State of Alaska
FY2008 Governor's Operating Budget

Department of Education and Early Development
Alaska Library and Museums
Results Delivery Unit Budget Summary

Alaska Library and Museums Results Delivery Unit

Contribution to Department's Mission

To provide access to government information; to collect, organize, preserve, and make available materials that document the history of the state; and to promote the development of libraries, archives, and museums statewide.

Core Services

Library

HISTORICAL COLLECTIONS: This section provides reference and research services on Alaskana 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. Although the primary constituencies for these services are state agencies and the legislature, municipal government, the private sector, Native organizations, and the general public also rely on this section for information on state government and issues related to the state. Staff provides online information about the services as well as access to full text documents and journals to support their work. Agencies may call on Information Services staff to search out information.

STATE DOCUMENTS DEPOSITORY: The program collects all materials published by state agencies. Documents are then cataloged and distributed to selected libraries statewide in order to provide adequate citizen access to state information. As more state documents are being produced online, this section is gathering, describing and storing born digital State documents to make them permanently accessible. This section continually monitors developments in digital preservation in an effort to assist State agencies in long term preservation of their digital materials.

STATE DOCUMENTS DEPOSITORY: The program collects all materials published by state agencies. Documents are then cataloged and distributed to selected libraries statewide in order to provide adequate citizen access to state information. This section also indexes legislative audio and video session tapes. As more federal and state documents are being produced online, this section is attempting to provide adequate access to and documentation of these materials so that long-term access is assured.

LIBRARY DEVELOPMENT: Libraries are the second major constituency of the State Library. Services are offered to 89 public libraries and 400 public schools, as well as to academic and special libraries. Staff provides assistance and information on 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. This section applies for, distributes, and monitors federal library funds. In addition, the department and TIC have designated this section as the statewide resource for up-to-date information and training regarding the Universal Service fund/E-rate. Staff works with public libraries on technology plans and filing of forms and with school districts on filing of forms and appeals.

Of the 89 legally constituted public libraries, only 14 serve more than 5,000 people. 20 more serve populations between 1,000 and 5,000. Of the remaining 55 libraries, 42 serve populations of fewer than 500. Library service is not adequate to meet local and individual needs in the majority of these communities. These libraries rely heavily on the State Library for information services, grants, and consulting expertise. In order to provide mandated service to Alaskans who live in the bush or in areas without public libraries, the State Library supports the regional services program by contracting with the public libraries in Fairbanks and Juneau to provide books-by-mail services. This service sends library materials to more than 1,000 people each month. Reference and inter-library loans to smaller libraries are provided through a contract with the Anchorage Municipal Library.

TALKING BOOKS CENTER: This library has 1,030 registered patrons and serves approximately 600 Alaskans each month. While the library is located in Anchorage, it serves the statewide community. 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.

SLED: Provides managed Internet access to libraries, schools, and the public. SLED also 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.

Archives and Records Management Services

ARCHIVES: This section identifies, preserves and makes available state and territorial government records of permanent value. Archives staff identifies archival records through an appraisal process. After they accession the material, staff arranges and provides description of these records in order to facilitate use of the collection. Staff also provides reference and research services for state and local government personnel, historians, researchers, and the general public who require access to the records.

RECORDS MANAGEMENT: The records management program concentrates on the systematic creation, organization, maintenance and disposition of records. This section assists state agencies in files management, records retention scheduling and disposition.

Staff assists state agencies in determining the administrative, fiscal, legal, and historical values of records and in determining how long the records should be retained.   In addition, staff is beginning to deal with the issues and policy questions surrounding electronic records. Staff also provides very limited assistance to local government and school districts. This section ensures the periodic legal disposal of records that have no permanent administrative, fiscal, legal, or historical value.

CENTRAL MICROFILM SERVICES: This section provides microfilm services for agencies throughout State Government. Microfilm and microfiche services are provided to state agencies as a management option for some state records. The service provides a cost effective option for maintenance and storage of records legally suited for microfilm or microfiche.

Museums

The RDU manages the operation of two facilities; the Alaska State Museum in Juneau, and the Sheldon Jackson Museum in Sitka.

COLLECTIONS: The Museums' collections are one important and visible means of preserving Alaska's history. Their acquisition, documentation, preservation, and security are fundamental to securing Alaska's history and culture for future Alaskans;

EDUCATION: Educational programs are developed by the Museums to encourage and guide increased interaction between local museums, schools, and the public;

MUSEUM DEVELOPMENT: The direct support of other Alaskan museums is accomplished through the provision of:

1. Professional consulting services in artifact preservation, conservation, collection management, educational programming, exhibit design, and museum management;
2. Direct financial support through a competitive Grant-in-Aid program;
3. A museum services program that provides resource material; and
4. Referral services directly to all museums.

