

**LEGISLATURE - DEPARTMENT OF LIBRARY, ARCHIVES
AND PUBLIC RECORDS**

A.R.S. § 41-1331

GladysAnn Wells, Director

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General Fund and Other Appropriated Funds	FY 1998 Actual	FY 1999 Estimate	FY 2000 Approved	FY 2001 Approved
FTE Positions	120.1	122.1	128.1 ^{1/}	129.1 ^{1/}
Personal Services	2,875,000	3,282,300	3,642,700	3,775,100
Employee Related Expenditures	667,700	744,000	760,500	908,100
Professional and Outside Services	126,400	126,000	126,000	126,000
Travel - In State	15,400	17,500	17,500	17,500
Travel - Out of State	18,500	22,300	22,300	22,300
Other Operating Expenditures	1,331,500	1,342,200	2,065,200	2,083,400
Equipment	39,700	82,600	162,400	213,400
Operating Subtotal	5,074,200	5,616,900	6,796,600	7,145,800
Special Acquisitions	0	100,000 ^{2/}	200,000 ^{2/}	0
Acquisitions	469,200	469,200	0	0
Grants-In-Aid	406,800	351,400	351,400	351,400
Statewide Radio Reading Service for the Blind	77,000	77,000	77,000	77,000
Total Appropriations	6,027,200	6,614,500	7,425,000 ^{3/4/}	7,574,200 ^{3/4/}
Fund Summary				
General Fund	6,027,200	6,614,500	6,993,400	7,122,200
Records Storage Fund	0	0	431,600	452,000
Arizona Department of Administration Lease-Purchase Payment Fund	15,000	0	0	0
Total Appropriations	6,042,200	6,614,500	7,425,000	7,574,200

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; 2 museums on state government history and the people of Arizona; records management standards and storage; and 2 libraries, one for general research and the other the State Law Library. These facilities are available for use by state agencies, the Legislature, the Courts, the legal community and the general public.*

Reclassified Positions — The approved FY 2000 amount includes \$206,000 from the General Fund for reclassification of 38 FTE Positions. This amount includes \$163,000 from the FY 2000 General Appropriation Act and \$43,000 from monies originally appropriated by Laws 1998, Chapter 148. (See the *Special Acquisitions* section for further detail on Laws 1998, Chapter 148). In FY 2001, the additional funding provided by Chapter 148 will no longer be available. Therefore, the FY 2001 approved amount includes a further increase of \$43,000 from the General Appropriation Act to continue the FY 2000 level of funding. The positions were reclassified because many

of the department's staff were paid several grades below comparable agency personnel.

Blind and Talking Book Library — The FY 2000 approved amount includes an increase of \$81,300 from the General Fund to fund a Blind and Talking Book Librarian and provide additional services to blind and visually impaired patrons. This amount is continued in FY 2001. An additional librarian and increased funding for services will enhance the agency's level of service to blind and visually impaired patrons across the state.

1/ Includes 5 FTE Positions in FY 2000 and 6 FTE Positions in FY 2001 funded by the Records Storage Fund (Laws 1999, Chapter 330).

2/ Appropriated by Laws 1998, Chapter 148.

3/ This appropriation is a continuing appropriation and is exempt from the provisions of A.R.S. § 35-190, relating to lapsing of appropriations. (General Appropriation Act footnote)

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

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Records and Archives Center Additions — The approved FY 2000 amount includes \$431,000 from the Records Storage Fund to increase the capacity of Records and Archives storage. Laws 1999, Chapter 3, 1st Special Session establishes the Records Storage Fund, which is a new appropriated fund. The Records Storage Fund receives revenue through a system of charges to other state agencies for their use of the Records Center.

The tables below detail the allocation of the FY 2000 amount:

<u>Records Center</u>	
14,000 square feet of rented space	\$50,400
Personal Services and ERE for 1 warehouse worker	18,300
Equipment and shelving	<u>62,400</u>
Total	\$131,100

<u>Archives Center</u>	
34,000 square feet of rented space	\$100,000
Personal Services and ERE for 1 archivist, 1 clerk typist II, and 2 warehouse workers	84,900
Equipment and shelving	100,000
Renovate 4 th floor of Capitol Building addition	<u>15,000</u>
Total	\$299,900

The approved FY 2001 amount includes a further increase of \$18,300 from the Records Storage Fund for an additional Records Center warehouse worker.

Equipment — The approved FY 2001 amount includes one-time funding of \$51,000 from the General Fund for equipment. The department plans to replace 2 photocopiers, 2 microfilm readers, 1 microfilm reader/printer, 1 microfiche duplicator, 4 personal computers, and computer software.

Special Acquisitions — Laws 1998, Chapter 148 appropriated \$100,000 in FY 1999 and \$200,000 in FY 2000 from the General Fund to the Department of Library, Archives and Public Records to bind, catalog, microfilm and digitalize the department's collections; to augment the department's general research collections; and to increase legislative electronic information resources.

The approved expenditures for the \$200,000 in Special Acquisitions funding received in FY 2000 includes the following: 1) the one-time purchase of digitization equipment and software; 2) the establishment of an on-going binding program for the Law Library; and, 3) the use of \$43,000 to supplement FY 2000 funding for the department's reclassified positions. (*See discussion under Reclassified Positions.*)

In FY 2001, the additional funding provided by Chapter 148 will no longer be available. Therefore, the approved FY 2001 amount includes \$20,000 GF to continue the binding program for the Law Library.

Acquisitions — This appropriation is used to fund subscriptions to periodicals and loose-leafs, and purchase reference materials. In FY 2000, funding for this activity has been transferred into the agency's operating budget.

Grants-In-Aid — This appropriation is used to fund the state match required for receipt of federal dollars under the Library Services Construction Act (LSCA) Titles I, II and III. Receipt of LSCA monies is dependent on the state's ability to meet a maintenance-of-effort requirement, which is tied to the state contribution made 2 years prior to the current fiscal year.

During FY 1999, the state contributions provided Arizona with \$2,300,000 in Federal Funds. These funds were, in turn, provided to county and municipal libraries throughout the state for library development and were used to fund the state Interlibrary Loan Program, State Reference Center Services, Youth Summer Reading Program, Librarian Continuing Education Program, and LSCA Administration. LSCA is one of the few grant programs administered by the U.S. Department of Education that is not forward funded. The state does not receive notification of what amount of funding will be provided until mid-October, after 3 months have elapsed in the state fiscal year. Therefore, the amount of the grant to be received in each of the next 2 fiscal years is unknown at this time.

Statewide Radio Reading Service for the Blind — This General Fund appropriation provides for the statewide radio information service for the blind, visually impaired, and physically disabled.

Additional Legislation: Library Employees; Personnel System; Exemption (Chapter 117) — Beginning in FY 2000 all new hires or promoted employees in DLAPR are exempt from the state personnel system.

Department of Health Services; Omnibus (Chapter 176) — Beginning June 30, 2000, the Department of Health Services (DHS) will transfer birth certificates 75 years after the person's birth and death certificates 10 years after the person's death to DLAPR. DLAPR shall provide for the continued safekeeping of the transferred records and allow access to these records.