the Department's collections of books, Federal and State agency publications, and historical records files.

Type:	Performance Measures	FY 97 Actual	FY 98 Expect	FY 99 Expect	FY 00 Expect	FY 01 Expect
Input:	Librarian IV (gr. 21)	N/A	.3	.1	.1	.1
	Librarian III (gr. 20)	N/A	.1	1.5	1	1
	Librarian II (gr. 19)	N/A	1.5	1.5	1.5	1.5
	Librarian I (gr. 17)	N/A	.2	.2	.1	.1
	Lib Associate (gr. 15)	N/A	.1	.1	.1	.1
	C/T III (gr. 11)	N/A	.2	.2	.2	.2
	C/T II (gr. 9)	N/A	.2	.2	.2	.2
	C/T I (gr. 8)	N/A	.1	.1	.1	.1
	New equipment	N/A	N/A			
	Annual maintenance	N/A	N/A			
Annual GPO tape	N/A	N/A				
	# of collections to be entered into online catalog	N/A	9	4	1	1
Output:	Collections added to online catalog	N/A	0	4	6	8
Outcome:	% of collections searchable in the online catalog	N/A	0	60%	70%	75%
Quality:	% clients satisfied with searching in online catalog	N/A	0	60%	80%	80%

**Objective 2:** Provide access to birth and death records transferred to the Department from the Department of Health Services.

Type:	Performance Measures	FY 97 Actual	FY 98 Expect	FY 99 Expect	FY 00 Expect	FY 01 Expect
Input:	FTE	N/A	N/A	2.5	2.5	3
	Film readers	N/A	N/A	4	4	4
	Reader/ printers	N/A	N/A	1	3	3
	Rolls of film	N/A	N/A	368	382	396
	Microfilm cabinets	N/A	N/A	1	1	1
	Space (sq ft.)	N/A	N/A	1,250	1,250	1,250
	Researcher furniture	N/A	N/A	8 sets	8 sets	8 sets
	Researcher publicity on the WWW (DLAPR, AzGAB)	N/A		2	2	2
	in publications on DLAPR-L	N/A	N/A	6	4	4
1	Written guides for researchers	N/A	N/A	1	1	
	Expenditures			71,200	71,200	71,200
Output:	Researcher requests filled in person	N/A	N/A	8,000	8,400	
8,820	Via e-mail	N/A	N/A	3,800	3,920	
4,116	Groups contacted	N/A	N/A	200	250	
300	Requests for talks/presentations	N/A	N/A	8	16	8
	*** assume a rush then level off ***					
Outcome:	Total researchers served	N/A	N/A	11,800		12,320
12,936	Total attendees at presentations(# talks x 25 people)			200	400	200
	For the first time, patrons will have easy access to historical vital records for genealogical and historical research.					
Efficiency:	% patrons able to access records	N/A	N/A	100%	100%	100%
Quality:	% patrons satisfied with service	N/A	N/A	90%	90%	95%

**Objective 3:** Develop exhibit enhancement programs to improve public access and increase visitation at the Hall of Fame Museum.

Type:	Performance Measures	FY 97 Actual	FY 98 Expect	FY 99 Expect	FY 00 Expect	FY 01 Expect
Input:	Exhibit enhancement programs	0	2	4	5	5
Output:	Program participants/ Programs	2,800 10	3,200 12	4,000 14	4,400 15	4,400 15
Outcome:	Attractive, interesting and educational interpretive programs that increase appreciation of the people who have made the state prosper and grow and increase attendance at the Hall of Fame.					
Efficiency:	New visitors to programs	N/A	800/2	800/2	400/1	N/A
Quality:	To be determined by visitor surveys.	N/A	80%	85%	90%	95%

**Objective 4.** Provide adequate, secure, and fire-protected storage, retrieval and destruction of state agency records.

Type:	Performance Measures	FY 97 Actual	FY 98 Expect	FY 99 Expect	FY 00 Expect	FY 01 Expect	
Input:	FTE's	5	5	5	8	8	
	Records center storage capacity (cu. ft.)	190,000	190,000	190,000	340,000***	340,000***	
	Automated inventory system	*	*	*	*	*	
	Materials handling equipment	**	**	**	**	**	
	Records storage facility built and maintained to 3 hour fire standards	Yes	Yes	Yes	***	***	
	Fire Suppression/detection system (sprinklers)	Yes	Yes	Yes	Yes	Yes	
	Entry alarm system	****	****	Yes	Yes	Yes	
	<i>* DEC Alpha server system and software requiring periodic upgrades</i>						
	<i>** Various conveyors, hand trucks, pallet jacks, ladders, etc.</i>						
	<i>*** Assumes addition of 30,000 sq. ft. to RMC</i>						
<i>**** Current system not fully functional</i>							
Output:	Records in Storage (cu. ft.)	167,000	190,000	190,000	230,000	271,000	
	Space available (cu. ft.)	23,000	0	0	120,000***	69,000	
	Retrievals requested	17,200	18,000	18,000	19,000	21,000	
	Records destroyed (cu. ft.)*	12,800	15,000	15,000	17,000	20,000	
	<i>* Many records are being held past scheduled destruction because of litigation.</i>						
<i>*** Assumes Addition of 30,000 sq. ft. to RMC</i>							
Outcome:	Total office space recovered (sq. ft.)	167,000	190,000	190,000	230,000	271,000	
	Public records protected from fire, theft and vandalism	167,000	190,000	190,000	230,000	271,000	
	Facility and equipment protected	N/A*	Yes	Yes	Yes	Yes	
	Employees and visitors protected from fire hazard	N/A**	N/A**	Yes	Yes	Yes	
	RMC space recovered (cu. ft.)	12,800*	15,000	15,000	17,000	20,000	
	<i>* Effectiveness of entry system is indeterminate according to Capitol Police technician.</i>						
<i>** Current effectiveness unknown</i>							
Efficiency:	Space available : incoming records (2500 cu. ft. per month)	9.4	6.9	0	52.4	27.6	
	Effectiveness of security systems when tested	N/A	N/A	N/A	N/A	N/A	
	Retrievals completed per day (average)	78	82	82	86	95	
Quality:	Condition of fire and security systems	N/A*	N/A	N/A	N/A	N/A	
	Probability of loss due to inadequate or failed security system	N/A*	N/A	N/A	N/A	N/A	
<i>* Effectiveness of entry system is indeterminate according to Capitol Police technician.</i>							

**Objective 5:** Make legislative and other governmental reports available to the Legislature and citizens.

Type:	Performance Measure:	FY 97 Actual	FY 98 Expect	FY 99 Expect	FY 00 Expect	FY 01 Expect
Input:	Librarian II (gr. 17)	N/A	.05	.05	.05	.05
	Librarian I (gr. 17)	N/A	.05	.15	.15	.15
	Clk/Typist II (gr. 9)	N/A	.05	.05	.05	.05
	Reports produced	N/A	40	40	40	40
Output:	Reports processed into and searchable in the online catalog	N/A	25	50	60	65
Outcome:	% of received reports available to Legislature and public via online catalog. This material is important to document the history of legislative issues and will provide public access to legislative reports.	N/A	N/A	60%	70%	80%

**Objective 6:** Enable the Braille and Talking Book Library staff to better serve their clientele through increased access to professional librarians and by ensuring that each book circulated is complete and usable. All cassette books circulated must be inspected to ensure quality.

Type:	Performance Measures	FY 97 Actual	FY 98 Expect	FY 99 Expect	FY 00 Expect	FY 01 Expect
Input:	Disabled Arizona citizens eligible for talking books	64,300	66,000	67,800	69,500	71,100
	Reader Advisors/FTE	3	3	4	4	5
	Shipping staff/FTE	3	3	4	4	5
Output:	Items circulated 470,000	446,940	448,000	455,000	460,000	
	Cassette books circulated 338,000	320,616	323,000	328,000	330,000	
Outcome: 12,500	Patrons/institutions served	11,019	11,200	11,500	12,000	
	Cassette books inspected	253,700	255,170	278,800	297,000	338,000
Efficiency: 2,500	Patrons per Reader Advisor*	3,673	3,733	2,875	3,000	
	% of Eligible citizens served	17%	17%	17%	18%	18%
	% of Cassette books inspected	79%	79%	85%	90%	100%

\*The American Library Association *Revised Standards and Guidelines of Service for the Library of Congress Network of Libraries for the Blind and Physically Handicapped* states that there should be one Reader Advisor for every 1500 patrons served.

**Objective 7:** Create and distribute special bibliographies that will promote the use of selected materials by making patrons aware of local Arizona recorded books and books in other special subject areas.

Type:	Performance Measures	FY 97 Actual	FY 98 Expect	FY 99 Expect	FY 00 Expect	FY 01 Expect
Input:	New cassette book bibliographies produced	27	20	20	20	20
Output:	Average number of copies sent to patrons per month	1,645	1,850	1,900	1,975	2,000
Outcome:	Increased circulation of Arizona cassette books	N/A	N/A	N/A	N/A	N/A
	Increased circulation of YA and children's books	N/A	N/A	N/A	N/A	N/A
Efficiency:	% of Patrons receiving bibliographies each month	22.5%	25%	25%	25%	25%
	Average number of bibliographies/patron annually	3	3	3	3	3

**Objective 8:** Evaluate and enhance the collections in the Arizona History, Research, and State Law Library divisions.

Type:	Performance Measures	FY 97 Actual	FY 98 Expect	FY 99 Expect	FY 00 Expect	FY 01 Expect
Input:	Div. Director (gr. 22)	N/A	.025	.025	.025	.025
	Librarian IV (gr. 21)	N/A	.025	.025	.025	.025
	Librarian III (gr. 20)	N/A	.5	.5	.5	.5
	Librarian II (gr. 19)	N/A	.125	.125	.125	.125
	Librarian I (gr. 17)	N/A	.025	.025	.025	.025
	Funds SB1151	N/A	N/A	100K	100K	TBD
Output:	# policies updated	N/A	2	5	8	8
	% coll evaluated	N/A	10%	40%	80%	100%
	% books acq'd using new policies	N/A	40%	60%	80%	100%
Outcome:	Collections aligned w/ ARS	N/A	3	5	8	8
Quality:	% clients satisfied w/ collection on user survey	N/A	N/A	80%	80%	80%

**Objective 9:** Maintain services for visitors during rehabilitation of the Capitol Museum.

Type:	Performance Measures	FY 97 Actual	FY 98 Expect	FY 99 Expect	FY 00 Expect	FY 01 Expect
Input:	Tours	1,700	1,700	1,700	1,800	1,800
Output:	Toured visitors	38,000	38,000	38,000	40,000	42,000
Outcome:	School groups, visitors, legislators, and constituents that have the opportunity to learn more about State Government history, functions and legislative process.					
Efficiency:	Ave. Tour Size	22.3	22.3	22.3	22.2	23.3
Quality:	To be determined by visitor surveys.	N/A	95%	95%	95%	S 95%

**Objective 10:** Remove and reinstall Capitol Museum exhibits as necessary for rehabilitation of the Capitol building, install new exhibits and store or retire exhibits.

Type:	Performance Measures	FY 97 Actual	FY 98 Expect	FY 99 Expect	FY 00 Expect	FY 01 Expect
Input:	Move	0	5	15	4	1
	New	6	3	1	12	8
	Revise	4	2	3	1	1
	Stored/retired	0	5	3	0	0
	Special/unsched	5	2	0	0	0
	Annual	3	2	2	2	2
Output:		18	19	24	19	12
Outcome:	Exhibits are moved, stored and reinstalled to continue service to the public and to make spaces available to the contractor for rehabilitation of the Capitol building.					
Efficiency:	Work accomplished as scheduled.	18	19	24	19	12
Quality:	To be determined by visitor surveys.	90%	90%	90%	90%	95%

**GOAL 2: TO PRESERVE ARIZONA MATERIALS**

**Objective 1:** To continue to preserve and collect Arizona's permanent records in an adequate, secure, fire-protected building.

Type:	Performance Measures	FY97 Actual	FY98 Expect	FY99 Expect	FY2000 Expect	FY2001
Expect						
Input:	FTE	6	8	10	10	11
	Square footage	2,574*	5,531	9,634	12,000	14,330
	Cubic feet of archival records	12,580*	15,800	18,600	21,425	24,300
	Linear feet of books, Az Coll.	1,625	1,640	1,655	1,670	1,685
	Photograph collection (cu. ft)	287	300	313	326	339
	Microfiche (linear feet)	7	7	7.2	7.3	7.4
	Microfilm (linear feet)	83	84	85	86	88
	Newspapers (linear feet-paper)	9,263	8771	7919	7067	6215
	Microfilm newspapers (lin ft)	446	461	476	491	506
	Computers with appropriate Software for maintaining Agency files	4	7	9	9	10
Output:	Building Plan	1	1	1	1	1
	Cubic Feet of Archival Records To Be Accessioned (By 2010, 20,675 Cubic Feet)	7,000	7,000	7,000	7,000	7,000
Outcome:	Adequately Sized Facility (34,700 Square Feet For 20 Year Growth)	N/A	N/A	67,000	67,000	67,000
	% Increase In Requests For Further Information	4	8	12	16	16
	Preservation and protection of Arizona's historical records					
Efficiency:	Space available: incoming records (2200 cu ft per year)	N/A	N/A	N/A	N/A	N/A

\* Current facility cannot accommodate more records

**Objective 2:** Provide quality preservation imaging services for Arizona state agencies.

Type:	Performance Measures	FY 97 Actual	FY 98 Expect	FY 99 Expect	FY 00 Expect	FY 01 Expect
Input:	FTE's	4	5*	5	8	8
	Microfilm cameras	7	7	7	9	9
	Inspection equipment	**	**	**	**	**
	Quality and production standards	Yes	Yes	Yes	Yes	Yes
	Processor	1	1	1	1	1
	Duplicator	2	2	2	2	2
	Microfilm to digital image scanner	0	0	0	1	1
	Digital archive writer	0	0	0	0	1
	Production and quality standards	Yes	Yes	Yes	Yes	Yes
	* <i>Two positions vacant for much of FY</i>					
	** <i>Assorted Readers, Light Boxes and Test Equipment</i>					
Output:	Rolls of completed microfilm	345	100	400	600	800
	Pages imaged	699,000	240,000	1,000,000	1,500,000	2,000,000
	Film processed (rolls)	4,700	5,200	5,600	5,800	6,200
	Film duplicated (rolls)	4,800	4,400	4,700	5,200	6,000
	Microfilm images digitally scanned	0	0	0	1,000,000	1,000,000
	Electronic Images recorded to film	0	0	0	0	1,000,000
Outcome:	Preserved records (pages)	699,000	240,000	1,000,000	1,500,000	2,000,000
	Recovered space (cu. ft.)	345	100	400	600	800
	Distribution of information	N/A	N/A	N/A	N/A	N/A
	Records preservation & security (master rolls in vault)	60,000	63,000	66,000	72,000	78,000
Efficiency:	Rolls (avg.) imaged per day	1.6	.5	1.8	2.7	3.6
	Film (avg.) processed per day (rolls)	21.3	23.6	25.5	26.3	28.0
	Film (avg.) duplicated per day (rolls)	21.9	20.0	21.4	23.6	27.1
Quality:	Percent of work meeting standards	100%	100%	100%	100%	100%

**Objective 3:** Conserve the collection of 18 Lon Megargee paintings.

Type:	Performance Measures	FY 97 Actual	FY 98 Expect	FY 99 Expect	FY 00 Expect	FY 01 Expect
Input:	P&O funds	0	0	8,000	8,000	8,000
	Donated funds	0	8,000	8,000	8,000	8,000
Output:	Conserved paintings	0	1	2	2	2
Outcome:	Stabilization and restoration of this part of the Capitol art collection for future generations. These painting are planned for exhibits in FY 2001 for the Centennial of the Capitol building.					
Efficiency:	\$8,000 per painting. Each painting is valued at approximately 45,000.					
Quality:	% of this collection treated	22%	27%	38%	50%	61%

**Objective 4:** Pack, move and store collections and equipment during the Capitol Centennial rehabilitation project.

Type:	Performance Measures	FY 97 Actual	FY 98 Expect	FY 99 Expect	FY 00 Expect	FY 01 Expect
Input:	Pack and move	0	\$13,000	0	\$13,000	0
	Collections storage	0	\$1,000	11,000	\$4,000	0
	Equipment storage	0	\$1,000		\$4,000	0
Output:	Moving and storage for 4,740 cu.ft. of tools, exhibit furniture, and equipment and 5,230 cu.ft. of artifacts. 3,930 cu.ft. of the larger artifacts will be stored off site in secure, climate controlled storage until January of 2001.					
Outcome:	Museum artifacts, tools and equipment are packed, moved, stored appropriately and accessible to staff as planning for Centennial exhibits					
Efficiency:	NA					
Quality:	Specifications are for bonded movers and storage facilities with oversight by Museum staff.					