End Results	Strategies to Achieve Results
A: Increase the use of library, museum, and archival programs and services Target #1: Increase use of the State Library's Table-of-	**A1: Provide library information to more agency personnel through brochures, electronic notices and visits**

Contents Service by 5% Measure #1: % change in agencies using the service Target #2: Increase use of the museums' collection Measure #2: % increase in collection items lent to museums Target #3: Increase the use of archival and records services by records officers and agency personnel Measure #3: 10% increase in use of services	Target #1: Increase the number of agency managers and program administrators using the library services Measure #1: % change in the use of the service by targeted audience **A2: Promote online access to state museums' collection** Target #1: % increase in the number of objects and digital images available on-line. Measure #1: 58% of descriptive information and digital photographs of artifacts in the collection made available on the web. **A3: Increase information on archival and records services, via brochures, the Web, and on-site visits** Target #1: Increase the number of divisions that develop electronic records policies in accordance with archives and records management guidance Measure #1: % increase of divisions that develop policies
End Results	**Strategies to Achieve Results**
B: Increase usage of information and materials on Alaska Target #1: Increase usage of information and materials on Alaska Measure #1: % increase in number of documents and photos accessed Target #2: Increase usage of the museums' traveling exhibits Measure #2: % change in exhibits circulated and % change in venues served Target #3: Improve patron access to archival materials Measure #3: % change in patron use of web site and on-site visits	**B1: Increase public awareness of available materials through web site and brochures** Target #1: General public, researchers, and agency personnel who use Alaskana resources Measure #1: % change in number of people visiting the library and its web site, and % change in number of materials available through website **B2: Develop new traveling exhibitions and foster the growth of new venues able to accommodate them** Target #1: Develop one new traveling exhibition per year and add one new Alaska venue every two years Measure #1: Number of new traveling exhibitions and participating venues **B3: Increase the number of finding aids on the Archives web site** Target #1: General public, researchers, and agency personnel using State Archives resources Measure #1: % change in archives and records management material available on website and in electronic format
End Results	**Strategies to Achieve Results**
C: Promote best practices for museum and library directors statewide Target #1: 100% of public library directors will use statewide services and programs Measure #1: % of directors who use statewide services and programs	**C1: Provide training and information to new and incumbent library directors** Target #1: Provide information and training to 100% of the directors Measure #1: % of new and incumbent public library directors taking advantage of training opportunities.

Target #2: Increase the number of museums that use State Museum resources by 5% Measure #2: % change in museums and individuals using technical resources	**C2: Increase the number of technical resources available to museums statewide** Target #1: Staff in museum and cultural heritage institutions in Alaska Measure #1: Increase in number of books lent to them and articles distributed or accessed on the web

End Results	**Strategies to Achieve Results**
D: Increase use of Talking Book Center (TBC) services and materials Target #1: Increase the number of eligible patrons served & items circulated by TBC by 10% Measure #1: % change in number of patrons served & items circulated by TBC	**D1: Publicize TBC services to pertinent organizations through brochures, visits, and conference booths** Target #1: Staff of social services and health agencies, libraries, and associations Measure #1: % increase in number contacts with targeted groups

Major Activities to Advance Strategies

- Update information on the State Library web site
- Conduct service awareness meetings
- Produce informational brochures
- Develop announcements for agencies
- Develop website and organize existing database
- capable of being accessed through the Internet
- Add 500 digital photographs of artifacts in the Museum collections online
- Update archives and records services available through the Archives Web site
- Update records officers and division directors on services
- Develop electronic records policies and programs for preservation & access
- Add 1,000 photographs into the Alaska Digital Archives website
- Continue to add full descriptions of photo collections to the OCLC database
- Produce electronic and paper brochures that promote collections and services
- Make available for teachers and students online the Hands-on Loan collection
- Develop Archives Web site for search and retrieval of historical materials
- Track patron use of services
-

- Develop new five-year plan for library development and services with Governor's advisory Council on Libraries
- Develop cooperative outreach services with library and museums staff
- Develop a space needs document for the RDU
- Develop a plan for securing funding for construction phase
- Provide workshops at conferences and other special library events
- Develop audio or online workshops
- Provide training and consulting services on-site & via the internet, email and telephone
- Publish new articles on conservation, collection management, governance, planning, interpretation, and presentation and make them available
- Update museum reference library with current resource materials
- Establish an electronic records working group
- Propose and support revisions in Alaska's statutes and draft updated regulations regarding electronic records
- Publish electronic records activities on the Web
- Develop and distribute publicity brochures on Talking Book Center services
- Develop a list of pertinent agency and association contacts
- Speak at meetings of pertinent contacts
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FY2008 Resources Allocated to Achieve Results	
FY2008 Results Delivery Unit Budget: $8,881,300	**Personnel:**
	Full time 58
	Part time 4
	Total 62

