

Legislature - Arizona State Library, Archives and Public Records

JLBC: John Malloy
 OSPB: Monica Klaschka

Subcommittee: Health & Welfare

| DESCRIPTION | FY 2002 ACTUAL | FY 2003 ESTIMATE | FY 2004 | |
|---|-------------------|---------------------|------------------|------------------|
| | | | OSPB | JLBC |
| PROGRAM BUDGET | | | | |
| Library | 6,543,100 | 7,144,500 | 7,147,200 | 7,247,200 |
| Grants in Aid SLI | 522,700 | 651,400 | 651,400 | 651,400 |
| Statewide Radio Reading Service for the Blind SLI | 97,000 | 97,000 | 97,000 | 97,000 |
| <i>Program Subtotal - Library</i> | 7,162,800 | 7,892,900 | 7,895,600 | 7,995,600 |
| 6th SS Lump Sum Reduction SLI | 0 | (776,900) | (776,900) | (776,900) |
| AGENCY TOTAL | 7,162,800 | 7,116,000 | 7,118,700 | 7,218,700 |

| | | | | |
|---------------------------------------|------------------|------------------|------------------|------------------|
| OPERATING BUDGET | | | | |
| <i>Full Time Equivalent Positions</i> | 129.1 | 112.8 | 112.8 | 112.8 |
| Personal Services | 3,573,600 | 4,163,900 | 4,163,900 | 4,173,800 |
| Employee Related Expenditures | 810,100 | 979,800 | 908,400 | 962,800 |
| Professional and Outside Services | 207,800 | 203,500 | 203,500 | 203,500 |
| Travel - In State | 12,100 | 13,500 | 13,500 | 13,500 |
| Travel - Out of State | 13,100 | 16,500 | 16,500 | 16,500 |
| Other Operating Expenditures | 1,865,900 | 1,680,800 | 1,754,900 | 1,790,600 |
| Equipment | 60,500 | 86,500 | 86,500 | 86,500 |
| OPERATING SUBTOTAL | 6,543,100 | 7,144,500 | 7,147,200 | 7,247,200 |
| Special Line Items (SLI) | 619,700 | (28,500) | (28,500) | (28,500) |
| AGENCY TOTAL | 7,162,800 | 7,116,000 | 7,118,700 | 7,218,700 |

| | | | | |
|--------------------------------------|-------------------|-------------------|------------------|-------------------|
| FUND SOURCES | | | | |
| General Fund | 6,949,800 | 6,805,700 | 6,805,700 | 6,802,400 |
| <u>Other Appropriated Funds</u> | | | | |
| Records Services Fund | 213,000 | 310,300 | 313,000 | 416,300 |
| SUBTOTAL - Other Appropriated Funds | 213,000 | 310,300 | 313,000 | 416,300 |
| SUBTOTAL - Appropriated Funds | 7,162,800 | 7,116,000 | 7,118,700 | 7,218,700 |
| Other Non-Appropriated Funds | 364,900 | 370,000 | NA | 370,000 |
| Federal Funds | 2,519,900 | 2,759,500 | NA | 2,759,500 |
| TOTAL - ALL SOURCES | 10,047,600 | 10,245,500 | NA | 10,348,200 |

| CHANGE IN FUNDING SUMMARY | FY 2003 to FY 2004 JLBC | |
|---------------------------|-------------------------|----------|
| | \$ Change | % Change |
| General Fund | (3,300) | 0.0% |
| Other Appropriated Funds | 106,000 | 34.2% |
| Total Appropriated Funds | 102,700 | 1.4% |

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

| PERFORMANCE MEASURES | FY 2002 Appropriation | FY 2002 Actual | FY 2003 Appropriation | FY 2004 Recommend. |
|--|--------------------------|-------------------|--------------------------|-----------------------|
| • Tour participants and program attendees | 186,539 | 126,108 | 193,176 | 125,000 |
| • Number of volunteer hours | 34,191 | 34,165 | 34,928 | 34,800 |
| • Outside funds raised (grants and donations) (in dollars) | 4,600,000 | 1,980,000 | 4,600,000 | 1,300,000 |
| • Customer satisfaction rating (Scale 1-8) | 7.3 | 7.0 | 7.4 | 7.0 |
| • % of agency staff turnover | 10.0 | 12.0 | 10.0 | 12.0 |
| • Administration as a % of total cost | 3.5 | 3.5 | 3.5 | 4.0 |

Comments: The agency reports that the FY 2002 tour participants and program attendees performance measure was overstated by 50,000 due to reporting errors by the department. The agency reports the remaining drop in tour participants and attendees was due to the general downturn of the economy and in the tourism industry as well as large portions of the museum being closed due to remodeling. The agency reports that grant applications anticipated but not received contributed to the low amount of outside funds raised.

RECOMMENDED CHANGES FROM FY 2003

| | | |
|-------------------------|-----------|------------------|
| Standard Changes | GF | FY 2004 |
| | | \$(3,300) |
| | OF | 19,000 |

would be used to replace the division's van. The current vehicle is in a state of disrepair and is not large enough for the level of pickup required by the division. Remaining monies would be used to hire staff to help operate the new facility and to expand lease space as required.

Records Services Fund **OF 87,000**

The JLBC recommends a Records Services Fund increase to better support the Records Management Division, which is responsible for preserving and managing the state's public records.

Approximately \$12,000 of the recommended increase would be to cover higher than anticipated utility expenditures in a new off-site storage facility that the agency began leasing in FY 2001 due to lack of space at the Record Storage Building. An additional \$25,000

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JLBC RECOMMENDED FORMAT —Lump Sum by Agency with Special Line Items format.

JLBC RECOMMENDED FOOTNOTES

Standard Footnotes

This appropriation is a continuing appropriation and is exempt from the provisions of A.R.S. § 35-190, relating to lapsing of appropriations.

| SUMMARY OF FUNDS | FY 2002 Actual | FY 2003 Estimate |
|--|---------------------------|-----------------------------|
| Federal Grants (LAA2000/A.R.S. § 41-1336) | | Non-Appropriated |
| Source of Revenue: Federal grants awarded to the state for library purposes. | | |
| Purpose of Fund: Prescribed by the federal grantor for statewide library purposes. | | |
| Funds Expended | 2,519,900 | 2,759,500 |
| Year-End Fund Balance | 97,800 | 38,300 |
| Gift Shop Revolving (LAA4008/Laws 1984, Ch. 396) | | Non-Appropriated |
| Source of Revenue: Sale of merchandise at the Capitol Museum Gift Shop. | | |
| Purpose of Fund: To provide for state-related inventory to be sold at the Capitol Museum Gift Shop. | | |
| Funds Expended | 92,000 | 92,300 |
| Year-End Fund Balance | 96,200 | 100,900 |

| SUMMARY OF FUNDS | FY 2002 Actual | FY 2003 Estimate |
|--|-------------------|-------------------------|
| Records Services (LAA2431/A.R.S. § 41-1345) | | Appropriated |
| Source of Revenue: Fees collected from state agencies for records storage services. | | |
| Purpose of Fund: To help defray costs of preserving and managing the state of Arizona's public records. | | |
| Funds Expended | 213,000 | 397,300 |
| Year-End Fund Balance | 911,600 | 1,034,300 |
| State Library (LAA2115/A.R.S. § 41-1336) | | Non-Appropriated |
| Source of Revenue: Private donations, private grants and monies collected through charges for reproduction of materials in the Research Division. | | |
| Purpose of Fund: To improve statewide library service. | | |
| Funds Expended | 272,900 | 277,700 |
| Year-End Fund Balance | 304,500 | 300,200 |

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