

State of Alaska FY2010 Governor's Operating Budget

Department of Education and Early Development Library Operations Component Budget Summary

Component: Library Operations

Contribution to Department's Mission

To provide access to information, to train school and public librarians, and to preserve the history of the state.

Core Services

- **HISTORICAL COLLECTIONS:** This section provides reference and research services on Alaskan subjects. It collects, organizes, preserves and provides access to Alaskan materials including private papers and materials important to the state's culture and history. Historical Collections serves as the primary research collection for state government and the legislature, as well as providing state, national, and international researchers with historical information on the state.
- **INFORMATION SERVICES:** This section concentrates on access to up-to-date information for state agencies and the legislature by providing periodicals, reports, state and federal documents, and other materials in a variety of formats. The primary constituencies for these services are state agencies and the legislature; agencies may call on Information Services staff to research information. Municipal government, the private sector, Native organizations, schools and the general public also rely on
- **STATE DOCUMENTS DEPOSITORY:** The program collects all materials published by state agencies. Documents are cataloged and distributed to selected libraries statewide to provide adequate citizen access to state information. As more state documents are produced online, this section gathers, describes and stores born digital State documents to make them permanently accessible. This section continually monitors developments in digital preservation in an effort to assist State agencies.
- **LIBRARY DEVELOPMENT:** Libraries are a major constituency of the State Library. Staff provides assistance and information to all libraries and library staff in the state regarding the Public Library Assistance Grant program, interlibrary cooperation grants, federal programs, interlibrary loan, and continuing education statewide. Library development staff works to coordinate library services among libraries statewide in order to provide broad citizen access to the library holdings of the state.
- **TALKING BOOKS CENTER:** The library provides machinery and materials in a variety of formats to meet the needs of disabled Alaskans. A contract with the Library for the Blind in Utah provides Braille materials. This service also supports the special library needs of K-12 students statewide. Located in Anchorage, this library serves approximately 600 Alaskans from around the state each month.
- **SLED:** Statewide Library Electronic Doorway (SLED) provides a reviewed and comprehensive web site of Alaskan resources. SLED is the primary web site for the Alaska digital archives and virtual library project.

FY2010 Resources Allocated to Achieve Results

FY2010 Component Budget: \$5,844,000	Personnel:	
	Full time	35
	Part time	0
	Total	35

Key Component Challenges

Key issues for the library are related to staff and space.

Demand for services is increasing. Service delivery is shifting from walk in patrons to online support, with increasing demand for mounting digital information and images on the Internet. Care of the collection, acquisition of state documents and providing other basic functions are challenges. Primary source materials in formats—sometimes in obsolete formats--continue the natural process of aging and deterioration. Special environmental controls and

preservation techniques are need to extend the life of these documents. Digitizing many of the collections will lead to less handling as well as broader availability. A growing challenge is to attract trained candidates to fill professional positions and the need for knowledge transfer as our workforce ages.

Space is also a critical issue for the library. When the State Library moved into the State Office Building in 1974, the space was less than the collections required. The collection has been reduced and more electronic than print materials are purchased in the Information Services section. However, Alaska Historical Collections continues to grow and is in serious need of new space with adequate environmental controls for conservation of this valuable historical collection.

A key challenge is also technology. One great challenge is perpetual access to electronic documents. Paper documents have a better chance of survival. In FY06 the Library began participating in a federally sponsored LOCKSS pilot project which attempts to provide perpetual electronic access to federal e-journals. By distributing them to an adequate number of library servers, it is believed that lost or corrupted files can be recovered from another participating institution. Following on the heels of this project, the Library began exploring the use of the LOCKSS system to provide perpetual electronic access to born-digital Alaska State documents. Many monographs have been collected by the LOCKSS system and are held by approximately 40 LOCKSS institutions (largely university libraries).

Digitization and electronic initiatives demand more staff time as the staff's other core services vie for equal attention. Continuing the progress in scanning and placing materials on-line through the Alaska's Digital Archives will be a challenge since that project, formerly funded by a federal grant, is now maintained using current staff. The Library's 2008 Digitization Plan for the collections will require additional equipment and personnel to be effective.

Assistance to libraries in the state is a continuing challenge, as social and economic factors are constantly changing. Library Development staff train and advise libraries and librarians on library service improvements to meet local and individual needs. The general scarcity of high-quality, relevant training, and technical support and resources are major concerns among libraries from towns of all sizes. Online and distance delivery of education is a goal.

Significant Changes in Results to be Delivered in FY2010

There are no significant changes in results to be delivered in FY2010.

Major Component Accomplishments in 2008

Library Development

In FY99, the State Library assumed responsibility for working with every school district and with public libraries on the Universal Service Fund and E-Rate issue. As a result, Alaska's schools and libraries benefit from approximately \$18 million in telecommunications subsidies annually. Schools are not receiving dollars, but do receive reduced costs for access to long distance, Internet access and internal wiring. Alaska ranks first in the amount of money received per student. Staff is continuing to provide training and assistance to schools, libraries, and Alaskan vendors participating in this complex program.