Performance Measure Detail

A: Result - Increase the use of library, museum, and archival programs and services

Target #1: Increase use of the State Library's Table-of-Contents Service by 5%
**Measure #1:** % change in agencies using the service

Table of Contents Service

Year	# of Departments	# of Agency Subscribers
2004	16	264
2005	16 0%	284 +7.58%
2006	16 0%	299 +5.28%

Analysis of results and challenges: The State Library has offered a Table-of-Contents service to state agency and legislative personnel for over 15 years. This service provides individuals with tables of contents of selected journals from which they choose articles of interest to their research needs. The State Library then provides them with paper or electronic copies of the articles. The purpose is to provide managers, administrators, and researchers with the most current information available. With constantly changing personnel in these positions, it is an on-going challenge to insure that those who should be using the service are, indeed, aware of it.

Target #2: Increase use of the museums' collection
Measure #2: % increase in collection items lent to museums

Number of Collection Items Lent to Museums
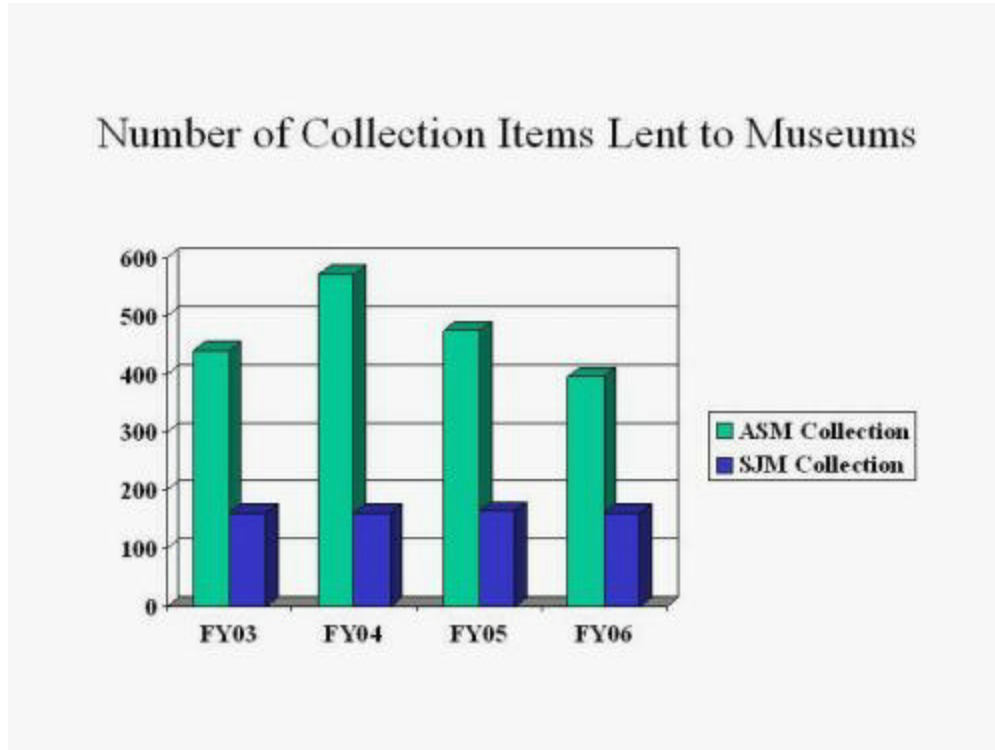
Artifacts on Loan to Museums

Year	Sheldon Jackson	Alaska State	YTD Total
2004	162	571	733
2005	164 +1.23%	475 -16.81%	639 -12.82%
2006	161 -1.83%	396 -16.63%	557 -12.83%

Analysis of results and challenges: The two State Museum facilities have an extensive collection, about 85% of which is not on exhibit. Many of the artifacts in storage are available for research or loan. Intellectual access to the holdings of the museums are being partially satisfied through the use of an extensive online database of the collections now available to the public. Unfortunately, many institutions do not meet the stringent requirements for the care, preservation, and security of artifacts and works of art. These standards include professional staff, security alarm systems, and comprehensive environmental controls.

The challenge is to assist institutions in meeting the stringent requirements for care, preservation, and security in order to borrow artifacts and receive traveling exhibitions produced by the State Museum.

There are over 80 museums and historical societies in Alaska. All but a few museums are very small operations, often staffed by no more than one person. Facilities, in many cases, lack adequate environmental conditions and security to exhibit sensitive, and often, irreplaceable artifacts safely.