**Objective 5:** Rehabilitate the Capitol Museum for its centennial in 2001.

Type:	Performance Measures	FY 97 Actual	FY 98 Expect	FY 99 Expect	FY 00 Expect	FY 01 Expect
Input:	FY '98 - Hire architect, planning and engineering, move collections and equipment, start rehabilitation, exterior work. FY '99 - Construction work as approved. Move exhibits and staff work areas as necessary					
Output:	FY '00- Construction work as approved. Reinstall exhibits, return collections and equipment and resume normal operations FY '01 - Resume normal operations.					
Outcome:	FY '01 - Successful rehabilitation of the historic structure, commemoration programs, exhibits and ceremonies.					
Quality:	Visitor satisfaction as determined by surveys	80%	80%	85%	90%	95%

**GOAL 3 : PROMOTE STATEWIDE COLLABORATION**

**Objective 1:** Support research needs of House and Senate Research staff.

Type:	Performance Measures	FY 97 Actual	FY 98 Expect	FY 99 Expect	FY 00 Expect	FY 01 Expect
Input:	Librarian IV (gr. 21)	N/A	.05	.05	.05	.05
	Librarian III (gr. 20)	N/A	.05	.05	.05	.05
	Librarian II (gr. 19)	N/A	.2	.2	.2	.2
	Librarian I (gr. 17)	N/A	.1	.1	.1	.1
Output:	% new staff given tours/training	N/A	N/A	75%	80%	80%
	Issues of newsletter dist. to analysts	N/A	N/A	3%	3%	3%
	% analysts w/ whom librarians hold 2 conferences /year	N/A	N/A	80%	90%	90%
	% analysts w/ whom librarians hold 2 telephone conversations /year	N/A	N/A	80%	90%	90%
Outcome:	% increase in use of Electronic Reference Station. This area gives legislative research staff 24-hour access to information and data on pressing issues under consideration.	N/A	N/A	10%	10%	10%
Quality:	% of users giving "Ease of access to information" a high rating on evaluations	N/A	N/A	80%	85%	90%

**Objective 2:** Create a single service point for patron access to Research Library and Archives collections

Type:	Performance Measures	FY 97 Actual	FY 98 Expect	FY 99 Expect	FY 00 Expect	FY 01 Expect
Input:	State Archivist	N/A	.2	.2		
	Deputy State Archivist	N/A	.1	.1		
	Librarian IV (gr. 21)	N/A	.2	.2		
Output:	Floors planned	N/A	0	3		
	% planned moves executed	N/A	0	85%	15%	
Outcome:	Creation of single service point for requesting information resulting in a % increase in usage of collection.	N/A	N/A	5%	5%	5%
Efficiency:	Number of legislators who can identify Research Library location	N/A	30	65	75	70

**Objective 3:** Develop statewide purchasing contracts for print materials and online information services.

Type:	Performance Measures	FY 97 Actual	FY 98 Expect	FY 99 Expect	FY 00 Expect	FY 01 Expect
Input:	Librarian III (gr. 20) Meetings with stakeholders	N/A N/A	.015 2	.038 7	.019 3	.012 3
Output:	Number of RFP's written by ad hoc committee	N/A	2	1	0	0
	Vendor proposals to analyze by ad hoc committee	N/A	150	75	50	50
Outcome:	% of qualified vendors signing contracts out of total receiving RFP's	N/A	50%	60%	70%	80%
Efficiency:	% decrease in cost per item, indexed for inflation, for material ordered through contracted vendors	N/A	10%	10%	10%	10%

**Objective 4:** Create a statewide cultural inventory project.

Type:	Performance Measures	FY 97 Actual	FY 98 Expect	FY 99 Expect	FY 00 Expect	FY 01 Expect
Input:	Qualified FTE	0	.1	1	1	.5
	Travel cost; 600 on-site inventories/ evaluations			10,248	12,810	2,562
	Professional materials	0	0	200	150	0
	Computer station (PC, laptop, printer, associated software, including website)	0	0	3,000*	0	0
	Cost of print publication	0	0	0	0	35,000
Output:	Percent of on-site inventories/evaluations completed	0	0	40	90	100
	Percent of database entries completed	0	0	40	80	100
	Percent of print copy completed	0	0	30	70	100
Outcome:	Percentage increase in website visitations	0	0	0	500	200
	Number of copies of print publication published for distribution	0	0	0	0	5,000
Efficiency:	Cost per database entry	0	0	**	**	**
	Cost per copy of print publication	0	0	0	0	7
Quality	Percentage accuracy of information entered in database and for print publication	0	0	97	97	100

**Objective 5:** Provide records management consulting, training and assistance to state agencies and political sub-divisions.

Type:	Performance Measures	FY 97 Actual	FY 98 Expect	FY 99 Expect	FY 00 Expect	FY 01 Expect
Input:	Qualified FTE's	3	3	3	3	3
	Reference materials	*	*	*	*	*
	Computers and software	3	3	3	3	3
	<i>*A.R.S., various records management texts and legal references</i>					
Output:	Total consultations	589	530	550	550	550
	Total training sessions conducted	55	100	75	75	75
	Ret. and disp. schedules drafted, reviewed & approved	180	340	300	300	300
	Imaging utilization requests processed	13	10	10	15	15
	Manual pages (text) revised or added	212	200	200	200	200
	Manual pages (schedules) rev. or added	67	80	50	50	50
	Outcome:	Records reported destroyed in accordance with A.R.S. (cu. ft.)	45,600	50,000	50,000	50,000
Total Training Session Attendees		894	1000	900	900	900
Equivalent office space recovered (sq. ft.)		45,600	50,000	50,000	50,000	50,000
Efficiency:	Retention schedules developed per analyst*	72	136	120	120	120
	Training session presented per analyst**avg. based on 2.5 analysts	22	40	30	30	30
Quality:	Percentage of retention schedules approved of those submitted for approval	100%	100%	100%	100%	100%
	Average training session critique score (Scores range from 11 to 55)	43.4	46.0	45.0	45.0	45.0

**Objective 6:** Convene a statewide forum on collections Arizona materials held by the State's cultural institutions.

Type:	Performance Measures	FY 97 Actual	FY 98 Expect	FY 99 Expect	FY 00 Expect	FY 01 Expect
Input: (RL only)	Librarian IV (gr. 21)	N/A	.025	.025	.025	.025
	Librarian III (gr. 20)	N/A	.057	.085	.085	.085
	Librarian II (gr. 19)	N/A	.1	.1	.1	.1
Output:	Planning committee	N/A	1	1	1	1
	Working groups	N/A	5	5	5	5
	Steering committee	N/A	1	1	1	1
	Web page	N/A	1	1	1	1
	Planning mtgs	N/A	10	10	10	10
Outcome:	# Institutions participating in cultural inventory and collaboration in collection development	N/A	N/A	100	125	150
	Network construction	N/A	N/A	1	1	1
	Newsletters	N/A	N/A	1	2	2
	AzLA presentations	N/A	N/A	1	1	1
Quality:	% increase in institutional participation in annual symposium	N/A	N/A	10%	10%	10%

**Objective 7:** Promote cultural collaboration through archival outreach activities including, Archives Week, history and family fairs, National History Day promotion and training.

Type	Performance Measures	FY 97 Actual	FY 98 Expect	FY 99 Expect	FY 00 Expect	FY 01 Expect
Input:	# of qualified FTEs	6	6	8	8	8
	Participant groups	26	38	60	60	60
	Planning meetings	10	20	20	20	20
	Private sponsor	2	2	4	5	5
Output:	History/genealogical fairs	1	1	2	2	2
	Exhibits	8	8	9	10	10
	Workshops	1	2	4	6	6
	Edu. presentations	3	4	6	6	6
	Posters	1,500	1,500	150	2,000	2,000
Outcome:	Pub. attendance	300	1,000	1,500	1,800	2,200
	Co-sponsored events w/other organizations	30	34	38	44	46
	Public awareness of the value of Arizona's historical documents, manuscripts, photographs, maps, oral histories and the need to preserve the State's history.					
Efficiency:	Percent increase in participating institutions	N/A	25%	10%	10%	10%
Quality:	To be determined by patron satisfaction surveys	50%	70%	80%	90%	95%

**Objective 8:** Promote collaboration among Arizona museums, libraries and cultural institutions statewide.

Type:	Performance Measures	FY 97 Actual	FY 98 Expect	FY 99 Expect	FY 00 Expect	FY 01 Expect
Input:	FTE for LSTA Curator	0	.5	.5	0	0
Output:	Meetings with museum and library staff to explain LSTA programs.					
Outcome:	Collaborative projects that use technology to make cultural information more accessible					
Quality:	To be determined by LSTA national Leadership Grant reviewers.					

**Objective 9:** Improve library services around the state.

Type:	Performance Measures	FY 97 Actual	FY 98 Expect	FY 99 Expect	FY 00 Expect	FY 01 Expect
Inputs:	# of FTE's LSTA funding # of library clients	5	5	5	5	5
Outcomes:	AZ Reading Program benefiting children statewide participants Improved reference service to public Improved collections Improved planning efforts Effective use of federal funds	85,000	96,000	94,000	98,000	100,000
Efficiency:	# of visits per consultant	12	12	12	12	12
Quality:	Satisfied librarians & general public, based on survey and focus groups	90%	90%	90%	90%	90%

**Resource Assumptions:**

Existing funds will be utilized to accomplish all goals for FY 98. The establishment of new standards in FY 99 will require new funds, which were granted in an FY 99 supplemental request. New standards for/ will require new funds and additional FTE's which will be requested in the FY 2000/2001 budget request.

**Financial and FTE Position Information:**

Source	FY 97 \$ Actual	FY 98 \$ Estimate	FY 99 \$ Estimate	FY 00 \$ Request	FY 01 Request
General Fund	5,646,400	6,194,200	TBD	TBD	TBD
FTE Positions	119.1	120.1	122.1		
	* 5,492,400 (includes 2 new FTE)				

**ARIZONA STATE LEGISLATURE  
MEETING NOTICE**

***OPEN TO THE PUBLIC***

**BOARD OF LIBRARY, ARCHIVES AND PUBLIC RECORDS**

DATE: Tuesday, August 26, 1997  
TIME: 9:30 a.m.  
PLACE: Senate Majority Caucus Room

**AGENDA**

1. Call to order
2. Introductions / Department Overview Services to Arizonans
3. Goals and Activities June - November and Beyond for Selected Projects  
Online Catalog; Vital Records; Legislative Awareness; Electronic Reference  
Station; Research Collections and Teams
4. Other Business: Recognition of retiring Dr. Raymond H. Thompson, State  
Museum Director; De-accession of two Museum items (1900 Dress & Gorman  
Paintings)
5. Conclusions and Questions: Collections; Space; Staffing; General Accounting  
Audit; Organization Cultural and Morale
6. Discussion of personnel matters in executive session pursuant to ARS § 38-  
431.03 (A), (1) and (3).

Order to be set by Chairman

**MEMBERS:**

Brenda Burns, President of the Senate, Chairman  
Donald Aldridge, Speaker of the House

Ruth Solomon, Senator  
Kathi Foster, Representative

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President Brenda Burns, Chairman

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**BOARD OF LIBRARY, ARCHIVES AND PUBLIC RECORDS  
MINUTES OF  
AUGUST 26, 1997 MEETING**

The Board of Library, Archives and Public Records met at 9:30 a.m. on August 26, 1997 at the Arizona State Senate, 1700 West Washington, Senate Majority Caucus Room, Phoenix, AZ 85007.

**ATTENDANCE**

**Members**

Brenda Burns, President of the Senate (ex-officio), Chair  
Arizona State Senate

Ruth Solomon, Senator  
Arizona State Senate

Kathi Foster, Representative  
Arizona State House of Representatives

**Representing a  
Member**

Barry Wong, Representative  
(For Donald Aldridge, Speaker of the House)  
Arizona State House of Representatives

**DLAPR Staff**

GladysAnn Wells, Director

Mary Johnson, Deputy Director

Michael Carman, Division Director  
State Capitol Museum

David Hooper, Division Director  
State Archives

Bob Machinski, Division Director  
Library Extension

Linda Montgomery, Division Director  
Braille and Talking Book Library

Martin Richelsoph, Division Director  
Records Management Center

Melanie Sturgeon, Deputy State Archivist  
State Archives

Leslie Anderson, Administrative Assistant  
Director's Office

Dee Hall, Administrative Secretary  
Director's Office

**Executive Branch Staff** Joseph Clifford, Assistant Attorney General  
Office of the Attorney General  
Kristi Clark  
Government Information Technology (GITA)

**Legislative Branch Staff** Michael Braun, Executive Director  
Arizona Legislative Council  
Carolyn Atwater, Research Staff  
Arizona State Senate  
Victoria Clark, Research Staff  
Arizona State Senate  
Greg Jernigan, Counsel to the President  
Arizona State Senate  
John Thomas, Chief Counsel  
Arizona State House of Representatives

**Library Community** Christopher Cole  
Arizona Library Association  
Patrick Corella  
Tucson-Pima Public Library  
John Irwin  
Library Consultant  
Judy Register  
Scottsdale Public Library  
Rodeane Widom  
Glendale Public Library

**ABSENT Member** Donald Aldridge, Speaker of the House (ex-officio)  
Arizona State House of Representatives

**DLAPR Staff** Ray Tevis, Division Director  
State Research Library

**CALL TO ORDER**

President Burns called the meeting to order at 9:40 a.m.

## **INTRODUCTIONS/DEPARTMENT OVERVIEW OF SERVICES TO ARIZONANS**

Wells welcomed members of the Library Board and invited guests to the first board meeting in her tenure as Arizona State Librarian. She stated that the department was thrilled to have three board members and Representative Wong present as its guests, as well as many legislative colleagues in support of and present to learn more about the department.

Wells gave special thanks to Michael Braun who was been instrumental in everything that the department has been able to accomplish, and who also has been her teacher/trainer/coach for which she is very grateful. She thanked the invited guests for their attendance including library directors from around the state, members of the library community, and Joseph Clifford, the department's representative from the Attorney General's Office.

Wells commented that it was especially wonderful that the department have this meeting when she was approaching her six month anniversary, as it gives the department a chance to show the Library Board what it has been doing and where it is going.

### **Department Organization**

Wells displayed the department's organizational structure (overhead visual), which she said provides a clear idea of the complexity of the department. She said that the department works with everything from archives and records, with a broad spectrum of activities. The department works with university managers and county executives, school districts and other agencies who are worried about long term, historical information or public access. The department helps people who can not read a book or hold print material, does typical library research. The department is the federal depository for the State of Arizona and is responsible for all federal documents and vital records and for ensuring public access to them.

Wells stated that the department was excited about filling a vacancy at the State Law Library with the first ever Arizona State Law Librarian. She gave thanks to John Thomas and Greg Jerigan who will serve on the committee to hire someone who has a background both in law and librarianship, which is hoped will greatly enhance the department's services to the legislature, legal clients and public.

### **Economic Development Information Centers**

Wells stated that one of the things that the department is very proud of in its Library Extension Division is their Economic Development Information Centers. She displayed a map (overhead visual) of the participating libraries and said that one thing that she would like Library Board to understand is that the department's work is not just in

Phoenix, although that work is very important and crucial to it. She added that department staff work every day in their districts, cities, counties and schools, getting information to people about government and Arizona history. Wells said that the Economic Development Information Center programs is one way to make sure that every county has a strong economic collection for local business.

### **State Museum Visitation**

Wells displayed a museum visitation graph (overhead visual) and said that the department also provides direct information service about government and Arizona history, here at the Capitol through the Museum Division. She commented that people come to the State Museum from all walks of life, who are interested in Arizona's government.

### **Records Management Services**

Wells introduced Marty Richelsoph, Director of the Records Management Division, who would provide some information about the Records Management program for Arizona. Richelsoph said that he chose to relate the information to the board members by listing out some of the consulting and educational opportunities the Records Management Division present in their districts:

President Burns - District 17 (In Maricopa County, includes part of Glendale; part of Peoria)

- Records management training and consulting to various offices of City of Glendale coordinated through the City Clerk.
- City of Glendale records retention schedules.
- Assisted with selection of Peoria Deputy City Clerk for records management Summer 1996).

Speaker Aldridge - District 01 (Includes parts of Yavapai and La Paz counties; Prescott; Lake Havasu City; part of Bullhead City.)

- Records management training sponsored by Yavapai County Sheriff's Dept. (Summer 1995)
- Records management training sponsored by Lake Havasu Police Dept. (Summer 1996)
- Records management training sponsored by Bullhead City, City Clerk (Autumn 1996)
- Consulted with Yavapai County Recorder regarding records storage and document imaging (April 1997).
- August 27, 1997 staff will be consulting with Bullhead City, City Clerk to develop records retention schedules.

Senator Solomon - District 14 (In Pima County, includes parts of central and east Tucson)

- Scheduled training at State Office Bldg. in Tucson twice yearly.

- Consult regularly with Pima County records management.
- Assisted with selection of Tucson city records manager and archivist (March 1997)
- Provided records management training and currently consulting (Aug 13-14) with Pima Community College District to develop records retention schedules

Representative Foster - District 20 (In Maricopa County, includes part of west Phoenix; part of Glendale; El Mirage)

- City of Glendale record retention schedules.
- Consulted with Town of Youngtown, Town Clerk (Summer 1995)

Richelsoph displayed a graph (overhead visual) which represents work activity at the center from 1983 to present for boxed records for state agencies. He stated that the center currently has 170,000 cubic feet of records in storage for state agencies. He added that the graph is a good representation not only of the increase of work the center has had over years, but as staffing has been constant, it is also representation of the increased productivity.