The State Library provided basic training and continuing education opportunities to libraries in Alaska. The State Library sponsored an annual leadership training workshop for the Public Library Director's Leadership group and taught numerous classes. Individual consulting advice, assistance and support was offered to librarians throughout the state. Activities included:

Research Arm of the Library (Information Services and Historical Collections)

A strategy for increasing access to Alaska's information, history and heritage is mounting these materials on the Internet, so that they are readily available to state agencies, to the public, researchers, and students. Libraries have a long tradition of cataloging books in order to make them accessible to users. Cataloging Alaska's primary source materials is crucial to making available some of the most important materials in the State Library's collection, particularly those materials in the Alaska Historical Collections. It is important that users have intellectual access to these materials since most of them are not available for loan. The most recent effort places collection inventories on

the internet with links back to the catalog record and also to the Alaska Digital Archives, so that the information is available through three gateways. A Google search will also take a researcher to these collections.

The Alaska Historical Collections is participating in a northwest digital archival consortium that aims to make available inventories of papers and photograph collections on the Internet. Additions are requested daily by students, researchers, and the Alaska public.

Many Alaska government publications are now connected and preserved electronically and are available through the online catalog. The State Library continues to host and make available State agency titles on its web server after they are removed from agency websites. These documents include books, maps and serials.

We have begun using the LOCKSS system to create geographically dispersed collections of digital Alaska state publications in hopes of fostering long-term preservation of these materials. We continue to make tangible backups of document-like objects in the absence of any clear best practices in long-term digital preservation. The State Library continues to study the literature for improved preservation practices.

In addition to being available for phone and in-person consultation, staff is available through its online "Ask a Librarian" service email reference service.

Statutory and Regulatory Authority

AS 14.56
4 AAC 59
PL 84-597
AS 24.05.135
AS 40.21

Contact Information
<p>Contact: Linda Thibodeau, Division Director Phone: (907) 465-2911 Fax: (907) 465-2151 E-mail: linda.thibodeau@alaska.gov</p>

**Library Operations
Component Financial Summary**

All dollars shown in thousands

	FY2008 Actuals	FY2009 Management Plan	FY2010 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	2,575.0	2,679.5	2,786.1
72000 Travel	75.3	41.0	41.0
73000 Services	585.7	804.3	801.3
74000 Commodities	378.1	428.8	428.8
75000 Capital Outlay	4.0	0.0	0.0
77000 Grants, Benefits	1,812.1	1,786.8	1,786.8
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	5,430.2	5,740.4	5,844.0
Funding Sources:			
1002 Federal Receipts	1,045.5	1,045.5	1,045.5
1004 General Fund Receipts	4,105.5	4,273.6	4,377.2
1005 General Fund/Program Receipts	44.0	63.0	63.0
1007 Inter-Agency Receipts	136.6	158.3	158.3
1108 Statutory Designated Program Receipts	98.6	200.0	200.0
Funding Totals	5,430.2	5,740.4	5,844.0

Estimated Revenue Collections

Description	Master Revenue Account	FY2008 Actuals	FY2009 Management Plan	FY2010 Governor
Unrestricted Revenues				
None.		0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0
Restricted Revenues				
Federal Receipts	51010	1,045.5	1,045.5	1,045.5
Interagency Receipts	51015	136.6	158.3	158.3
General Fund Program Receipts	51060	44.0	63.0	63.0
Statutory Designated Program Receipts	51063	98.6	200.0	200.0
Restricted Total		1,324.7	1,466.8	1,466.8
Total Estimated Revenues		1,324.7	1,466.8	1,466.8

**Summary of Component Budget Changes
From FY2009 Management Plan to FY2010 Governor**

All dollars shown in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2009 Management Plan	4,336.6	1,045.5	358.3	5,740.4
Adjustments which will continue current level of service:				
-FY2010 Wage and Health Insurance Increases for Bargaining Units with Existing Agreements	103.6	0.0	0.0	103.6
FY2010 Governor	4,440.2	1,045.5	358.3	5,844.0

**Library Operations
Personal Services Information**

Authorized Positions			Personal Services Costs	
	<u>FY2009</u> <u>Management</u> <u>Plan</u>	<u>FY2010</u> <u>Governor</u>		
Full-time	35	35	Annual Salaries	1,869,994
Part-time	0	0	COLA	74,817
Nonpermanent	0	0	Premium Pay	0
			Annual Benefits	1,018,937
			<i>Less 5.99% Vacancy Factor</i>	(177,648)
			Lump Sum Premium Pay	0
Totals	35	35	Total Personal Services	2,786,100

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Administrative Assistant I	1	0	0	0	1
Administrative Assistant II	0	0	1	0	1
Administrative Clerk II	0	0	3	0	3
Administrative Clerk III	0	0	1	0	1
Administrative Officer I	0	0	1	0	1
Dep Dir AK St Libraries	0	0	1	0	1
Division Director	0	0	1	0	1
Librarian I	0	0	2	0	2
Librarian II	0	0	5	0	5
Librarian III	2	0	4	0	6
Librarian IV	1	0	0	0	1
Library Assistant I	1	0	3	0	4
Library Assistant II	1	0	3	0	4
Micro/Network Spec I	0	0	1	0	1
Micro/Network Tech II	0	0	1	0	1
Microfilm/Imaging Oper II	0	0	1	0	1
Publications Spec II	0	0	1	0	1
Totals	6	0	29	0	35