By providing technical support to institutions, training and workshops, as well as financial assistance through a modest grant-in–aid program, the museum is able to assist in improving the operations and conditions at a few of these facilities which will ultimately bring these institutions up to the appropriate standards to safely house valuable collections and exhibitions. However, our ultimate goal is to improve the professional standards of institutions in the state sufficiently enough to meet the accreditation standards of the American Association of Museums. Of the 80 museums and historical societies in the state that house collections, only six institutions are accredited by the AAM.

The State Museum's traveling exhibition program is another process in which objects are lent to the many small museums in Alaska. Although these numbers are not reflected in the measure of "objects lent" or the number of traveling exhibits being circulated or communities served, we do maintain statistics for the number of new traveling exhibits and new venues. 1,356 objects were included in the six traveling exhibitions that circulated to 13 separate venues in FY06. 61,842 visitors viewed these traveling exhibitions. Visitors viewing traveling exhibition is not reflected in any of the measures.

Currently there are 30 institutions on which we have up-to-date facilities reports showing that they meet the necessary standards to receive artifacts and traveling exhibits from the State Museum. Furthermore, the museum also produces traveling exhibitions that do not require the strict security and environmental controls necessary for display. These exhibits generally consist of reproductions and or photographs that can be set up in communities with multi-purpose areas, gymnasiums, and schools. These objects are not part of the permanent collection and are not a statistic considered in any measure. This is also true of the objects lent through museum's Hands-on Loan program.

As part of Alaska State Museums' outreach to students in rural areas across the state, the museum maintains a Hands-on Loan Program for schools, libraries and museums in Alaska that provides a variety of objects acquired specifically for use by home schoolers, teachers and students in the classroom. Borrowers can integrate the objects into their curricula or program in a variety of ways: in classroom exhibits, as models for students to create reproductions, or as inspiration for creative writing, drawing or drama. Students often use the objects as primary research material for written reports and oral presentations. Student teachers find Hands-on objects useful for developing lesson plans or learning centers. Other museums borrow objects from the Hands-on Loan collections to incorporate into their local school programs.   Currently there are over 350 objects in the Hands-on Loans collection available for use. In FY06, 450 students and teachers borrowed 140 objects from the Hands-on Loan collection.

The variation of total numbers of artifacts on loan will change significantly at times due to the return or loan of artifacts for major exhibitions.

Target #3: Increase the use of archival and records services by records officers and agency personnel
Measure #3: 10% increase in use of services

State Agency Use of Services

Year	Archives Contacts	Records Mgmt Training	Records Mgmt Contacts
2004	83	6	0
2005	114 +37.35%	7 +16.67%	5,000 0%
2006	351 +207.89%	8 +14.29%	6,000 +20.00%

FY 2005 is the base year for Records Management Agency Contacts.

Analysis of results and challenges: The State Archives and Records Management Services (ARMS) is responsible for assisting state agencies with the orderly management of their active records and with the long-term disposition of those records after they are no longer being actively used by the agencies. While ARMS has an active program of maintaining records retention programs for all agencies, some do not make good use of the program or only partial use. One problem is that commissioners often assign records retention responsibilities to secretaries, who are neither properly trained nor consider this a high priority. (In many states, each agency has a full-time, professionally trained records manager.) The challenges are to get commissioners and other administrators to understand the importance of records management and to keep the responsible persons trained. ARMS works to alleviate this problem by having training sessions in Anchorage, Fairbanks and Juneau on an annual basis and can provide such training in other cities upon request and financial support by the requesting agency. During FY2006, Records Management designed four half-day training sessions in Anchorage, Juneau and Fairbanks. The senior records analyst also presented four executive overviews of the RM program to the Alaska Permanent Fund Corporation, the Alaska Vocational Education Center, Alyeska Central School, and Enterprise Technology Services.

A recent, but overwhelming, challenge facing ARMS is the orderly management of electronic records. Since many of these records are never published in printed format (hard copy), ARMS is developing a program of

electronic records management by working with agency personnel to develop policies. This effort will require the development of working relationships with each departmental division and agency records officers.

A1: Strategy - Provide library information to more agency personnel through brochures, electronic notices and visits

Target #1: Increase the number of agency managers and program administrators using the library services
Measure #1: % change in the use of the service by targeted audience

Table of Contents Service

| Year	# of Agency Requests	# of Articles Requested	# of TOC Subscribers
2004	870	0	264
2005	1,037 +19.20%	2,555 0%	284 +7.58%
2006	1,185 +14.27%	2,308 -9.67%	296 +4.23%

*FY 2005 is the base year for No. of Articles Requested.