Wells highlighted, on a bulletin board, some of the publications that the Records Management staff have produced over the last couple of years. She stated that staff do a lot of publications work – guides and reference - material that are distributed out in the field to help people know about the division's services.

### **Braille and Talking Book Library (BTBL)**

Wells introduced Linda Montgomery, the Director of the Braille and Talking Book Library. She said that Linda and her staff work with libraries around the state to make sure that equipment and material are available locally for people who cannot read traditional print material or handle a book.

Montgomery asked those present to imagine not being able to read the next novel by their favorite author because of failing eyesight or because they physically can't hold the book up. She added that this scenario is a reality for an estimated 60,000 people in Arizona.

Montgomery showed a map of the Library's subblending agencies (overhead visual) and stated that with help from statewide subblending agencies, the Braille and Talking Book Library is able to send books on tape and a machine to play them—and become the public library for anyone who's visual impairment or physical disability makes it too difficult to read print books. Montgomery then played a short sample from a tape cassette, talking book titled "The Roosevelts."

Montgomery said that a large number of people lose vision or physical abilities in their senior years, and that's a growing segment of the population. The pie chart (overhead visual) she displayed identifies the age groups of BTBL patrons, shows that over 80% of the BTBL's talking book readers are over the age of 60, but that the library serves all

ages, and that many schools have institutional accounts—through which the library can reach many children with special needs.

Montgomery stated that the BTBL serve about 11,000 patrons annually, and which is only about 18% of those eligible for service. She said that the circulation chart (overhead visual) shows how much the current patrons use the service in this chart of growth in circulation. She added that in the first full year of operation, circulation was about 80,500—in 1977 circulation rose to 447,000. Montgomery said that the BTBL's goal is to be able to make braille and talking books available to every blind, visually impaired or physically disabled person who wants to read.

Representative Wong asked how the library got the information out to the public that this service is available? Montgomery responded that the BTBL mail all most all of the material to patrons free - in their home. She displayed the mailable holder for the book on cassette with a addressed label attached, which can be also used to mail the book back. Wells stated that the department is working with a Tucson firm to do some pilot outreach. We also work very closely with the governor's organizations? who use the service, and the library associations with newsletters, but have found that nothing beats word of month.

### **Department of Library, Archives and Public Records**

Wells stated that the department had organized its presentation program primarily according to its goals and objectives and would talk about who the department is and where it is going. She added that the packet provided included the background material and supporting documents.

Wells stated that department staff believe that it is their job is to make sure that Arizonans have the information they need for their work today and that information about Arizona is available for tomorrow. The department is working through partnership with cultural institutions of all kinds to preserve Arizona – its artifacts, records, documents and maps. The department is very hopeful that it can work on a statewide partnership with all cultural institutions (museums, libraries, archives, and public records institutions) to inventory all of Arizona's resources. Right now if you want to do research on Arizona its kind of a hit and miss, institution by institution situation.

Wells stated that as a department, staff will know they have been successful when: each Legislative member knows who department staff are and what they do, here in Phoenix and in his/her district; each legislative member turns to department staff to help them, when appropriate, in their work; the cultural community of Arizona looks to the department for leadership, problem solving, and as a meeting place for information, cultural and historic projects for Arizonans; the cultural community collaborates with the department to build an inventory of Arizona's cultural collections — print and web-based for all to use; Arizona citizens who visit the department on-site or on-line find what they are looking for or learn from using its collections; and, the departments' customers evaluate its products and service positively.

**GOALS AND ACTIVITIES:  
JUNE – NOVEMBER, AND BEYOND FOR SELECTED PROJECTS**

**Goal I — Serve the Legislature's Information Needs**

Legislative Awareness

Wells stated that as a strategic activity for this goal, the department will survey the members of the Legislature, for the first time, to provide a baseline of their awareness and use of the department's services. She displayed copies of the draft document, and thanked Legislative Council for their staff's guidance in the creation of this survey. Wells said that the performance indicators will be the number of responses, nature of responses, suggestions for improvement, and use of current programs and services.

Electronic Reference Station

Wells stated that as another strategic activity for this goal, the department will provide legislative researchers with a state-of-the-art electronic reference station (ERS). She added that the ERS is a joint project with the department's legislative branch partners – Auditor General's Office, Legislative Council, the Joint Legislative Budget Committee, House Research, and Senate Research. Wells explained where the ERS is to be located, and what was done to get the ERS going. She said that the performance indicators will be by the good level of participation by all partners, that the ERS is operational on schedule, and through evaluations of process and product starting September 1, 1997. Wells commented that staff from all the legislative agencies helped to evaluate and select the services to be used in the ERS. She introduced John Irwin, Library Consultant, who was given the responsibility to train approximately 90 staff on how to use the services of the ERS. Wells thanked Randie Stein, Senate Research Staff Director and John Halikowski, House Majority Research Staff Director for their tremendous help to the department with the ERS project.

Representative Foster asked if Irwin could train the Library Board members too. Wells answered yes, but added that she really wanted the members to be present for the open house reception planned for October 7, 1997 from 4-6:00 p.m.

Research Collections and Teams

As a third strategic activity, Wells said the department would analyze its collections and form research teams along agency and general subject areas to increase the department's knowledge of legislative issues – to help it better select materials, hone services, and select correct in-service training for department staff. She stated that the performance indicators will be if the department secures grant funding for collections analysis, and maximizes its resources by developing collaborative legislative research (House and Senate Research, Legislative Council, Joint Legislative Budget Committee) with Library /Archives participation.

## **Goal II — Ensure Public Access to Public Information**

### On-line Catalog

Wells introduced Bob Machinski, Director of the Library Extension Division who would speak about a goal that is very important to the department - public access to public information.

Machinski stated that the chart, summarizing materials available electronically from academic, public and the state library (overhead visual) gives some idea of the electronic accessibility of records from libraries in Arizona. He said that on the right side of the chart is public and academics, and on the left side was "the Island of DLAPR" as the symbol of the Arizona State Library. Machinski said that the Arizona State Library is the only major library in the state of Arizona that does not provide access to records. He stated that from the best of his knowledge, the Arizona State Library is the only state library in the United States that does not provide access to records. He commented, that the nice part is that the department has a solution, which was really been provided by the legislature in its last session. He said that the legislature appropriated \$258,000 that allowed the department to get federal money for fiscal year 1991-1992 in the amount of \$1,200,000. Machinski said that part of that solution is to provide the Arizona State Library with \$500,000 to start eliminating what is shown on the left side of the graph (materials not currently available on-line from the State Library) and develop an Internet-accessible catalog of holdings.

Machinski gave a special thanks to Joseph Clifford from the Attorney General's Office. He said that Clifford spent five years negotiating with the federal government to get closure on the 1991-1992 LSCA federal money. He added that all of the libraries in the state say "thank you" to the Arizona legislators, because they are all receiving something out of this program. Machinski stated that they have already started upgrading the wiring in the building necessary for the project. Wells said that in their packet was a schedule of what the department is doing in this regard. Wells added that Michael Braun and his staff were very instrumental in providing the technical support which makes the job easier.

### Access to Vital Records

Wells introduced David Hooper the State Archivist who would describe briefly an important function that has been transferred to the department.

Hooper stated that beginning effective July 1998, the department will be providing reference services, handling requests from the public and other agencies to access of birth and death records. He explained why this service is important.

Hooper explained that archives are established to preserve records so that they can be used – the records are extremely important. He referred to pie chart of Archives

reference requests (visual overhead) and said that the constituency is the largest user of vital records, with genealogists and family historians who reside in every community across the state, being the largest number of the user base. Vital records have unique value, containing information that may be found no where else and that can be used for family history research, including identification of lost parents or children. There is no substitute for the records.

In the last session, because several legislators were concerned about the difficulty researchers encountered in obtaining convenient access to vital records, they sponsored legislation that transferred responsibility for access to this information from the Department of Health to our department (ARS § 36-327 as amended by Chapter 155, 1997). We did not seek this change, but we will assume the responsibility and cooperate with the Department of health to arrange for the economical and convenient transfer of the microfilmed vital records.

Solomon stated that she did not believe that the '97 legislation passed provided any money to help the department provide access. Hooper stated that he was glad she asked the question. Wells responded that she had met with Ted Ferris (Director of the Joint Legislative Budget Committee) and said that he is willing to work with the department to deal with the vital records aspects in a supplemental budget request. Wells added that the department did purchase some of the equipment needed from last year's budget surplus.

Foster questioned if it was fair to say that the Archives is in a critical condition for the storage of records. Wells responded that yes, storage is a critical issue, which would be discussed later in the presentation. She added that when she interviewed for the Director's position, one of her poignant memories was of the bad condition of the State Archives. Foster suggested that all legislators take a tour of the Archives. Burns commented that when she toured the Archives she wondered if they would find any bodies there.

### **Goal III — Foster Statewide Library and Cultural Institution (Community) Collaboration**

#### Library Services and Construction Act (LSCA)

Wells thanked the Library Board for their support for LSCA that brought back 1.2 million of federal dollars for 1991/1992 to Arizona. She displayed a chart (visual overhead) which lists the 208 LSCA grant awards for the past 5 years that totaled \$4,706,075. She added that the department has a grant plan that will ensure that every public library has a micro-computer workstation and the necessary technology to prepare for the 21st century.

### Library Services & Technology Act (LSCA)

Machinski stated that the LSCA program which was implemented in the late 1950s will terminate at the end of September, 1997. The program was replaced by the new Federal Library Services and Technology Act (LSTA) which does away with all of the pigeon-hole titles and allows the department to work with a wide variety of cultural institutions in the state. (A copy of the LSTA Arizona State Plan is included in the packet provided). Machinski said that the department will work with the archives and museums of the state to develop a much broader community in the state. He added that the new act also takes the program out of the Department of Education, and places it into a new agency, the IMILS, Institute of Museum and Library Services who will now run it.

Machinski stated that in April, 1997, the department submitted a preliminary LSTA Plan to Washington which was accepted. In August, 1997, they submitted a 5 year LSTA Plan, which will be reviewed and hopefully accepted, September 12, 1997. He said that during the course of planning, the department held at regional and special meetings throughout the state with representation from the entire cultural community, mailed out 800 copies of the preliminary plan document, put the information on the Internet, and requested comments and suggestions to incorporate into the 5 year plan.

Machinski commented that he is optimistic about the program and the opportunities that it will present to the department to do great things in Arizona. The department hopes to receive at least one quarter of all LSTA applications from cross-cultural or community based partnerships and submit at least one Arizona application for Federally LSTA 'Leadership' grants to bring in new funds to help identify, preserve, and make publicly available Arizona's history.

### Federal Telecommunications Act

Wells stated that when she arrived in Arizona to begin her tenure, she was very surprised to learn that there is no statewide contract for purchasing library material, no access or leverage for buying power. Wells acknowledged Chris Cole, invited guest, who is chairing a steering committee to work with the State Comptroller and State Procurement people to develop a statewide contract for books, journals, databases which will be available to all political sub-divisions, which will result in savings locally and regionally. She added that this cooperative effort is another thing that the new federal LSTA program will allow the state to do.

Representative Wong asked if the purchasing power could be extended to school libraries? Wells responded that schools are already political subdivisions under the law, and that Cole's steering committee will have statewide representation, so everybody can be involved in the process. She added that the contract could be a sliding scale so that every locality can plug into the services and purchase whatever they need from the

state contract. She said that part of the problem is that schools, libraries, museums don't realize that they have this availability.

Senator Solomon asked if technology grant money was available for schools to doing wiring? Wells responded that her question was well timed, as Mary Johnson, department Deputy Director, would address this issue next. Johnson thanked the Library Board for its support of the department's efforts to obtain the education discount rate for Arizona's libraries. She added that the department believes that their interest and support made the difference in obtaining an affirmative decision by the Arizona Corporation Commission.

Johnson stated that the education rate, or e-rate as it has come to be known, is a part of the Telecommunications Act of 1996. Provisions of the act are designed "to ensure that eligible schools and libraries have affordable access to modern telecommunications and information services that will enable them to provide educational services to all parts of the nation." Johnson said that the e-rate provides a discount of 20-90% off the cost of eligible telecommunications products and services. The discount is determined by a formula based on the number of students eligible for free or reduced price school lunches in the school district where the library is located and whether or not the area is designated urban or rural. The higher end discounts are available to libraries in rural areas that have large numbers of students eligible for the lunch program. Schools and libraries will go through an application process to obtain the discounts.

Johnson said that the total amount of money available to fund the discounts is \$2.25 billion annually. The funding for this program is generated by the telecommunications industry. All carriers that provide interstate telecommunication services are required to contribute to the Universal Service Fund, out of which the discounts will be paid. Funding will begin January 1, 1998. Services and products that are covered by the discount include Internet access, internal wiring and connections, network servers and networking software, wireless technology and other telecommunications services.

Johnson stated that the department is currently assisting public and cultural institution libraries with the creation of their technology plans. The formal application process will begin in the fall. She added that the department is truly excited about this opportunity for Arizona's libraries to obtain needed telecommunications services, providing access to electronic information for our citizens. She again thanked the members for their support.

## **OTHER BUSINESS**

### **Recognition of Retiring Dr. Raymond H. Thompson, State Museum Director**

Wells introduced Michael Carman, Director of the Museum Division, who would discuss two matters for the board's consideration/action.

Carman informed the Board that Dr. Raymond Thompson had recently retired after thirty years as director of the Arizona State Museum in Tucson. He said that during that time, Dr. Thompson led Arizona, and occasionally the nation, in development of very important policies concerning Native American cultures such as repatriation of religious and ceremonial artifacts. During his thirty years at the State Museum, Dr. Thompson worked very closely with the Department of Library and Archives. He served on the Arizona Archaeological Commission and the Arizona Historical Advisory Commission, the latter since its establishment in 1976 under the Department. His voice was heard often in the development of policies and laws that preserve our cultural heritage.

Carman asked for the Library Board's approval of the prepared certificate of appreciation for Dr. Thompson's long service and contribution to the Department, the Library Board and the State.

**Motion:** Senator Solomon moved and Representative Foster seconded that the certificate of appreciation for Dr. Thomson be approved for his service for the Department of Library, Archives and Public Records. President Burns stated that the majority do have it and so ordered.

President Burns asked Carman to give the certificate to Dr. Thompson with the Board's thanks.

### **De-accession of Two Damaged Museum Collection Items**

Carman stated that he was presenting two museum housekeeping issues for the Library Board's consideration. The Museum's policies and procedures for collection management require Library Board approval to remove artifacts from collections records. (A copy of that policy is included in the packet.)

#### 1900 Blouse and Skirt

Carman stated that the first item is a skirt and blouse damaged by a malfunction of the air circulation system, that the Department of Administration quickly corrected. He said that these materials were acquired as gifts from the Bayless museum collections when that museum closed its doors. This clothing was not associated with any specific person or event in Arizona history and is only an example of a typical turn of the century dress.

Carman stated that Risk Management's policy requires that the Museum turn the skirt and blouse over to them because they paid for replacements. (Copies of the accession records are in the packet.) Carman requested that the Library Board approve the de-accessioning of these items so the Museum can turn them over to Risk Management and clear their records.

#### Gorman Paintings

Carman stated that the second item for de-accessioning is a pair of paintings by former Navajo Code Talker Carl Gorman. These paintings were loaned to the State in 1976,

five years before establishment of the Capitol Museum. In 1990 the Museum accessioned these paintings because staff had no information on what they were or where they came from. About five years later, when the Museum included these paintings in an exhibit on Code Talkers, the Gorman family visited the museum, saw the paintings on exhibit and later reclaimed them. Carman said to verify the records and acknowledge that the two paintings have been removed from the Museum's collections, he asked the Library Board to formally de-accession these material to clear their records.

Note: The recommended process is for a member of the Library Board to move that the department's recommendation to de-accession be approved. The Museum Division will file a copy of the minutes of this meeting in their collections files to complete the process.

**Motion:** Senator Solomon moved and Representative Foster seconded that the Library Board accept the staff's recommendations to de-accession the skirt and blouse and turn the items over to Risk Management, and to acknowledge that a pair of paintings of the Navajo Code Talkers belonging to the Gorman family were returned. President Burns stated that the majority do have it and so ordered.

Representative Foster asked when the Capital Museum was established? Carman responded that it was established in 1981.

## **CRITICAL ISSUES**

### **Condition of Collections and Space Needs**

Wells stated that the department's collections are one of its primary concerns. Two panel boards were displayed showing the "good" (state of the art State Law Library), the "bad" (State Archives in the Capitol building ) and the "ugly "(Territorial documents that have been water damaged) Wells said that there is a wide range of materials in need of preservation and good storage which is not limited to just records — pottery, books, newspapers are disintegrating and are at risk, as well as the lithographs and photograph collections need attention. Staff have found records so bad in the state that they were unable to do much about some of the serious conditions found.

Wells showed overheads of the State Archives and Management Records Center storage and projected growth, and commented that the Records Management Center is running out of storage and will soon be at capacity. Division Directors walked around the room exhibiting an example of some of serious conditions with the collections. Shown were a water damaged territorial document, a 100 year old newspaper whose pages were disintegrating, and an Indian pottery which was falling apart.