Analysis of results and challenges: In FY2004, the State Library had 264 subscribers from 16 agencies using the Table-of-Contents service that generated 870 individual requests. In FY2006, 284 subscribers from 16 agencies generated 1185 individual requests and 2308 articles. Strategies to gain more visibility for this service have included an enhanced website, brochures distributed in a variety of venues, and direct training and follow up. The number of articles requested dipped slightly because of two strategies: refining the focus of services offered and increased training and outreach to agency staff. The library has narrowed services to respond only to requests targeting state agency work rather than individual personal interest. Training sessions both on-site and through outreach as well as a better web design have enabled many agency staff to use the Internet efficiently and affectively to mine databases and other SLED resources directly rather than making a formal request through library staff.

A2: Strategy - Promote online access to state museums' collection

Target #1: % increase in the number of objects and digital images available on-line.
Measure #1: 58% of descriptive information and digital photographs of artifacts in the collection made available on the web.
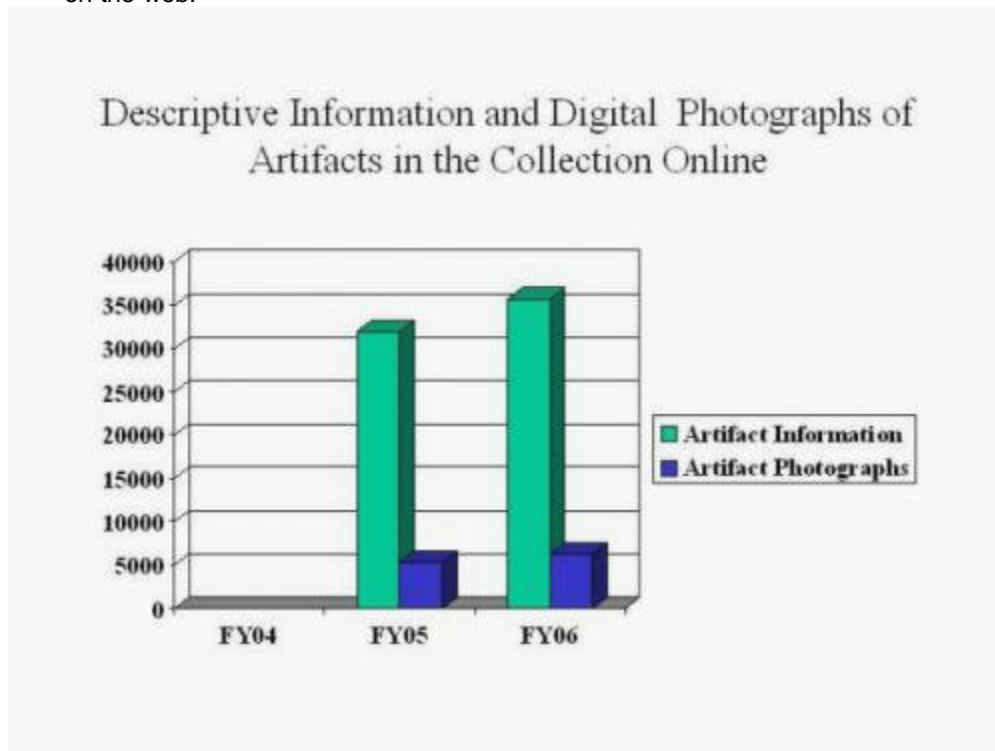
On-Line Availability

Year	Object Desc on Website	Digital Images
2005	34,007	5,307
2006	35,715	6,715
	+5.02%	+26.53%

In FY 2006 35,715 objects were made available on-line. Over 6,000 of these object descriptions include a digital image.

Analysis of results and challenges: The State Museums continue to work on inputting their entire collection into an automated database. In September 2004, an extensive online database of the Alaska State Museum and the Sheldon Jackson Museum was made available to the public on its website. The online searchable database features information on all items in the collection - approximately 35,000 objects. Over 6,000 of these object descriptions include a digital image. Photographing objects in the collection is an on-going project and additional photos will be added to the database as the work continues. We will continue to count the number of artifacts cataloged and photos added on the database.

A3: Strategy - Increase information on archival and records services, via brochures, the Web, and on-site visits

Target #1: Increase the number of divisions that develop electronic records policies in accordance with archives and records management guidance

Measure #1: % increase of divisions that develop policies

Year	Records Retention Schedules Developed	No. Containing Electronic Records Provisions
FY2004	15	15
FY2005	27	27
FY2006	44	44
% Change from FY05 to FY06	62.96%	62.96%

Analysis of results and challenges: Records management staff annually review and revise a portion of all records retention schedules. Revisions have included statements concerning electronic records handling since 2004. This past fiscal year the Records Management Unit updated the records retention schedules for the departments of Revenue, Labor & Workforce Development, and Health & Social Services. Each schedule identifies electronic records administration requirements and lists/describes electronic records series. Records Management collaborates with 71 division directors and 57 records officers for input on developing and updating these schedules, among others.

Funds in FY2006 provided for an electronic records analyst position. Until the new position is filled, the State Archivist will perform this responsibility, developing a program with the records management senior analyst. A key part of this planning will be the development of policies with each department's director of administrative services, including training and educational support for departmental records officers.

B: Result - Increase usage of information and materials on Alaska

Target #1: Increase usage of information and materials on Alaska

Measure #1: % increase in number of documents and photos accessed

	FY2004	FY2005	FY2006	% Change
Alaska Historical Collections - Collections & items pulled	2,662	2,357	1,926	-18.29%
Alaska Reference Questions - Received at all ASL desks via fax, email, phone	0	4,864	4,226	-13.12%
Website Visitor Sessions to ASL Alaskana Resources	298,196	381,155	442,724	16.15%

Analysis of results and challenges: Libraries have a long tradition of cataloging books in order to make them accessible to users. Cataloging other types of materials, such as photographs, manuscripts, and documents, is a more recent effort. Cataloging this type of material, however, 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. Mounting materials with accompanying metadata on the Web has become increasingly important for access. In addition, the Alaska Publications Depository Program is at the forefront nationally in capturing "born-digital" state agency publications. This program links to publications in electronic format through ASL's web portal. As more information is available on the websites, it is anticipated that in-house use of paper publications and photographs will continue to decrease, since the information will be universally and more conveniently available through the Internet. The decrease in items pulled and the major increase in website visitor session to our Alaskana resources reflects this trend.

Target #2: Increase usage of the museums' traveling exhibits
Measure #2: % change in exhibits circulated and % change in venues served

Traveling Exhibitions Circulated and Venues Served

Traveling Exhibition

Year	Exhibits Circulated	Venues Served
2004	9	10
2005	3 -66.67%	8 -20.00%
2006	6 +100.00%	13 +62.50%

Analysis of results and challenges: All but a few of Alaska's 80 plus museums are very small operations, often staffed by no more than one person. Due to limited resources, they are not able to build large collections or develop new exhibits. The State Museum in Juneau fills the role of developing traveling exhibits on Alaska topics that meet the size requirements and interests of Alaska's smaller community museums. The challenge is to encourage more of the small museums to make use of the program and assist institutions in meeting the stringent requirements for the care, preservation, and security of these traveling exhibits.

Target #3: Improve patron access to archival materials
Measure #3: % change in patron use of web site and on-site visits

Patron Use of Website and On-site Visits

Year	No. of Website Visitors	Reference Inquiries
2004	30,618	231
2005	54,145 +76.84%	290 +25.54%
2006	76,994 +42.20%	353 +21.72%

Analysis of results and challenges: Due to the nature and diversity of records, archives have an especially challenging problem describing (cataloging) their materials. Materials also cannot be removed (checked out) from an archives. For these reasons, patron access to materials has been particularly difficult. In recent years, however, two innovations have made access more user friendly. First, there are now automated systems

designed to manage archival collections; second, the automated systems, as well as materials, can be mounted on the Web. The table above counts reference inquiries received from the public only. State agency use of services is noted under Result A, Target 3, Measure 3.

B1: Strategy - Increase public awareness of available materials through web site and brochures

Target #1: General public, researchers, and agency personnel who use Alaskana resources
Measure #1: % change in number of people visiting the library and its web site, and % change in number of materials available through website

	FY2004	FY2005	FY2006	% Change
Total Number of People Visiting Library and Website	300,858	383,512	768,059	100.27%
Number of ASL Images Available on VILDA, Alaska's Digital Archives	2,818	5,384	7,247	34.60%
Number of Alaskana Items/Collections added on Online Catalog	2,879	5,201	5,597	7.61%