Representative Foster asked if the department was storing artifacts in boxes such as the one containing the Indian pottery shown? Carman responded yes, that the boxes were acid free and that the tissue used was also acid free. Representative Foster

questioned if boxes were then the proper storage and if we had enough of those kinds of materials, or was that part of the problem? Carman responded that having adequate materials was only a minor problem, that space for storing of the artifacts was the major concern. Wells added that one of the department's bigger problems in the Research Library is with the care of the collections, with a cost of \$700 per binding which is the most basic tool they have.

Representative Foster asked if the department had the proper facilities to store the territorial records, considering the State Library is so limited in storage? Wells responded no, the department does not have proper storage outside of the Management Records Center. She added that the department is doing the best that it can, under the circumstances, but that there is a serious security problem even at the Management Records Center, and no built in concern for the collections. Wells stated that the department is addressing some of the concerns, and heading in the right direction. She said that John Irwin, Library Consultant, is working with all department divisions to develop a state-of-the-state report for preservation and storage needs (benchmark) study. Using the report, the department hopes to hire an architect to cost out the options that they have been able to identify, to at least protect what the department now has. She added that preservation and storage has been a hit or miss situation all over the place. Wells stated that when they have cost estimates, the department will report back to the Library Board with the information.

Representative Foster stated that she believes the department is going in the right direction and trying to do its best with a bad situation, but that it was not enough. She added that a lot of people don't realize how important it is to preserve and store Arizona's records, and that the Library Board must educate rest of the legislators on how critical this situation is. She commented that the legislators are in the dark ages in this regard, and that they need to do something for Arizona's future generations.

Representative Wong asked where the records physically are kept, if they are at the Management Records Center or at the State Archives? Representative Foster commented that his question was the problem - that the legislators just don't know! Representative Wong commented that a good place to start explaining who the department is, would be to show where it is!

Representative Wong mentioned that in the discussion of artifacts, the Heard Museum came to mind, as staff there are experts in the field of preserving artifacts. He asked if the department had thought about doing a joint venture with another facility who also deals with preserving artifacts? Wells replied that one of the beauties of the new federal LSTA legislation is that it has a build in way to build those kinds of relationships.

President Burns asked if the department was duplicating collections with some of the other museums in state, and if the department had a fairly clear delineation of what is kept in the state? Wells responded that it was a wonderful question and said one of the things that the department would like to make public is an inventory of Arizona's cultural properties. For example, the Capitol Museum focuses on Arizona's government and the

history of its people and places. Other institutions have their unique collections, but the problem is that there isn't one place where everyone can turn to and find the information of which institution has what—its more hit and miss. She added that through an Internet web site, the department hopes to pull this kind of information together (inventory collections) and make it available to the public.

Senator Solomon asked if the department was working with the Arizona Historical Society? She added that she was concerned about the collections in Tucson and that one suggestion made years ago was that the department, at the state level, should assume responsibility for the collections. Wells responded that she hoped the department could find a way to delineate responsibility for certain collections, that if they are not treated as part of our history, they will be gone forever. She added that at the end of October, the Arizona Historical Society will host a statewide state-of-the arts meeting in Tempe to discuss such issues.

President Burns inquired if the pictures on the display board were from county facilities? Wells responded yes, which is why the department wants to take responsibility for those records. She added that the department is currently conducting a survey, county by county. President Burns said that she was concerned about the funding responsibility, asking if it was county records which are held there, and did the counties, that provide funding for storage, ask the state to take them over? Wells replied yes, that the counties should be able to turn to state and say that their need for the records is over, and since they are now considered historical, does the state want them?

Representative Foster asked if funding for storage was a shared responsibility between the state and local entity, a responsibility of the state by statute, or if there were even any rules on the subject? She said she understood that the department would want local records if they were historical and wouldn't want the local institutions to get rid of them. Wells responded that as statute is now written, as she understands it, there is no shared responsibility for the funding of the long term storage and preservation of records. Her interpretation is that it is the states' responsibility.

## **Staffing**

Wells stated that the department is understaffed in many areas, and said that one of the most poignant staffing problems is at the BTBL with its Reader Advisory staff. She displayed the BTBL's ratio of patrons to Reader Advisors (visual overhead). Wells explained that the Reader Advisors work one-on-one with patrons to provide library materials in alternate formats. She added that the national average is one Reader Advisor to work with 1,500 clients, but that the BTBL Reader Advisors are working with 3,500-4,000 clients each.

Wells said that another area of under-staffing is in the Museum Division. She displayed a graph (visual overhead) of Museum visitation by legislative districts, and said that the statistics were ever fluctuating. She stated that the department does have the "stuff" to help visitors understand what Arizona government is all about.

Wells showed a chart (visual overhead) which compares the salary structure for the librarian levels in the State Library to that of the City of Phoenix. She stated that this chart gives an indication of the vast differential in the salary levels between the two institutions. Wells said that she chose to show the librarian salary levels because librarianship is a career profession which has a career ladder. She commented that the salary structure has been recently reviewed and allocated for higher ranges, but noted that the salary for state librarians is still an average of 20% below that of city librarians. Wells said that the salary situation gets much worse when one considers the department's curatorial, archival and records management positions. President Burns asked if the counties has similar problems, and if the county salary structure is very different across the state. Wells responded that there are city, county and state librarians and records managers with a wide ball park of salary ranges.

Wells mentioned that the Director's Office has been down-sized, as it had been larger than some of the divisions. She said that the department is also looking at each vacant position to see how it can be better planned or changed, and whether it should be covered or uncovered.

### **1997 General Accounting Audit: Response and Follow-Up**

Wells stated that a copy of the 1997 General Accounting Audit and the department's response was included in the packet. She stated that most importantly, the department has become a client of the Office of the Comptroller's Centralized Services Group who go out to small agencies and offer assistance. She added that the department is the first agency to take advantage of this service. She said that she was happy to report that someone from the Comptroller's Office was now working with the department's accounting staff as teacher/trainer/coach, and that a personnel person had also been hired. She commented that the State DOA Accounting and CAMP office have been very helpful to the department correct the problems identified.

### **Organizational Culture and Morale**

Wells stated that there has been some exciting activity going on in the department. Consultants are working with the BTBL and Archives Divisions, and the Museum Division is going off-site to do some training. Wells said that staff are now beginning to work as a team, and are doing teamwork activity and special training. She added that the department that has not had a history of all levels of staff participating in committees. Reports from two committees.

### **Employee Recognition Program**

Wells stated that Ray Tevis lead a team to develop an employee recognition program. The team met over several months and recommended brilliant ways to give staff recognition including "On the Spot Awards" for on-site, spot recognition.

## Logo Development Team

Wells displayed the department's new logo "Preserving Arizona – Providing Access" which was the end product of the Logo Development team's efforts under the lead of Leslie Anderson, in conduction with the talents of an advertising agency.

## **CLOSING COMMENTS AND QUESTIONS**

Representative Foster asked where the Braille alphabet cards, which were distributed to the Library Board, came from. Wells responded that the cards are provided by the National Library Service for use as an awareness tool when speaking to the public. She added that the cards are also useful in the schools for special needs children and the Reader Advisors, and that hundreds are sent to schools as educational tools.

Representative Foster stated that for a first Library Board meeting , she was extremely impressed. Senator Solomon said that it was the first time that staff members have been welcomed to a board meeting and she hoped they would come again often. She commended Wells saying that everyone had done a commendable job and that she now know what functions the agency performs and what purpose it has for helping them (the legislators).

Representative Wong stated that he was also impressed with the presentation to the Library Board and said it was a top-notch presentation. He added that the department was finally taking the Archives out of the archives and putting it on par with the other agencies. He said that he learned from the presentation, and that filling out the survey and looking at the facilities will be helpful to legislators.

## **ADJOURNMENT**

There being no further business, President Burns adjourned the regular meeting at 10:42 a.m.

Respectfully submitted,

Leslie Anderson  
Administrative Assistant

**Note: An Executive Session to discuss personnel matters followed the regular board meeting. A recording of the proceedings is filed in the Secretary of the Senate's Office. Those present included: President Burns, Senator Solomon, Representative Foster, and GladysAnn Wells.**



**LIBRARY BOARD MEETING  
MEETING PLAN  
AUGUST 26, 1997**

**I. Call to Order**

**II. Introductions/Department Overview**

10 minutes

GladysAnn Wells  
Marty Richelsoph  
Linda Montgomery

"Who We Are"

**Vision**

To ensure for the Arizona Legislature and Arizonans have access to the information they need today, and to the history of Arizona for tomorrow, through partnerships with all types of cultural institutions.

**Mission**

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

**As a Department, we will know we have been successful when:**

- each Legislative member knows who we are and what we do, here in Phoenix and in his/her District;
- each legislative member turns to us to help them, when appropriate, in their work;
- the cultural community of Arizona looks to us for leadership, problem solving, and as a meeting place for information, cultural and historic projects for Arizonans;
- the cultural community collaborates with us to build an inventory of Arizona's cultural collections — print and web-based for all to use;

- Arizona citizens who visit us on-site or on-line find what they are looking for or learn from using our collections; and,
- our Departments' customers evaluate our products and service positively.

### **March-May 1997**

#### **Our Time Line**

March-May 1997 timeline: The first three months: conduct inquiry; investigation; problem definition; evaluation; consensus building, leading to new planned activities.

- June - November 1997: The next six-nine months: clarify and test goals, survey members, conduct strategic activities, refine performance measures.
- December, 1997: Re-evaluate and adjust accordingly.

### **III. Goals and Activities — June–November 1997 and Beyond 15 minutes**

"Where We Are Going"

Goal I — Serve the Legislature's Information Needs

Strategic Activity 1: Survey the members to provide a baseline of their awareness and use of our services. /GladysAnn Wells

#### *Performance Indicators*

- number of responses
- nature of responses
- suggestions for improvement
- use of current programs and services

Strategic Activity 2: Provide legislative researchers a state of the art electronic reference station (joint project with Auditor General, Legislative Council, the Joint Legislative Budget Committee, House Research, and Senate Research). /Ray Tevis

*Performance Indicators*

- good level of participation by all partners
- operational on schedule / Reception — October 7, 1997
- evaluations of process and product
  - September 1, 1997 (process and product)
  - December 1, 1997 (usefulness)
  - March 1, 1998 (usefulness)

Strategic Activity 3: Analyze collections, form research teams along agency and general subject areas to increase Department's knowledge of legislative issues to help us better select materials, hone services, and select correct in-service training for Department staff. /GladysAnn Wells

*Performance Indicators*

- Secure grant funding for collections analysis
- Maximize resources by developing collaborative legislative research (House and Senate Research, Legislative Council, Joint Legislative Budget Committee) with Library Archives effort. Will require beginning, mid-session, and post-session evaluations.
- increase receipt of Arizona State documents by 5% annually through better agency contact.

Strategic Activity 1: Develop an internet-accessible catalog of holdings.  
/Robert Machinski

*Performance Indicators*

- complete wiring necessary for project - September 1997
- develop specifications, select and install capacity (September 1998)
- State Law Library collection catalogued July/August 1998
- Federal document catalog information available on-line November/December 1998
- State documents and Arizona cataloging added:
  - first half complete July 1999
  - second half complete July 2002

Strategic Activity 2: Assume responsibility for public use of microfilmed vital records. /David Hooper

*Performance Indicators*

- using current use as a benchmark, track use reporting biannually
- successfully rearrange collection to bring similar and supporting material together to increase usefulness (July 1999), on-going customer exit-evaluations

Goal III — Foster Statewide Library and Cultural Institution Collaboration 10 minutes

Strategic Activity 1: Implement the new Federal Library Services and Technology Act (LSTA). GladysAnn Wells/Robert Machinski

*Performance Indicators*

- representation from the entire cultural community at four May 1997 regional and special meetings
- completion of LSTA plan by July 31, 1997
- receipt of at least one quarter of all LSTA applications from cross-cultural or community based partnerships
- submit at least one Arizona application for Federally LSTA 'Leadership' grants to bring in new funds to help us identify, preserve, and make publicly available Arizona's history

Strategic Activity 2: Ensure Arizona libraries receive their "fair share" of the Telecommunications Act of 1996 universal service funds for schools and libraries. /Mary Johnson

*Performance Indicators*

- successfully build a statewide, inclusive partnership, including school representation, to apply for funds
- ensure that each library is knowledgeable enough to choose wisely
- evaluate the library community success in January 1999

**IV. Other Business (Action Items)**

5 minutes

- Thompson — recognition for retiring as State Museum Director Michael Carman
- State Capitol Museum — deaccession of two damaged collection items - Return of two paintings Michael Carman

**V. Critical Issues / Conclusion and Questions** GladysAnn Wells and Division Directors

- Collections Space / Preservation and Use
- Staffing
- 1997 General Accounting Audit Response and Follow-up
- Organizational Culture and Morale

**VI. Executive Session**

<p style="text-align: center;"><b>ACCOMPLISHMENTS</b> <b>1997</b></p>
---

**PROVIDING ACCESS**

**Vital Records**

Preparation for this new responsibility, included in a section of our supplemental budget request, is underway for July 1, 1998. We are planning to relocate the genealogy collection to the third floor with this new collection. A second bill, HB2129, has been introduced to open "pre Health Department" birth and death records held by the Department.

**Hall of Fame**

The Museum staff has begun developing exhibit enhancement programs for the Hall of Fame Museum to improve public access and increase participation. A new exhibit, "Diamonds in the Rough", opened to wide acclaim (see attachment D).

**Archives Week**

In October, the State Archives coordinated the "1997 Arizona Archives Week", a celebration of the value and use of records that document the past and help understand the present. Hundreds of individuals and organizations enjoyed history fairs, special exhibits, and demonstrations. A striking poster, illustrated with priceless photographs in Arizona archives, was made possible through a private donation and distributed across the state (see attachment E).

**Braille Library Services**

Thanks to funding approved by the Legislature, a new phone system was installed at the Braille and Talking Book Library Division. The new system improved staff efficiency and made it possible for patrons to leave messages for service requests during non-business hours.

**American Indian Research**

Invited by the Institute of Museum and Library Services to partner with the Heard Museum and four neighboring states (Nevada, Utah, Colorado and New Mexico) to apply for a National Leadership grant funds to build a five state regional Museum, Library, American Indian research, and research communication network.

## **PRESERVING ARIZONA**

### **Arizona Symposium**

Plans are underway, in collaboration with the Arizona Historical Society and Sharlot Hall Museum, to convene a statewide forum on Arizona materials to work towards a statewide cooperative effort in this area of historical materials selection, preservation and access. Maps, genealogy, American Indian and Arizona materials will be the focus points.

### **Centennial**

Museum staff have begun work on the Capitol Centennial rehabilitation project and preparation for Centennial exhibits and public programming.

### **Painting Conservation**

A successful December fund-raising dinner provided funds for the conservation of the Lon Megargee painting "Irrigation". This gala event was held in collaboration with Lon's at the Hermosa Inn. More than a dozen similar annual events are planned to safeguard and restore additional valuable works of art through public and private partnership.

### **Legislative Reports**

Work with the research directors in the House and Senate to retain and organize committee reports and publications, both to add to our collections and to assist the staff with their on-site library organization and space needs, have been successful. Report schedules and copies of some reports have been forwarded to the Research Library. *The Legislative Council Manual* now includes instructions to deposit Legislative reports with the Department.

### **Arizona Talking Books**

Special bibliographies of Arizona Cassette Books (AZCS) have been produced and distributed to small groups of BTBL patrons on a rotating schedule. This has greatly increased the circulation of locally produced books on tape without creating unmanageable demand on a few new titles.

### **Records Management Training**

Free records management training for state and local government agencies has continued with regular and special classes being conducted throughout Arizona. Twenty seven sessions have been conducted during the last six months of 1997.

## **PROMOTING COLLABORATION**

### **House and Senate Research**

Research Division librarians are working with House and Senate research staff, initially assisting in organizing and weeding the House and Senate Research Libraries. Librarians have been teamed with House analysts by subject to better facilitate this process. Assistance from Research Division librarians with subject specializations have been offered to both the House and Senate majority and minority research staff.

### **Research Division Collection Evaluation**

Grant-funded consultant, Milton Wolf, completed his assessment of the collection of the Research Library and submitted his report December 8, 1997. A 1998 Senate bill, SB1151, has been introduced based on the results of this study.

### **Capitol Building Public Service Points**

Consultant John Irwin completed his appraisal of the public service points in the State Capitol Building. The report was submitted in November with several options for amalgamation of service points. The Research and Archives Divisions are moving to combine reference functions on the third floor – including some remodeling for improved collection access and enhanced patron service.

### **State Wide Purchasing Contracts**

Department sponsored committees, made up of members of the Arizona library community began to develop Requests for Proposals (RFPs) to be issued by the State of Arizona for the purchase of library materials and online services. The intent of RFPs is to qualify multiple vendors and make purchasing easier and less expensive for libraries in the state.

### **Cultural Community Collaboration**

The Department hosted the first statewide cultural community conference in partnership with the Commission on the Arts, the Humanities Council, and the Historical Society on October 31st. More than 60 people attended the meeting held at the Historical Society in Tempe, to discuss the Benton Foundation report, "Buildings, Books & Bytes - Libraries and communities in the Digital Age."



## **ELECTRONIC REFERENCE STATION “DRAFT” FACT SHEET**

### **Background**

The Arizona State Library has served Arizonans and state government since 1915. In 1915, Governor George W. P. Hunt urged the Arizona Legislature to pass law officially creating the State Library and Law and Legislative Reference Bureau. The act named Con P. Cronin as the Legislative Reference Librarian. Cronin took pride in his work with the Legislative Reference Bureau and said “Properly compiled and indexed, the Legislative Reference Department would be capable of supplying information, data, and bibliography on *all* matters of current, pending and proposed legislation at five minutes’ notice.”

In keeping with the vision of Cronin, the Department of Library, Archive and Public Records is moving its Legislative reference services into the electronic information age and will offer its clients a variety of electronic reference products.

### **Concept**

The Electronic Reference Station (ERS) will be designed to provide electronic references at the Arizona State Library to its Legislative agency partners – Arizona House of Representatives, Arizona State Senate, Legislative Council, and Joint Legislative Budget Committee.

The ERS will be centrally located where the five Legislative agencies may join together to access information. The ERS will have a variety of electronic resources – CD ROM products and online services. Following an initial test period, the ERS will be open 24 hours a day, with access available via key-card to designated staff from all five Legislative agencies.

### **Partnership**

To ensure the ERS contains CD-ROM products and on-line services that will be used regularly by the Legislative branch of government, a review and evaluation by users of the various products and services is essential. Staff for all five Legislative agencies have agreed to attend product demonstrations and to help us determine which products are easy to use and are most useful in meeting their research needs. The Legislative Council is providing the hardware support for this new joint venture.

## Program Highlights

Location: State Capitol Building, First Floor Public Service Area

### Milestones:

Online service vendor demonstration	June 11 LEGI-SLATE June 12 EBSCOHOST June 16 COMPASS June 24 SEARCHBANK
Product evaluation and selection	July
Equipment, furniture and product installation	July 8 – 31, 1997
Test period	August 1-31, 1997
Open House	September 1, 1997
Phase 1 Operation To assist with preparation of opening months of 43 <sup>rd</sup> Legislative session research functions (September, 1997 – February, 1998)	September 1, 1997
Phase 2 Operation To continue research assistance to Legislature, evaluate success of ERS and re-evaluate product requirements (March, 1998 – August, 1998)	March 1, 1998

DEPARTMENT LOGO

PROVIDING  
*Preserving  
Arizona*  
ACCESS



## Department Organizational Chart



## Economic Development Information Centers



Isle of DLAPR



## LSCA Grant Awards



## Chart - Archives Reference Requests



## Chart – Archives Records Stored



## Total Records in Storage at RMC



## Projected Growth of RMC



## Arizona BTBL Ratio of Patrons to Reader Advisors



## BTBL – Age Distribution of Patrons Served



## BTBL Circulation

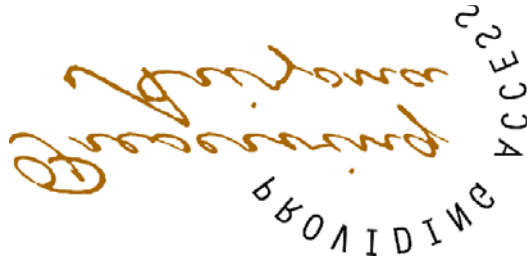


## District Visitations 1996-1997



## Librarian Wage Ranges





**TO: ALL ARIZONA STATE LEGISLATORS**

**FROM: DEPARTMENT OF LIBRARY, ARCHIVES AND PUBLIC RECORDS**

The Department of Library, Archives and Public Records is a Legislative agency partner to the Arizona House of Representatives and Arizona State Senate. As a partner, the department strives to provide Arizona Legislators with the best possible service.

The enclosed "benchmark" survey has been designed to provide you and your staff with an opportunity to provide the department with preliminary information that is important to its efforts to enhance this partnership.

Listed below are the seven divisions of the Arizona Department of Library, Archives and Public Records. Using the scale below, please indicate the degree to which you are familiar with each division's functions in meeting your needs as a legislator.

1 = very familiar      2 = somewhat familiar      3 = not at all familiar

(1)	State Archives	1	2	3
(2)	Braille and Talking Book Library	1	2	3
(3)	Library Extension Division	1	2	3
(4)	State Capitol Museum	1	2	3
(5)	Records Management Center	1	2	3
(6)	State Law Library	1	2	3
(7)	State Research Library	1	2	3

**The goal = 100% survey response rate**

**Please help the department meet this goal by returning your completed survey  
in the enclosed self-addressed interoffice envelope  
by**

**November 27, 1997**

## 1997 SURVEY OF ARIZONA LEGISLATORS

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### STATE ARCHIVES

	<u>Agree</u>	<u>Disagree</u>	<u>Don't Know</u>
State Archives' personnel collect, maintain, preserve, and make available records of enduring value.	q	q	q
State Archives' personnel work with state, county and local agencies to help them determine which of today's records will be considered historical in the future.	q	q	q
Many historical records in the State Archives document the development of state agencies, their significant programs, activities and policy changes.	q	q	q
Each record that is held in the State Archives is a unique document that is not found anywhere else.	q	q	q

### BRAILLE AND TALKING BOOK LIBRARY (BTBL)

	<u>Agree</u>	<u>Disagree</u>	<u>Don't Know</u>
Arizona residents can have recorded books and a machine delivered to them at home in a timely manner via free mail service.	q	q	q
BTBL personnel provide services that requires the joint forces of the state government providing the facilities; the federal government providing most of the braille and recorded books and magazines, special machines to play them, as well as catalogs and other supporting materials; and Arizona residents statewide providing volunteer services.	q	q	q
Braille and Talking Book library services are provided free to anyone who has a physical reason for finding it too difficult to read standard print or hold a book for an extended period of time.	q	q	q
60,000 Arizona residents are eligible for Braille and Talking Book services and currently one in six use the BTBL services.	q	q	q

**1997 SURVEY OF ARIZONA LEGISLATORS**

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**LIBRARY EXTENSION (LED)**

LED personnel support services for Economic Development Information Centers and are recognized for developing and administering the federal grants under the Library Services and Technology Act (LSTA).

<u>Agree</u>	<u>Disagree</u>	<u>Don't Know</u>
q	q	q

Arizona's libraries are networked for interlibrary loans and resource sharing.

q	q	q
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LED staff provide consulting services to libraries throughout the state.

q	q	q
---	---	---

LED personnel assist other state agencies with Internet and Web Site development.

q	q	q
---	---	---

**STATE CAPITOL MUSEUM/  
HALL OF FAME MUSEUM**

The Capitol Museum staff provide notification to legislators that groups from their districts are visiting and arrange for meetings in the galleries.

<u>Agree</u>	<u>Disagree</u>	<u>Don't Know</u>
q	q	q

The Capitol Museum staff collect and preserve historical materials on Arizona's territorial and state government, and use those materials to provide educational programs and exhibits on history and functions of Arizona state government.

q	q	q
---	---	---

The Arizona Hall of Fame Museum features historical exhibits and programs on people and groups of people who have made significant contributions to the State of Arizona.

q	q	q
---	---	---

The Capitol Museum and Arizona Hall of Fame Museum are housed in historic buildings that were constructed before Arizona became the 48th state, and renovation work will begin in the spring of 1998 for the State Capitol building's centennial in 2001.

q	q	q
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**1997 SURVEY OF ARIZONA LEGISLATORS**

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**RECORDS MANAGEMENT CENTER (RMC)**

Agree                      Disagree                      Don't Know

RMC personnel encourage the most cost effective management and administration of state and local records, and provide free records management training and consulting to state agencies, as well as the local governments of Arizona (i.e., counties, municipalities, and school districts).

q                                      q                                      q

The RMC currently provides important service to the Secretary of the Senate, Clerk of the House, Senate Comptroller, Legislative Council, Legislative Computer Services, Joint Legislative Budget Committee, and the Auditor General by storing or microfilming records.

q                                      q                                      q

The RMC is a secure, fire protected state-of-the-art records facility which is 5 times more space efficient than typical office files, and which utilizes a modern high speed computer system to track and control the records inventory which allows any stored record to be retrieved within 10 minutes.

q                                      q                                      q

The vault at the RMC currently houses 60,000 rolls of microfilm masters of historical and business records, 23,000 state agency computer tapes and several irreplaceable historical documents and video tapes in a 4 hour fire rated, halon gas protected environment.

q                                      q                                      q

**1997 SURVEY OF ARIZONA LEGISLATORS**

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**STATE LAW LIBRARY**

The State Law Library acquires extensive legal resources, including sessions laws and codes of other states, court cases, Attorney General opinions (all states), and access to legal databases.	q	q	q
The State Law Library staff provide appropriate and authoritative legal materials to clients and provides assistance in the use of these materials.	q	q	q
The State Law Library is uniquely strong in its depth of resources on Arizona law – with its historical sets of the Arizona Revised Statutes, Arizona Administrative Code, session laws, and journals from territorial time to the present.	q	q	q
The State Law Library staff provide access not only to traditional print legal resources but also to non-print formats for legal information, such as microfilm, microfiche, CD-ROM's online databases, and the Internet.	q	q	q

**STATE RESEARCH LIBRARY**

Agree      Disagree      Don't Know

The collection of the State Research Library provides opportunities for serious research on Arizona history and government.	q	q	q
The Research Division staff provides and accesses resources to help legislative agencies research issues.	q	q	q
The State Research Library provides a comprehensive collection of Arizona newspapers, early issues date back as far as 1859.	q	q	q
The Research Division is preparing an electronic reference station for all legislative agencies, with CD-ROM's and online databases. This station is available 24-hours/day to all legislative agency researches.	q	q	q

Agree      Disagree      Don't Know



**1997 SURVEY OF ARIZONA LEGISLATORS**

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**HAVE YOU AND/OR YOUR STAFF...**

**Used the services of the:**

	<b><u>Yes</u></b>	<b><u>No</u></b>
	q	q
State Archives	q	q
Braille and Talking Book Library	q	q
Library Extension	q	q
State Capitol Museum	q	q
Hall of Fame Museum	q	q
Records Management Center	q	q
State Law Library	q	q
State Research Library	q	q

**Taken a tour of the:**

	<b><u>Yes</u></b>	<b><u>No</u></b>
	q	q
State Archives	q	q
Braille and Talking Book Library	q	q
Library Extension	q	q
State Capitol Museum	q	q
Hall of Fame Museum	q	q
Records Management Center	q	q
State Law Library	q	q
State Research Library	q	q

**WOULD YOU AND/OR YOUR STAFF...**

**Be interested in receiving more information about the:**

	<b><u>Yes</u></b>	<b><u>No</u></b>
	q	q
State Archives	q	q
Braille and Talking Book Library	q	q
Library Extension	q	q
State Capitol Museum	q	q
Hall of Fame Museum	q	q
Records Management Center	q	q
State Law Library	q	q
State Research Library	q	q

**Be interested in taking a tour of the:**

	<b><u>Yes</u></b>	<b><u>No</u></b>
	q	q
State Archives	q	q
Braille and Talking Book Library	q	q
Library Extension	q	q
State Capitol Museum	q	q
Hall of Fame Museum	q	q
Records Management Center	q	q
State Law Library	q	q
State Research Library	q	q

If you answered "yes" to receive more information about or tour, one or more of the department's sites, and would like someone to follow-up with you, please either sign where indicated and return this page to Leslie Anderson in the Director's Office, room 200, or call her at 542-4035.

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Name

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Phone

**LEGISLATION PROPOSED/PASSED – 1997**  
**43<sup>rd</sup> Legislature – First Regular Session**

**SB 1272 – Tax Exemption; Library Materials**

Sponsors

Senator: Solomon

Co-Sponsors

Representatives: Pickens, Valadez

Overview

The exemption from state use tax for the out-of-state purchase for public use of printed, electronic, etc. media material that is not available in Arizona is expanded to cover material purchased in Arizona as well, and to cover purchases by school districts as well as by publicly funded libraries. This measure would benefit everyone in the state since the result would increase library acquisition budgets approximately 5%, which greatly impacts the amount of materials that can be purchased.

Provisions

Exemption: printed, photographic, electronic or digital media materials for use by the public and purchased by publicly funded libraries, including libraries at public elementary and secondary schools and charter schools.

Exemption: Printed, photographic, electronic or digital media materials for use by the public and purchased by publicly funded libraries, including libraries at public elementary and secondary schools and charter schools.

Outcome of Legislation

SB1272 was held in the Senate Finance Committee.

**SB 1403 Library Public Records; Access**

Sponsors

Senators: Conner, Henderson, Richardson. Representative: Allen, Newman

## Co-Sponsors

Senators: Brown, Solomon, Wettaw. Representatives: Gardner, McGibbon

## Overview

This is a library networking bill on which the Arizona Library Association is working with DLAPR. This measure is an attempt to broaden DLAPR's statute to include responsibility for a statewide information network that would support digitization of an access to public information that government agencies are already producing. The measure is not about internal public or vital records, just routine statistical information or documents that are already being produced. The intent is to get those records digitized and available on the Internet and then public access stations would be in public libraries throughout the state. This bill was introduced to the legislature last year, asking for an appropriation of \$950,000, and it did pass through the House but was stalled in the Senate. This year the bill is starting in the Senate, asking for reduced appropriation amount. There is a lot of support for the concept, everyone wants information available, but they don't want to pay for it.

## Provisions

1. The Director of the Department of Library, Archives and Public Records shall establish, administer and support a network to collect and organize state government public information. The network shall provide this state's residents with either on-line or computer workstation access to this information at sites that are located in public libraries.
2. The library extension service division shall administer an information network to allow residents of this state to access state government public information by providing either on-line or computer workstation capability. the division shall:
  - (a) develop walk-in access points to the network at terminals in county and municipal libraries.
  - (b) assist other state agencies and political subdivisions in placing public information they create onto a file server that may be accessed.
  - (c) establish statewide support to coordinate and facilitate local resident access to this information network in county and municipal libraries.

3. The sum of \$790,000 is appropriated from the state general fund to the department of library, archives and public records for fiscal year 1997-1998 for the purpose of establishing, administering and supporting resident access to state government public information by computers.

#### Outcome of Legislation

The bill was held in the Senate Appropriations Committee.

### **HB 2042 Vital Statistics; Certificates; Access**

#### Sponsors

Representative: Johnson

#### Co-Sponsors

Representatives: Brimhall, Gray, Jarrett

#### Overview

The original intent of HB 2042 was to provide easier access to vital records in the state of Arizona. Arizona applies some of the tightest rules relating to access to certificates in the United States. Genealogists, historians, etc. consistently complain to DLAPR about the problems they have accessing needed records, and is a situation that DLAPR would like to correct if possible. Since there has been some resistance from the Department of Health on this issue, there has been a lot of discussion between that agency and DLAPR to address the concerns. DLAPR staff have helped clarify some of the language that would restrict records in terms of use, i.e., it would have to be a certain number of years go by before certain records i.e., birth or death certificates. The State Archives, part of DLAPR, does have a very limited number of birth certificates, however it does not provide access to those records, as follows the policy of Department of Health Services.

Although the Department supports public access to vital records, at present, the Department does not have the space nor the staff to provide adequate service for public usage. The existing archives facility has limited collection storage and a minimal public service area. The Department has been considering the renovation of an existing structure or the construction of a new archives facility to increase archival storage capacity and provide a large public service area.

Additionally, this would add a significant workload to the understaffed Archives Division, both immediately and in the future as each year's film or fiche is sent over from the Department of Health Services. Each request would have to be retrieved by staff for the public, and staff would have to assist with the use of the microfilm/fiche readers. Further, it is unclear whether or not Department staff would be responsible for certifying the records.

A hidden cost to be considered is the increase in related requests for information. Once the public has access to those records, there will be a dramatic increase in requests for related information in the Genealogy Library, the Research Library and the State Archives. The Department takes pride in providing excellent public service, however without sufficient space and staff to support this new function, that level of service will suffer.

### Provisions

1. Requires the Clerk of the Superior Court to give persons conducting historical, family or genealogical research access to marriage licenses.
2. Requires the Department of Health Services to adopt rules allowing persons conducting historical, family or genealogical research to have access to all birth certificates.
3. Requires local registrars to give recognized non-profit historical, family or genealogical related societies access to all death certificates.

### Outcome of Legislation

1. An amendment by the House Government Operations Committee removed language that would have permitted the clerk of the superior court to provide access to marriage licenses for historical, family, and genealogical research. The amendment:
  - A. Requires the Department of Health Services to allow access to all birth certificates if 75 years have passed after the date of birth registered on the birth certificate.
  - B. Requires the Department of Health Services and local registrars to allow access to all death certificates if 50 years have passed after the date of the death registered on the death certificate.
  - C. Directs that the Department of Health Services must provide for the continued safekeeping of the original birth and death certificates.
  - D. Requires the Department of Health Services to microfilm or microfiche specified birth certificates and specified death certificates that are available to the public by June 30, 1998.