Analysis of results and challenges: The Library has increased the amount of materials mounted on its website, most notably images added to the statewide project, Alaska's Digital Archives (Vilda) and enhanced information of current Alaska issues produced by Information Services.
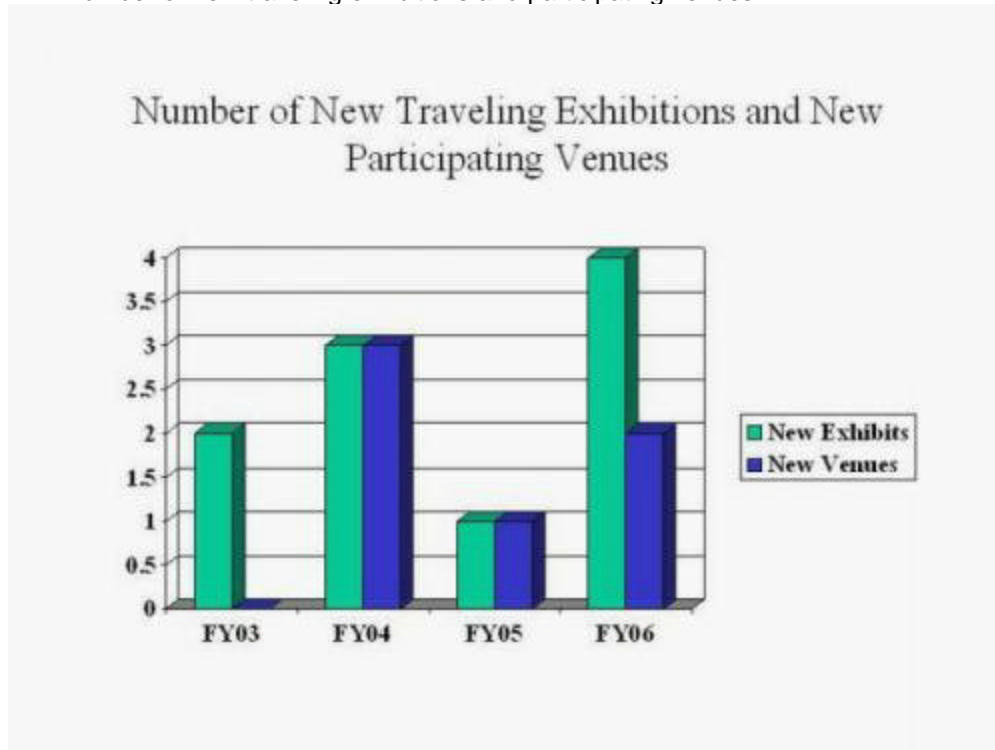The goal of adding 2,000 images to the Alaska's Digital Archives in FY 2006 was reached. The availability of these images allows reference personnel to refer patrons to the web rather than pulling the original items, thus preserving the endangered, fragile materials. Web usage should increase with public awareness of this great historical and cultural resource.

The State Library's online catalog is another web source regarding Alaska titles. A large percentage of these new titles are State publications. The Alaska State Publications Program is charged with providing no-fee, permanent public access to the publicly funded materials produced by state agencies for Alaskans regardless of format. The Alaska State Library has raised awareness of available tangible and digital state publications in several ways. We post our monthly depository shipping lists that indicate the digital and tangible availability of Alaska State Documents. We have established online lists of annual reports and periodicals that indicate digital and tangible library holdings of these titles. In nearly every case, there is access to more agency periodical material than is available at the issuing agency web site.

B2: Strategy - Develop new traveling exhibitions and foster the growth of new venues able to accommodate them

Target #1: Develop one new traveling exhibition per year and add one new Alaska venue every two years
Measure #1: Number of new traveling exhibitions and participating venues

Number of New Traveling Exhibitions and New Participating Venues

Analysis of results and challenges: All but a few of Alaska's 80 plus museums are very small operations, often staffed by no more than one person. Due to limited resources, they are not able to build large collections or develop new exhibits. The State Museum in Juneau fills the role of developing traveling exhibits on Alaska topics that meet the size requirements and interests of Alaska's smaller community museums. The challenge is to encourage more of the small museums to make use of the program and assist institutions in meeting the stringent requirements for the care, preservation, and security of these traveling exhibits.

B3: Strategy - Increase the number of finding aids on the Archives web site

Target #1: General public, researchers, and agency personnel using State Archives resources
Measure #1: % change in archives and records management material available on website and in electronic format

Availability on Internet

Year	Records Retention Sched.	MINISIS: No. Spreadsts
2005	360	0
2006	360	198
	0%	0%

2005 base year for records retention schedules. Minisis spreadsheets base year is 2006.

Analysis of results and challenges: The Archives has almost completed implementing the new MINISIS software that will unify nearly 800 separate spreadsheets as a single database. Archives staff has linked 198 spreadsheets to the MINISIS database. Others were either integrated into the main program, or discarded. A total of 360 general and specific Records Schedules were published on the records management portion of the ARMS web site. The MINISIS database is accessible on-site and the plan is to begin to make MINISIS accessible via the web by July 1, 2008. In addition, the Archives site has been updated approximately twice a

month in FY 2005.

C: Result - Promote best practices for museum and library directors statewide

Target #1: 100% of public library directors will use statewide services and programs
Measure #1: % of directors who use statewide services and programs

Directors Using Services

Year	Directors Using Services
2004	80
2005	81 +1.25%
2006	84 +3.70%

In FY 2004, 80 of 87 directors used the services, in FY 2005, 81 of 87 directors used the services, and in FY 2005, 84 of 89 directors used the services. Currently, 94% of public library directors used statewide services and programs.