- E. Specifies that the Department of Health Services must transfer specified microfilm or microfiche records to the Department of Library, Archives and Public Records.
- F. Requires the Department of Library, Archives and Public Records to provide access to specified microfilm or microfiche records.

2. The bill was signed by the Governor into law and is now Chapter 155 of 1997.

## **HB2069 - Use Tax Exemption; Libraries**

### Sponsors

Representative: Wong

### Overview

The exemption from state use tax for the out-of-state purchase for public use of printed, electronic, etc. media material that is not available in Arizona is expanded to cover material purchased in Arizona as well, and to cover purchases by school districts as well as by publicly funded libraries. This measure would benefit everyone in the state since the result would increase library acquisition budgets approximately 5%, which greatly impacts the amount of materials that can be purchased.

### Provisions

Exemption: printed, photographic, electronic or digital media purchased by school districts for use by students in school libraries or purchased by other publicly funded libraries for use by the public.

### Outcome of Legislation

1. Amendment in the House Ways and Means Committee changed text as follows  
“sales of materials that are purchased by or for publicly funded libraries including school district libraries, charter school libraries, community college libraries, state university libraries or federal, state, county or municipal libraries for use by the public as follows:
  - A. printed or photographic materials, beginning August 7, 1985.
  - B. electronic or digital media materials, beginning July 17, 1994.
2. The bill was signed by the Governor into law and is now Chapter 227 in 1997.



Appropriations Report 1996, 1997

Appropriations Report 1996, 1997

## Appropriations Report 1996, 1997

Appropriations Report 1996, 1997

<b>PARTNERSHIPS FOR GRANTS TO ARIZONA 1997 – 2000</b>
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<b>PARTNERSHIPS</b>	<b>GRANTS</b>	<b>AWARDS</b>
Gates Learning Foundation	Gates Library Initiative	\$ 5,000,000
Provisions of the Telecommunications Act of 1996	E-Rate Funding	\$ 1,919,110
National Endowment for the Humanities (NEH)	Arizona Newspaper Project	\$ 1,033,221
Institute of Museum and Library Services (IMLS)	National Leadership Grant Five State American Indian Project	\$ 468,442
Institute of Museum and Library Services (IMLS)	National Leadership Grant – National Tribal Conference	\$ 202,675
Library Services Technology Act (LSTA)	Government Information Locator Service (GILS)	\$ 91,675
Nina Mason Pulliam Charitable Trust	On-Line Public Access Catalog	\$ 50,000
Library for the Future	National Advocacy Training Program	\$ 31,250
National Historical Publications and Records Commission (NHPRC)	Board Administration Grant	\$ 12,850
Various Sources	Miscellaneous	<u>\$ 8,154</u>
	<b>SUB TOTAL:</b>	<b>\$ 8,614,702</b>
<b>RELATED GRANTS – ASLAPR TECHNICAL ASSISTANCE:</b>		
Libraries for the Future	eQual Access™ Partnership for Arizona Libraries	\$ 1,100,000
Institute of Museum and Library Services (IMLS)	Preserving and Sharing the Sonoran Archives	<u>\$ 201,786</u>
	<b>SUB TOTAL:</b>	<b>\$ 1,301,786</b>
	<b>TOTAL:</b>	<b><u>\$10,119,163</u></b>

## **GATES LEARNING FOUNDATION**

**\$5,000,000**

### **Gates Library Initiative**

The Gates Library Initiative, the cornerstone of the Gates Learning Foundation, is dedicated to partnering with public libraries in the United States and Canada where 10% of the population served earns less than the federal poverty guidelines. Grants offered through this program help Arizona libraries serving low-income communities acquire or upgrade computers, software, Internet connection, training and technical support

### **Gates Opportunity Grant**

ASLAPR assisted six Arizona public libraries to successfully apply for the first Gates Opportunity Grants. Grants offered through this program help public libraries acquire computers, software, Internet connection, training and technical support. The libraries: Douglas, Window Rock, Page, Phoenix, Tucson/ Pima, and the Apache County Library District (Sanders Public Library) received \$135,000.

### **Gates Accelerated Program for Large Libraries**

ASLAPR assisted four Arizona public library systems with populations of 300,000 or more obtain grants as part of the Gates Library Initiative. In October 1999, thirty-three library buildings in the Phoenix Public Library, Tucson-Pima Public Library, Mesa Public Library and Maricopa County Library District were awarded \$383,250 in hardware and software as part of the Gates Accelerated Program for Large Libraries.

### **Arizona State Partnership Program**

ASLAPR assisted 103 public library buildings obtain grants as part of the Arizona State Partnership Program. In August 2000, 85 grants were awarded totaling \$1.6 million in hardware and software. Gates grant monies will purchase computers, printers, networking equipment and software to provide improved public access computing in Arizona public libraries. In addition, the Gates Foundation is providing on-site installation, configuration and training in the use of the equipment and software. Gates will also fund Seattle-based training for the State Library staff as well as those in the Accelerated Program for Large Libraries. Three years of software upgrades and help desk support are included in the grant program. When installation, training and support are considered, the total amount of the grants to Arizona is close to \$5 million.

The \$5 million private funding investment compliments our federal and state grant programs that have invested almost \$3 million in Arizona libraries. The combined public/private effort will culminate in a statewide grid of Internet accessibility for all state residents through public libraries.

**UNDER THE PROVISIONS OF THE TELECOMMUNICATIONS ACT OF 1996**  
**\$1,919,110 (To Date)**

**E-Rate Funding**

The e-rate extends the Universal Service Fund by providing discounts on telecommunications costs to rural health providers, schools, and libraries. Through the e-rate program, Arizona libraries will have more resources for their clients' use in their business, education, and recreation pursuits.

Year One - 1998: A total of \$700,537 in savings on telecommunications, internet access, and internal wiring costs is in the process of being distributed to public and museum libraries in Arizona.

Year Two - 1999: Commitment letters totaling \$649,418 were sent to the following libraries: Apache County Library District; Apache Junction Public; Arizona State Library, Archives and Public Records, Arthur C. Pomeroy Library; Arizona City Community; Ash Fork Public; Avondale Public, Benson Public; Buckeye Public; Camp Verde Community; Cibecue Community; Clark Memorial; Clay Springs Public; Cochise County Library District; Congress Public; Copper Queen Public; Crown King Public; Duncan Public; Eloy Public; Elsie S, Hogan Community; Fredonia Public; Gila County Library District; Glendale Public; Globe Public; Grand Canyon Community; Holbrook Public; Hopi Public; Huachuca City Public; Jerome Public; Kalina Memorial Public; Larson Memorial Public; Mammoth Public; Maricopa Community; Marion Lasa/Chino Valley Public; Mayer Public; McNary Community; Miami Memorial; Mohave County Library District; Navajo County Library District; Oracle Public; Page Public; Payson Public; Phoenix Public; Pima Public; Pinal County Library District; Prescott Public; Rim Community; Roxanne Whipple Memorial; San Manuel Public; Salt River Tribal; San Carlos Tribal; Scottsdale Public; Show Low Public; Snowflake-Taylor Public; Stanfield Community Center; Superior Public; Tolleson Public; Tombstone City; Tuba City Public; Tucson/Pima Public; Whiteriver Public; Woodruff Community; Yarnell Public; Yavapai County Library District; Yuma County Library District.

Year three - 2000: Commitment letters totaling \$569,155 were sent to the following libraries: Apache Junction Public; Arizona State Library, Archives and Public Records; Arthur C. Pomeroy Library; Arizona City Community; Bagdad Public; Benson Public; Buckeye Public; Cibecue Community; Clay Springs Public; Clifton Greenlee County; Cochise County Library District; Copper Queen Public; Eloy Public; Elsie S, Hogan Community; Fredonia Public; Gila County Library District; Glendale Public; Globe Public; Grand Canyon Community; Holbrook Public; Huachuca City Public; Jerome Public; Kalina Memorial; Mammoth Public; Maricopa Community; Maricopa County; McNary Community; Mohave County Library District; Navajo County Library District; Oracle Public; Page Public; Patagonia Public; Pima Public; Pinal County Library District; Prescott Public; Rim Community; Roxanne Whipple Memorial; San Manuel Public;

Superior Public; Tolleson Public; Tombstone City; Tuba City Public; Tucson-Pima Public Library, Whiteriver Public; Woodruff Community; Yuma County Library District.

**NATIONAL ENDOWMENT FOR THE HUMANITIES (NEH)**

**\$1,033,221**

**Arizona Newspaper Project Grant**

The Arizona Newspaper Project's goals are to improve bibliographic access to Arizona newspapers and to preserve information in them by preservation microfilming. The scope of the project is broad: over 1,900 newspaper titles at 126 sites were identified in 1991 in a comprehensive survey of newspapers in and outside of the state. The National Endowment for the Humanities (NEH) provided \$22,234 for the survey.

NEH support continued through four successive grant periods: 1) The NEH awarded \$279,234 for the bibliographic phase of the project, 1993-1996. Funds were used for staff to travel through the state to examine and catalog newspapers; 2) The NEH authorized a \$125,510 supplemental grant for 1996-1997 to support expansion of work begun in the 1993-1996 grant period. This involved further cataloging and planning for preservation microfilming. 3) The NEH awarded \$269,636 for completion of the bibliographic part of the project and the beginning of the preservation microfilming phase, 1997-1999 which will continue to March, 2000; 4) the NEH awarded \$336,000 to complete the project. This phase, from 2000 to 2002, will mark achievement of project objectives and enhance the Arizona State Library, Archives and Public Records' ability to maintain cataloging and preservation of current Arizona newspapers.

**INSTITUTE OF MUSEUM AND LIBRARY SERVICES (IMLS)**

**\$ 468,442**

**National Leadership Grant - Five State American Indian Project**

ASLAPR is the lead agency for a National Leadership Grant awarded to a consortium of state libraries and museums by the Institute of Museum and Library Services, a federal granting agency in Washington D.C. Participating states include: Arizona, New Mexico, Utah, Colorado, and Nevada. The multi-state grant seeks to develop and strengthen collaborative relationships with American Indian tribal communities that are operating, or have plans to develop a tribal library, museum or archives.

Lead agencies are working with the tribes in their states to access the tribes' library, archival, and museum needs. These agencies are compiling an inventory of the collection development policies, cultural resource descriptions, and use restrictions of the tribal libraries, archives and museums in their states. Each state is developing a communications network to sustain the collaborative work begun by this one-year pilot. For Arizona's portion of the grant, ASLAPR is collaborating with the Arizona State Museum at the University of Arizona. Ms. Alyce Sadongei, a Kiowa-Tohono O'Odham, is the project director. She is a native of Phoenix and was a program specialist at the Smithsonian Institution in Washington, D.C. prior to her employment at the Arizona State Museum.

Grant One - 1999: \$150,545, allowed each state to develop state conferences designed to bring tribal representatives together to discuss issues relevant to libraries, museums and archives and to begin to establish networks of communication and support. Arizona's convocation was held on August 16-17, 1999 near Globe on the San Carlos Apache Reservation. Tribal representatives learned about funding sources and were introduced to existing resources within the various state libraries and museums. Participating tribes increased their access to cultural resources and library services for their community. Non-tribal libraries, museums and archives participants increased their knowledge of the scope and breadth of material culture, and library and archival holdings in tribal repositories; learned about the issues facing tribes regarding access, intellectual property and repatriation; and increased their contacts with tribal librarians, archivists and museum staff.

Grant Two - 2000: \$317,897, provided funds for the five-state (Arizona, Colorado, Nevada, New Mexico, and Utah) regional conference for tribal library, archives and museums in each of the states held at the Heard Museum in June, 2000. The conference targeted tribal government officials and tribal and non-tribal museum staff, librarians, and archivists from all the five states. The conference: created a regional network of support for tribal cultural institutions and program; articulated contemporary issues related to the development of tribal libraries, archives and museums; and continued to develop collaboration among tribal and non-tribal cultural institutions. The conference also sought to challenge and inspire participants to think critically and broadly about issues that may affect the development of their particular tribal cultural program. The project website, <http://5stateproject.utah.org> will include the regional conference attendee list, exhibitor list, and presentations. In addition, each state will be encouraged to submit update information to the website regarding their final state conference and follow-up activities. ASLAPR serves as the lead agency for this collaborative project.

**INSTITUTE OF MUSEUM AND LIBRARY SERVICES (IMLS)**

**\$202,675**

**National Leadership Grant – National American Indian Conference**

In August 2000, ASLAPR was asked to be the lead agency and fiscal agent for a national conference project. Award of this grant will extend the Five State American Indian Project through September 2002, expand the grant nationwide, and allow for the planning, development, implementation, evaluation and dissemination of regional consultations, and a national conference targeting tribal libraries, museums and archives. The national conference will build on the foundation already laid from the current National Leadership Grant – 5 State American Indian Project that focuses on tribal libraries, museums and archives from the five western states of Arizona, Colorado, New Mexico, Nevada, and Utah.

**NATIONAL HISTORICAL PUBLICATIONS AND RECORDS COMMISSION**

**\$ 91,675**

**Government Information Locator Service (GILS) Pilot Project**

ASLAPR is partnering with five other state agencies to investigate policies and procedures that will ensure that current and future citizens will have the same confidence in the reliability and authenticity of electronic records that they have in traditional, paper records. ASLAPR, the Government Information Technology Agency (GITA), the Secretary of State, the Arizona Administrative Offices of the Courts (AOC), the Clerk of Arizona Superior Court in Maricopa County, and Arizona State University are each having to face the challenge of electronic records; they seek to share expertise and resources to discover the most effective solutions for Arizona. The first project of this research initiative will be to ensure enduring access to small record sets containing unique documents created by small offices. The project will also provide significant training for each agencies' staff.

**NINA MASON PULLIAM CHARITABLE TRUST**

**\$ 50,000**

**Online Public Access Catalog Grant**

The Braille and Talking Book Library Division submitted a proposal to the Nina Mason Pulliam Charitable Trust requesting a grant to purchase an Online Public Access catalog. The goal of this project is to make books more accessible to those who are blind, visually impaired and physically disabled. The OPAC software offers two important benefits to those clients. First, it provides the same independent electronic access to this special library's catalog that other sighted users have at their public libraries. Second, its superior searching capabilities will enable library staff to provide better service to clients who do not have access to computers. The catalog will allow users to easily locate books by author, title or key words that meet their specific recreational and educational reading preferences.

The library currently reaches only about 12,000 of the more than 65,000 disabled individuals eligible to receive its services each year. To narrow this gap it must provide convenient client access through state of the art technological resources. Most Talking Book Library patrons obtain their books by telling their librarian on the phone what they are looking for and waiting for the librarian to search for the materials. Unlike patrons using most public libraries, they do not have access to a full catalog of library holdings, nor can they visit the library and browse the shelves. As the population of Arizona continues to grow so will the number of individuals eligible for Talking Book Library services. In the future there will be more computer-literate individuals who have lost part or most of their sight because of diseases such as macular degeneration. Results of surveys conducted by the library show that the number of patrons with computers, or with access to a computer, is growing. In 1994, 17% of patrons had computer access. By 1997 that number had increased to 24.5%. The OPAC software is compatible with screen readers and therefore accessible to blind and visually impaired individuals using

computers with voice or braille output. Patrons will no longer have to rely on a librarian to search for books or information for them. It will provide them with the independence that many of them prefer and will free up time for librarians to do more searching for patrons who don't have computer access. For these reasons the OPAC will help provide better service to all of the Braille and Talking Book Library patrons.

**LIBRARIES FOR THE FUTURE**

**\$31,250**

**National Advocacy Training Program**

ASLARP was accepted for state participation in 2000-2002 *Communities and Libraries: A National Advocacy Training Program*. The project is a major national initiative to strengthen library advocacy within local communities and around the country. The Community-Library Advocacy Project will strengthen relationships between communities and public libraries by developing tools and resources for local library advocacy, and by establishing a technical assistance bureau to serve as a clearinghouse for the exchange of ideas, models and resources among library advocates around the country. In Arizona, this effort will prepare library leaders to help communities understand the role of libraries in the new economy.

**NATIONAL HISTORICAL PUBLICATIONS AND RECORDS COMMISSION (NHPRC)**

**\$12,850**

**Board Administration Grant**

The Arizona Historical Records Advisory Board (AHRAB) advises the National Historical Publications and Records Commission (NHPRC), the grant-making arm of the National Archives and Records Administration, on grant applications submitted by Arizonans. The board, composed of public and professional members, also encourages identification and discussion of historical records issues in the state. The most important issues that have been identified by archives, librarians, and museums are access, preservation, and promotion of the state's historical materials. Funding was requested and received to support meetings between the board and the public to promote discussion and practical training on these important topics.

**MISCELLANEOUS GRANTS – VARIOUS SOURCES**

**\$8,154**

**Western Council – Chief Officers of State Library Agencies**

**Collection Development Report Grant - \$3,000**

The Western Council – Chief Officers of State Library Agencies provided funding for a well-known, highly respected national library consultant to evaluate the Department's collection and acquisition process. The findings of the consultant's evaluation were published in the *Collection Development Report*. The consultant concluded that "it has become obvious that while the Research Collections have many items which are significant, even rare, these collections have suffered over an extended period of time from a severe lack of funding. The situation is so serious that the present state of the

collections makes it virtually impossible for the library to fulfill its designated roles prescribed by legislative mandate. In fact, all the legislative mandates regarding the Research Collections are outdated and sorely need review and revision.” The report stated that the sensible direction would be to build on existing collection strengths and to pursue enabling legislative guidance and support. It was recommended that the majority of funding be committed to strengthening the best collections, catching up on preservation, and continuing work towards an online catalog so that there is accessibility to the information materials.

SB1151 signed into law on May 26, 1998, Chapter 148, was developed from the consultant’s *Collection Development Report*. SB1151 appropriated the first two years of a five-year request to bind, catalog, microfilm and digitalize the Department’s collections; augment the Department’s general research collections; and provide access to electronic information resources. The Legislature’s support of SB1151 provided emergency preservation funds for some of the Department’s most fragile library and archives collection and presented opportunities for preservation and improved access to Arizona information.

### **Arizona Humanities Council**

#### **Traveling Museum Exhibit Grant - \$3,000**

The Department was the fiscal agent for a grant used to construct a traveling exhibit, design a poster, and create educational materials which accompanied the exhibit entitled *Arizona Women Building Communities: A Twentieth Century History*. Project staff scheduled the traveling exhibit and created a promotional plan for the exhibit. The exhibit opening reception on October 18, 1998 at the Hall of Fame Museum was sponsored by the Museum Guild.

#### **Museum Lunch Bunch Speaker Series Program Award - \$550**

The Museum Lunch Bunch speaker series has received program awards for over 10 years and is one of the longest running programs assisted by the Arizona Humanities Council. Fiscal year 1999 saw three speakers funded in this manner.

### **Arizona Department Of Administration**

#### **Risk Management Grant – Ergonomics Equipment - \$1,603.97**

The Arizona Department of Administration – Risk Management, granted funds to purchase ergonomics equipment for the Research Division.

## **RELATED GRANTS – ASLAPR TECHNICAL ASSISTANCE**

### **LIBRARIES FOR THE FUTURE**

**\$1,100,000**

#### **eQual Access™**

U S West is launching eQual Access™, a partnership with Arizona libraries to bridge the digital divide. Through a \$1.1 million grant by the U S WEST Foundation, the program will create community-based technology centers and training programs in areas that might not otherwise have access to advanced technology. Arizona communities (Casa Grande, El Mirage, Flagstaff, Glendale, Guadalupe, North Phoenix, Mesa, Sierra Vista, South Phoenix, and Tucson) were selected to participate in the program based on growth, literacy levels, ethnic make-up, economic need, and unemployment. During the next two years, US WEST and Libraries for the Future will work with libraries and community leaders to develop eQual Access Centers, which will utilize computer hardware and software, Internet wiring, and ongoing training and programs to help families and communities understand how to use today's technology to their advantage. The State Librarian will fund an evaluation component and provide technical assistance to the libraries involved and to Libraries for the Future staff.

### **INSTITUTE OF MUSEUM AND LIBRARY SERVICES**

**\$ 201,786**

#### **National Leadership Grant – AGES Project: Preserving and Sharing the Sonoran Archives**

In February, 2000, ASLAPR provided specialized training to three visiting archivists from Hermosillo, Mexico as part of the Archivo General del Estado de Sonora (the AGES, or General Archives of the State of Sonora) Project, a Library Services and Technology Act (LSTA) -funded project partnered by the University of Arizona, the City of Tucson (Tucson-Pima Public Library and Tucson-Mexico Project) the State Museum, and Library and Archives. This bi-national effort intends to preserve and share the historical archives of Sonora, Mexico and will serve as a model for similar bi-national projects.

This grant provides funds for the first year of indexing and scanning records of the General Archives of the State of Sonora (AGES). The National Leadership Grant for Preservation and Digitization, along with commitments from the official partners in the project, will purchase all the necessary equipment and employ several personnel in Arizona and Sonora. This grant builds on two smaller LSTA grants made by ASLAPR to begin the work and develop the national grant application.



## ARIZONA BOARD OF LIBRARY EXAMINERS

### STATUTORY AUTHORITY – A.R.S §11- 906

Arizona Revised Statutes sections 11-906 through 11-909 establish the Board of Library Examiners. The board is charged with passing on the qualifications of persons desiring to become County Librarians, and may, in writing, adopt rules and regulations not inconsistent with law for its government and to carry out the purposes of the article. The Board considers the candidates' academic credentials, work experience, and library and management skills. All County Librarians must receive a certificate of qualification for the office by the Board of Library Examiners (A.R.S. 11-908).

The board is comprised of the Director of the Arizona State Library, Archives and Public Records, who is the ex-officio chair, the Librarian of the University of Arizona, the Librarian of the Phoenix Public Library, and two County Librarians appointed by the Director of the Arizona State Library, Archives and Public Records. The County Librarian members serve one-year terms, and the Director appoints the County Librarian members on a rotating basis to represent each county free library.

According to Arizona Administrative Code sections R2-4-01 and R2-4-02 an applicant for County Librarian shall have:

- A Master's degree in library science and one year experience in a public library of recognized standing, or;
- A Bachelor's degree conferred by an accredited college or university, plus fifteen hours of courses in library science and two years of appropriate experience in a public library of recognized standing, and ;
- Satisfactory recommendations from two former employers.

In addition to the qualifications described above the board shall consider the applicant's:

- Moral character and commendable conduct;
- Ability to work with the public, maintain public relations and conduct the financial affairs of a library in a business-like manner; and,
- Willingness to continue his or her training.

The Board of Library Examiners meets, as needed, to consider applications to become County Librarians.

## REPORT OF ACCOMPLISHMENTS 1997 – 2000

### 2000

Governor Hull's signing of SB1230, the Arizona State Library, Archives and Public Records' continuation bill, on March 29, 2000 – Chapter 88, added two appointed members (County Librarians) to the Board of Library Examiners, and continued the board for another ten years – until July 1, 2010.

The Board received 1 County Librarian application – from a candidate from Mohave County.

- 1 Candidate Certified; Appointed

### 1999

The National Conference of State Legislatures (NCSL), under contract with the Arizona Legislature, conducted a sunset review of the Board of Library Examiners pursuant to a 1998 Joint Legislative Audit Committee (JLAC) resolution. The review was conducted as part of the Legislative Review of Agencies set forth in Arizona Revised Statutes (A.R.S.) Sections 41-2951 through 41-2958

The Board received 4 County Librarian applications – from candidates from Gila, Maricopa, Mohave, Yuma Counties:

- 2 Candidate Certified; Appointed
- 1 Candidate Not Certified, Appointed Acting County Librarian
- 1 Candidate Not Yet Certified; Appointed

### 1998

The Board received 7 County Librarian applications – from candidates from Apache, Coconino, La Paz, Maricopa, Navajo, Pima, and Pinal Counties:

- 6 Candidate Certified; Appointed
- 1 Candidate Not Certified, Appointed Acting County Librarian

## ARIZONA HISTORICAL ADVISORY COMMISSION (AHAC)

### STATUTORY AUTHORITY – A.R.S. §41-1352

Statutes that define the responsibilities of the Arizona Historical Advisory Commission, directs the Commission to:

- Advise the legislature and state agencies on matters relating to historic preservation.
- Recommend measures to the legislature and state agencies to coordinate or improve the effectiveness of activities of state agencies and agencies of the political subdivisions of this state and other persons relating to historic preservation.
- Advise the legislature and state agencies on the dissemination of information pertaining to activities relating to historic preservation.
- Encourage, in cooperation with appropriate public and private agencies and other persons, training and education in the field of historic preservation.
- Submit annually a report to the Governor and the legislature. The report shall include the Historical Advisory Commission's activities and the performance of state agencies in their historic preservation activities pursuant to chapter 4.2 of this title.

### REPORT OF ACCOMPLISHMENTS 1997 – 2000

#### 1999 - 2000

Governor Hull's signing of SB1230, the Arizona State Library, Archives and Public Records' continuation bill, on March 29, 2000 – Chapter 88, authorized the Arizona Historical Advisory Commission to continue for another ten years – until July 1, 2010.

At its October 5, 2000 meeting, the Board of Library, Archives and Public Records reviewed the Sunset Review recommendation for the Arizona Historical Advisory Commission. The Sunset Review people questioned whether the Arizona State Library, Archives and Public Records should continue maintaining the Arizona Historical Advisory Commission (AHAC) since the agency does not have archaeological, anthropological, and natural history expertise. Since AHAC had already worked on the issues for three years, the agency spent a lot of time and some consulting money during this year, to try to sort these issues out. Several proposals for the future of AHAC were received from its members. The Library Board gave Director Wells permission to continue to deliberate the role and responsibility of the Arizona Historical Advisory

Commission to determine if there are significant roles that AHAC or a similar commission could fulfill to support the Arizona cultural community, and to develop some recommendations by the Library Board's next meeting

During the year, the Commission focused on evaluating its legislative mandate, the historic preservation statute and the antiquities act, and in developing a solid plan of action. Members considered such issues as:

- if they felt the mandate was still appropriate, and if not, what structures could be used to effect changes;
- where overlaps occur between the AHAC members and the Arizona State Library, Archives and Public Records' responsibilities;
- AHAC's legislative agenda and how it should be implemented, and how it can advise the Legislature;
- The relationship among AHAC and other organizations, e.g., the Legislative Consortium for History in Arizona, the Coordinating Committee for History in Arizona, and the Arizona Convocations;
- What role AHAC has in overseeing the administration of history in Arizona;
- How can the members act collectively to ensure a return on the investment of the members' time;
- What contributions can AHAC make to agencies' programs;
- How has the pattern of membership and attendance evolved. Does the delegation of representation reflect how members value the organization;
- Should chairs/members from complementary organizations be invited to a meeting to get their perspectives;
- Should AHAC should have a budget or dedicated staff person to assist it.

The Historic Sites Review Committee reviewed and evaluated nominations to the National Register of Historic Places of historic districts, sites, buildings, and objects. Nominations submitted:

- West Second Street Historic District, Mesa, Maricopa County
- Evergreen Historic District, Mesa, Maricopa County
- Hank and Myrtle Wingfield Homestead, Camp Verde, Yavapai County
- William Cox Building, Casa Grande, Pinal County
- George Ellis Residence, Scottsdale, Maricopa County
- Mile High Park Historic District, Prescott, Yavapai County
- Paramount Theatre, Casa Grande, Pinal County
- Rancho Linda Vista, Oracle, Pinal County
- Two Spot Logging Train, Flagstaff, Coconino County
- Tucson Warehouse Historic District, Tucson, Pima County
- Fort Whipple/Department of Veteran Affairs Medical Center Historic District, Tucson, Pima County
- Colonia Solana Historic District, Tucson, Pima County
- Flagstaff Townsite Historic District, Flagstaff, Coconino County
- Fairview Place Historic District, Phoenix, Maricopa County
- Willo Historic District, Phoenix, Maricopa County

- Pennington Rural Historic Landscape, Nogales vic., Santa Cruz County
- East Alvarado Historic District, Phoenix, Maricopa County
- John M. Ross House, Phoenix, Maricopa County
- Ash Fork Maintenance Camp #1, Ash Fork, Yavapai County
- Southern Pacific Railroad Passenger Coach Car, Yuma, Yuma County
- Soderman Building, Miami, Gila County
- Tempe Woman's Club, Tempe, Maricopa County
- Pecan Lane Rural Historic Landscape, Camp Verde, Yavapai County
- Cottonwood Commercial Historic District, Cottonwood, Yavapai County
- Speedway-Drachman Historic District, Tucson, Pima County

A member of the Commission continued to serve on the Legislative Government Mall Commission (LGMC) where AHAC can bring its historical expertise to bear on issues confronting the LGMC.

A member of the Commission continued to serve on the review committee for the Transportation Equity Act for the 21<sup>st</sup> Century (TEA-21) funding through the Arizona Department of Transportation (ADOT). Federal funds available to the state through the TEA-21, have greatly enhanced the possibilities for preservation undertakings related to the history of transportation or of historic roadways, as well as projects located on Arizona's transportation routes.

#### 1998 - 1999

The Commission, in partnership with the State Historic Preservation Office (SHPO) and the Graduate Program in Public History at Arizona State University, presented a day-long workshop at Pueblo Grande Museum. The workshop provided an opportunity for state agencies to review and comment on two issues – the proposed “guidelines” from the State Historic Preservation Office on how state agencies are to interpret the State Preservation Act; and the relationship of state agencies to the revised rules of the Arizona State Museum.

AHAC worked with the Archaeology Advisory Commission, the Arizona Historical Records Advisory Board, and the Arizona State Board on Geographic and Historic Names on policy issues.

AHAC continued to have a member serve on the Legislative Government Mall Commission (LGMC) representing AHAC's long-standing concern for the unsystematic management of the commemorative areas around Wesley Bolin Plaza.

A member of the Commission served on the review committee for the Transportation Equity Act for the 21<sup>st</sup> Century (TEA-21) funding through the Arizona Department of Transportation (ADOT). Federal funds available to the state through the TEA-21, and its predecessor program ISTEA, have greatly enhanced the possibilities for preservation undertakings related to the history of transportation or of historic roadways, as well as projects located on Arizona's transportation routes.

The subcommittee dealing with Objective #1 worked to gain a place for AHAC on the committee that established the new history standards. The State Superintendent of Schools also asked that public libraries throughout the state help to distribute the new guidelines.

The subcommittee dealing with Objective #2 worked to review existing state preservation statutes for consistency and organizational effectiveness, and to develop recommendations, if needed, for improving the efficiency of their administration.

The subcommittee dealing with Objective #3 focused on ways to support the innovating state program of Site Stewards. This program teaches community members to monitor archaeological sites and report suspended damage or looting to the appropriate authorities.

The subcommittee dealing with Objective #4 worked to help the Arizona State Library, Archives and Public Records review state and local agencies' records management programs to evaluate the programs needed to protect and conserve historic paper records, maps, photographs, and similar materials.

The Historic Sites Review Committee reviewed and evaluated nominations to the National Register of Historic Places of historic districts, sites, buildings, and objects. Nominations submitted:

- Krenz-Kerley Trading Post, Tuba City, Coconino County
- Empie Petroglyph Site, Scottsdale, Maricopa County
- South Prescott Historic District, Prescott, Yavapai County
- Kirkland Store, Kirkland, Yavapai County
- Perkins Store, Young, Gila County
- Kingman Army Air Forces Flexible Gunnery School Radio Tower, Kingman, Mohave County
- Willo Historic District, Phoenix, Maricopa County

#### 1997- 1998

The Commission exercised its mandate to offer advice and counsel to the Legislature. It commented on a bill to preserve unique Arizona research material housed at the Arizona State Library, Archives and Public Records on a bill to provide public access to birth and death records of the territorial and early statehood periods; and on a bill regarding the disposition of non-appropriated funds by the Arizona Historical Society.. AHAC also provided support to the Arizona State Board on Geographic and Historic Names in its request to the Legislature that it alone be responsible for naming geographic features in Arizona.

AHAC continued to assist the Arizona Department of Transportation (ADOT) with its Intermodal Surface Transportation Efficiency Act (ISTEA) program of transportation

enhancement funding, by having a member serve on ADOT's proposal review committee.

AHAC continued to have a member serve on the Legislative Government Mall Commission (LGMC) where AHAC can bring its historical expertise to bear on issues confronting the LGMC.

AHAC identified four objectives and established ad-hoc committees to address the objectives:

- Objective #1: Develop recommendations for enhancing Arizona history public school curriculum
- Objective #2: Review existing state preservation statues for consistency and organizational effectiveness, and if warranted, develop recommendations for improving the efficiency of their administration. Coordinate the development of one set of simplified interagency standards for recording and reporting cultural resources in collaboration with other state agencies, commissions, and the professional consulting community.
- Objective #3: Promote legislation providing sustained support for Site Steward Program.
- Objective #4: Assist the Department of Library, Archives and Public Records (DLAPR) in reviewing state and local agencies' records management programs under A.R.S. §41-1346 and 41-1347, and if warranted, collaborate with DLAPR and the agencies to develop ways of reducing the loss of records that may assume historical value in the future.

AHAC's Historic Sites Review Committee reviewed and evaluated nominations to the National Register of Historic Places of historic districts, sites, buildings, and objects. Nominations submitted:

- Sam Hughes Neighborhood Historic District, Tucson, Pima County
- Coronado Neighborhood Historic District, Phoenix, Maricopa County
- Railroad Addition Historic District, Flagstaff, Coconino County
- Willo Historic District, Phoenix, Maricopa County
- Phoenix Elementary School District, Administration Building, Phoenix, Maricopa Co.
- Arizona Rancho, Holbrook, Havajo County
- Lee's Ferry, Page vicinity, Coconino County
- Lonely Dell Ranch Historic District, Page vicinity, Coconino County
- Clarkdale Historic District, Clarkdale, Yavapai County
- N. Clyde Pierce House, Phoenix, Maricopa County
- Idylwilde Park Historic District, Phoenix, Maricopa County
- Rittenhouse Elementary School, Queen Creek, Maricopa County
- Cottage Hotel, Seligman, Yavapai County
- John and Isabella Greenway House, Ajo, Pima County
- Bonita Store, Bonita, Graham County
- Camp Grant Massacre Site, Pinal County
- Geronimo Surrender Site, Cochise County

- Theodore Roosevelt Dam National Register District, Gila County
- Snowflake Townsite Historic District, Navajo County
- Manistee Ranch, Maricopa County

## ARIZONA HISTORICAL RECORDS ADVISORY BOARD (AHRAB)

### STATUTORY AUTHORITY – A.R.S. § 41-1355

Statutes that define the responsibilities of the Arizona Historical Records Advisory Board, directs the board to:

- Serve as the central advisory body for historical records planning and for National Historical Publications and Records Commission funded projects developed and carried out in this state;
- Serve as a coordinating body to facilitate cooperation among historical records repositories and other information agencies in this state and as a state-level review body for grant proposals as defined in the National Historical Publications and Records Commission guidelines.

### REPORT OF ACCOMPLISHMENTS 1997 – 2000

#### 2000

Governor Hull's signing of SB1230, the Arizona State Library, Archives and Public Records' continuation bill, on March 29, 2000 – Chapter 88, transformed the Arizona Historical Records Advisory Board under the National Archives Program into a statutory entity, and made the public records law easier to administer by removing specific record retention schedules from statute, changing references so they include electronic formats, and allowing the agency to set the retention schedules.

This statutory authority enables the state to participate in the grants program of the National Historical Publications and Records Commission (NHPRC), the grant-making arm of the National Archives and Records Administration. The Board also serves as the coordinating body to facilitate cooperation among historical records repositories and other information agencies. Because there is now a body that provides state level review of NHPRC grant proposals, Arizona organizations may submit now proposals to support the identification, use and preservation of the state's documentary heritage.

AHRAB reviewed the following NHPRC proposals:

- "ECURE 2001/2002" prepared by Arizona State University
- "Arizona Electronic Records Research Initiative" submitted by the Arizona State Library; Archives and Public Records
- "Cochise County Records Management Plan" developed by The Cochise County Office of Economic and Community Development

AHRAB sponsored a well-attended, free NHPRC grant writing workshop (October 2000) with Elaine Olah from the New Mexico State Archives.

### 1999

As Director of the State Archives in charge of the state's archival program, appointed by the Governor as Historical Records Coordinator, GladysAnn Wells urged the Legislature to grant the Arizona Historical Records Advisory Board statutory authority. Requested text for the mandate was included in the agency's "Clean Up" bill, SB1230, as specified in the Code of Federal Regulations – Parks, Forests, and Public Property (36-CFR Chapter XII §1206.36-38.

In anticipation of the Board's statutory authority, a search for appropriate members to serve on the reconstituted state board was conducted and members selected from a wide range of records management disciplines.

### 1998

Established under public law in 1976, authorized under 41 CFT 105-65.203.2, under the National Archives Program for Grants to the States under the National Historical Publications and Records Commission (NHPRC), AHRAB served as an advisory body for historical records planning and projects in Arizona.

In 1998, changes were enacted in the Code of Federal Regulations – 36 CFR Ch. XII (7-1-98 Edition), that transferred jurisdiction of the state historical records advisory boards from the NHPRC to the states. The law specifies that the Governor continue to appoint the full-time professional official in charge of the state archival program or agency to serve as the state historical records coordinator, but no longer controls the board appointment process or board appointments. The law requires that grant proposals be accepted only from applicants in states in which a state historical record coordinator and a state historical records advisory board are currently appointed.

The report, *Protecting Arizona's Documentary Heritage – Strategies for the New Century*, a long range plan for historical records, was finalized, printed, and distributed statewide. Subjects addressed in the report: The Value of Historical Records; Access; Preservation; and Promotion.

The Board requested and received funding from the National Historical Publications and Records Commission (NHPRC) to support meetings between the board and the public to promote discussion and practical training on the important issues of access, preservation, and promotion of the state's historical materials as identified by archives, libraries, and museums.

## 1997

In 1994, the Board began a revision of its 1983 long-range plan. During 1995, the Board conducted planning sessions and held public comment meetings to generate feedback on a draft report *Preserving Arizona's Historical Records – Revisited*, which included a mission statement, goals and objectives. During fiscal year 1996-1997, a revised draft report was distributed to the Board and to the National Historical Publications and Records Commission (NHPRC) for comment.

The Friends of Arizona Archives (FAzA) was incorporated in 1997 to:

- Create an awareness of the value of historical records to future generations;
- Increase public knowledge of proper maintenance of archival records;
- Foster, support and enhance access to Arizona's historical records;
- Introduce and promote legislation to appropriate funds for the construction of a State Archives Building.

During public comment sessions conducted by the Board to elicit feedback on a number of topics, the issue of access to vital statistics records was identified as one of the main concerns to Arizonans. Strategies were developed to present this as an issue of importance to the Legislature and all Arizonans. One of the strategies was to initiate discussion with the Department of Health Services' Vital Statistics Office, and with Representative Karen Johnson, the drafter of HB2042 – Vital Statistics; Certificates; Access. On April 24, 1997, Governor Symington signed HB2042 – Chapter 55. This law:

- Requires the Department of Health Services to allow access to all birth certificates if 75 years have passed after the date of birth registered on the birth certificate.
- Requires the Department of Health Services and local registrars to allow access to all death certificates if 50 years have passed after the date of the death registered on the death certificate.
- Directs that the Department of Health must provide for the continued safekeeping of the original birth and death certificates.
- Requires the Department of Health Services to microfilm or microfiche specified birth certificates and specified death certificates that are available to the public by June 30, 1998.
- Specifies that the Department of Health must transfer specified microfilm or microfiche records to the Department of Library, Archive and Public Records.
- Requires the Department of Library, Archives and Public Records to provide access to specified microfilm or microfiche records.



## ARIZONA STATE BOARD ON GEOGRAPHIC AND HISTORIC NAMES (ASBGHN)

### STATUTORY AUTHORITY – A.R.S. §41-835-838

The significance of geographic names was recognized by the State as early as 1945, when Arizona's Legislature declared it to be the policy of the state that geographic features retain the names they currently had in order to preserve Arizona's historical records. In 1982, the Arizona Board was created, and in 1990, the Arizona Legislature gave responsibility for determining the most appropriate names for geographic features to it.

Statutes that define the responsibilities of the Arizona State Board on Geographic and Historic Names, directs the board to:

- Receive and evaluate all proposals for changes in or additions to names of geographic features and places of historical significance in this state. It designates the most appropriate and acceptable names and the spelling of these names for use in maps and official government documents.
- Receive and evaluate all proposals for naming geographic features in this state for which no generally accepted name is or has been in use. It designates the most appropriate and acceptable name names and the spelling of these names for use in maps and official government documents;
- Cooperate with political subdivisions of this state to eliminate the duplication of the names of geographic features that are not of historical significance,
- Assist and cooperate with the United States Board on Geographic Names in matters relating to names of geographic features and places in this state;
- Maintain a list of advisers who have expertise in this state's history, geography, or culture and consult with those advisers in evaluating proposals;
- Designate one or more members to act as the state representative to the Council of Geographic Names Authorities.

Correct, accurate, authentic geographic names are essential to search and rescue efforts, law enforcement, land administration, boaters and hikers, etc. The primary purpose of the State Board is to standardize names of geographic features so that all levels of government and jurisdictions use the same name for the same feature.

The Arizona State Board on Geographic and Historic Names provides citizens the opportunity to name, rename, and research geographic names in the state of Arizona. It is the mission of the board to provide appropriate and official names for the State of Arizona. Without the board, Arizona names would be decided at the federal government level without Arizona's voice.

## REPORT OF ACCOMPLISHMENTS 1997 – 2000

### 1999 - 2000

During the 44<sup>th</sup> Legislature – Second Regular Session, The Committee of Reference – Government and Environment Stewardship of the Arizona Legislature, conducted a Sunset Review of the Board. The review was conducted as part of the Legislative Review of Agencies set forth in Arizona Revised Statutes (A.R.S.) Sections 41-2951 through 41-2958

On March 29, 2000, Governor Hull signed SB1227 – Chapter 89, the Board's continuation bill, authorizing the Arizona State Board on Geographic and Historic Names to continue for another ten years – until July 1, 2010. Under the state's sunset procedures, the board, under sunset review, could not continue without specific legislation.

Geographic Names Considered and Acted Upon:

- *The Lighthouse* – New name for a summit in the Cabeza Prieta Mountains (Rejected)
- *John Wayne Parkway* – Commemorate name for a portion of State Route 347 (Rejected)
- *American Indian Veterans Memorial Highway* – Commemorate name for a portion of State Route 347 (Rejected)
- *Kartchner Caverns* – Commemorate new name for a cave near Benson off State Route 90 (Adopted)
- *Kartchner Caverns State Park* – Commemorative new name for a state park near Benson off State Route 90 (Adopted)
- *Cliff Hanger Rapid* – New name for a rapid on the Upper Salt River (Adopted)
- *The Sleeper Rapid* – New name for a rapid on the Upper Salt River (Adopted)
- *Corkscrew Rapid* – New name for a rapid on the Upper Salt River (Adopted)
- *Quartzite Rapid* – New name for a rapid on the Upper Salt River (Adopted)
- *The Maze Rapid* – New name for a rapid on the Upper Salt River (Adopted)
- *Lower Corral Rapid* – New name for a rapid on the Upper Salt River (Adopted)
- *Colossal Cave Mountain Park* – New name for a park northeast of Vail off Interstate 10 (Adopted)

## 1998 - 1999

The Board Adopted Two Policies:

- The Board discourages and will not approve a new name or a name change for a geographic feature where that name is identified with a commercial enterprise or which can be associated with a business that could be promoted as a result of having a geographic feature so named, unless an overriding need is demonstrated to the Board's satisfaction.
- The Board will cooperate with the Arizona Transportation Board in naming highways in this state.

Geographic Names Considered and Acted Upon:

- *Iron Mountain* – Name change for a summit in the Phoenix Mountains named Squaw Peak (Rejected)
- *Doe Peak Wash* – New name for a wash near Lake Pleasant (Adopted)
- *East Fork Doe Peak Wash* – New name for a wash near Lake Pleasant (Adopted)
- *South Fork Doe Peak* – New name for a wash near Lake Pleasant (Adopted)
- *Oljato Wash* – Spelling change for a wash within the Navajo Nation (Adopted)
- *Phoenix Peak* – Name change for a summit in the Phoenix Mountains named Squaw Peak (Rejected)
- *Navajo Code Talker Highway* – Commemorate name for State Highway 264 from Tuba City, Arizona, to Yah-Ta-Hey, New Mexico (Rejected)
- *Moon Dog Ridge* – New name for a ridge in the Union Hills Range, Phoenix (Rejected)

## 1997 - 1998

The Board revised its bylaws to include deputy members. One deputy member may be appointed by the head of each of the following agencies or organizations, to serve a term contemporaneous to the member and have voting rights as delegated or in the absence of the appointed member:

- The Department of Transportation
- The State Land Department
- The Department of Library, Archives and Public Records
- The Arizona Historical Society
- The Department of Commerce
- The Department of Economic Security
- A Geography Department of the Arizona University following in the rotation of the appointed member.

The Board assisted the Arizona State Transportation Board develop a new policy *Process for Naming State Highways*. This policy established a systematic procedure of handling requests to name or memorialize highways, highway features, and rest areas before or after construction. The policy states that the State Transportation Board shall consider requests to name or remove the name of a state highway or highway feature once the name has been considered appropriate by the Arizona State Board on Geographic and Historic Names and by ADOT's Roadside Development.

The Board hosted the annual Western States Geographic Names Conference in Flagstaff. The conference, attended by representatives from state names authorities and federal government agencies, provided an excellent forum for furthering the goals and objectives of the Western States Geographic Names Council, and for the exchange of information, discussion of policy matters, and resolving problems that arise between members states or between member states and federal agencies. The conference was highly successful and was perceived as being one of the best conferences attendees had ever attended.

#### Geographic Names Considered and Acted Upon:

- *Baby Snaggletooth* – New name for a rapid in the Verde River (Adopted)
- *Skunk Tank Wash* – New name for a wash near New River (Adopted)
- *Noland Mountain* – New name for a summit in the Apache-Sitgreaves National Forests (Adopted)
- *Noland Tank* – Spelling change for a tank in the Apache-Sitgreaves National Forests (Adopted)
- *Turkey Gobbler Rapid* – New name for a rapid in the Verde River (Adopted)
- *Punk Rock* – New name for a feature (rock) in the Verde River (Adopted)
- *Wild Horse Arch* – New name for a natural arch located between mile post 16 and 17 on Interstate 15 (Rejected)
- *Lonely Woman Bridge* – New name for a natural bridge seen from mile post 23 on Interstate 15 (Rejected)
- *EMOGO Point* – Commemorative new name for a point on the North Tonto Platform in the Grand Canyon National Park (Rejected)

#### Proposed Legislation Considered and Acted Upon:

- *HJR1001 Purple Heart Trail* – Resolution to name a portion of Interstate 10 (Failed)
- *SJR1001 Ronald Reagan Parkway* – Resolution to name State Route 51 - known as Squaw Peak Parkway (Failed)

## **“POLLY” AWARD**

The Polly Rosenbaum award was established in 1999 in recognition of Polly’s tireless support for libraries, museums, archives, and the preservation of Arizona’s rich cultural history.

This award connotes a special recognition of elected or appointed officials not on the current Library Board who cherish Arizona’s rich cultural resources and support the work of the Arizona State Library, Archives and Public Records.

Nominations are made by employees of the Arizona State Library, Archives and Public Records, and the members of the Friends of Arizona Archives and Arizona State Capitol Museum Guild.

The Selection Committee includes one professional staff person from each agency division, one representative from the Friends of Arizona Archives, and one representative from the Arizona State Capitol Museum Guild. Agency Division Directors chair the committee on a rotating basis.

The “Polly” Award is presented annually on Statehood Day or a date determined by the agency Director. Winners receive a small plaque.

### **1999 “Polly” Award**

The first “Polly” Award was presented to Mark W. Killian on January 26, 1999 at the agency’s open house for legislative staff and other guests. The open house inaugurated the newly renovated public service areas on the third floor of the 1938 addition to the Capitol and the agency’s first online catalog.

As Speaker of the Arizona House of Representatives, Mr. Killian was a member of the Library Board and served for two years as its Chair. He led the Board in conducting a nationwide search that resulted in the appointment of GladysAnn Wells as the agency’s new Director.

After Ms. Well’s appointment, Mr. Killian supported increased interaction between the agency and the legislature. This allowed Ms. Wells to develop a dynamic electronic reference service for legislative research. His support continued even after he left the legislature and was appointed Director of the Department of Revenue. He encouraged his staff to become familiar with the electronic reference services available in the agency.

Mr. Killian has worked with the Records Management Division to better manage Revenue Department records. He has also encouraged the Revenue staff to volunteer to help with annual Statehood Day events.

### **2000 “Polly” Award**

Senator Ed Cirillo received the 2000 “Polly” Award during the Statehood Day ceremony on February 14, 2000 because of his demonstrated public commitment to the Arizona State Library, Archives and Public Records.

Staff thank Senator Cirillo for being helpful, available, participatory, and supportive of their work. His presence at many varied agency functions and he led efforts to ensure the safety of the employees, the public and the collections through the reinstatement of museum security in the rotunda, were reported with universal expressions of gratitude.

Senator Cirillo’s public advocacy for the agency is impressive. As a first term senator, he sponsored SB1151 to assist preservation efforts of the State’s library collections, research materials, and historic public records. In the 2000 legislative session, he sponsored SB1002 in support of grant funding for libraries throughout Arizona.

Senator Cirillo’s enthusiastic support of the agency mirrors the example set by Polly Rosenbaum. His continuing efforts to familiarize himself with the responsibilities of the agency is reassuring, and staff look forward to working with him to ensure proper care for the State’s records and quality service for the agency’s clients.

## **“TURTLE” AWARD**



The “Turtle” Award, named fondly for the agency logo’s perceived likeness to a “turtle” in its lapel pin, was established in 2000.

The “Turtle” Award connotes a special recognition annually to one member of the public sector, and to one member of the agency staff, who cherish Arizona’s rich cultural resources and support the work of the Arizona State Library, Archives and Public Records.

The “Turtle” Award is presented annually at the Arizona Convocation of librarians, archivists, museum professionals, historians, genealogists, records managers, preservationists, conservators, and others responsible for and interested in preserving Arizona’s cultural heritage.

The Convocations help build a community of Arizonans who collect, manage, protect and cherish the records, maps, objects, publications, photographs, and other materials that form the state’s cultural legacy. The Convocations enable these individuals to share information about their collections and programs, to discover opportunities for collaboration and resource sharing, and to promote public access to the books, records, and objects of Arizona’s past.

The Director of the Arizona State Library, Archives and Public Records selects the two annual recipients of the “Turtle” Award. Winners receive a certificate and the agency’s logo “Turtle” lapel pin.

### **2000 “Turtle” Award**

The first (2000) “Turtle” Award was presented to JoAnne Freeman at Convocation 2000 in Phoenix, March 5-6, 2000.

Ms. Freeman, founding member and President of the Friends of the Arizona Archives, raised visibility for the need for a new State Archives Building in the Legislature.