Analysis of results and challenges: 61% of Alaska's 89 public libraries serve fewer than 1,000 people; 66% have budgets of less than $100,000. Alaska also does not have a graduate library school program. It is the responsibility of the State Library to provide basic training as well as continuing education for the entire library community, especially public libraries. While the State Library provides educational opportunities for librarians in all types of libraries, it focuses heavily on training public library directors in the areas of administration and program development. Each year, there is a sizable turnover of directors, especially in the small communities. This presents an ongoing challenge for the State Library.

Target #2: Increase the number of museums that use State Museum resources by 5%
Measure #2: % change in museums and individuals using technical resources

Museums and Individuals Using Technical Resources
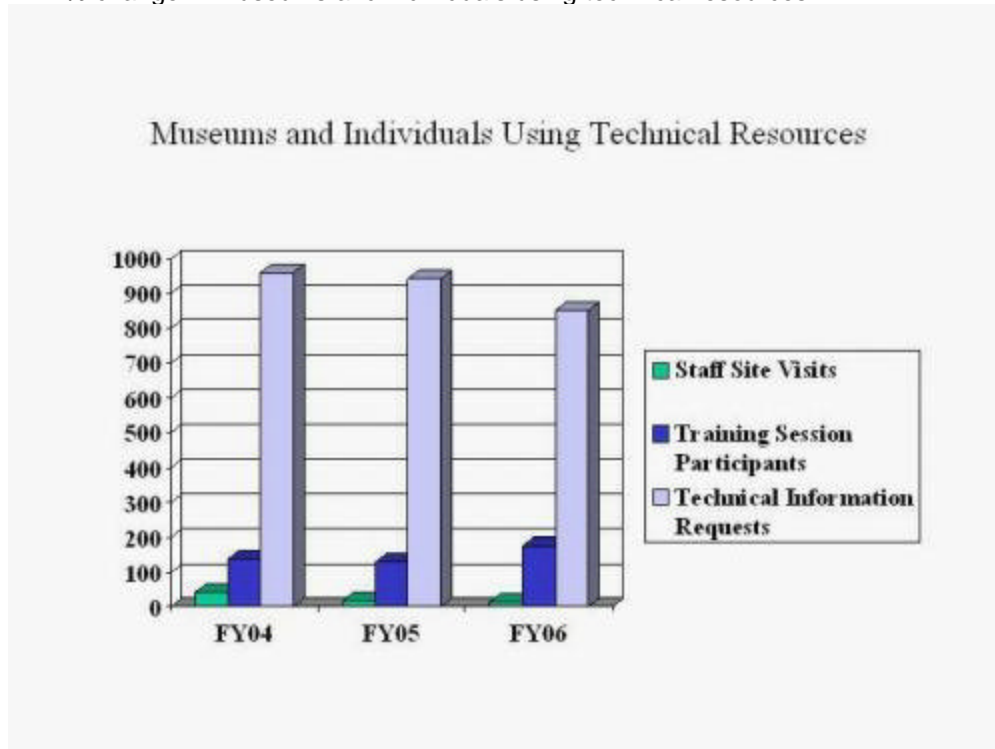
Year	Site Visits	Individuals Trained	Request for Museum Info.	YTD Total
2004	42	138	961	1141
2005	20	131	942	1093

	-52.38%	-5.07%	-1.98%	-4.21%
2006	15	176	851	1042
	-25.00%	+34.35%	-9.66%	-4.67%

Analysis of results and challenges: The Alaska State Museum provides consulting services to more than 80 museums and cultural facilities throughout Alaska, as well as to the general public. Technical assistance covers all aspects of museum operations including administration, funding, collections management, exhibits, education, environment, and security. The museum community is similar to the public library community in Alaska. Of the museums in Alaska, probably about two-thirds have budgets under $100,000. There are professionally trained museologists in no more than 10 museums. While the State Museum does not have as large a staff as the State Library who can be devoted to providing continuing education, it is still the primary training and consulting group in the state. The challenge is to make the entire museum community aware of the State Museum's role in and commitment to training.

C1: Strategy - Provide training and information to new and incumbent library directors

Target #1: Provide information and training to 100% of the directors
Measure #1: % of new and incumbent public library directors taking advantage of training opportunities.

Training Opportunities

Year	Attended Training	Information Mailouts
2005	70%	100%
2006	64%	100%

Analysis of results and challenges: Training offered in FY06 through workshops and sessions at conferences reached approximately 64% of public library directors statewide. Information in the form of direct mailings, telephone, and e-mails reached 100% of the library directors. The ongoing challenge for training public library directors is to provide continual basic educational opportunities for those new to the field, but charged with library administration. Beginning in FY06, the State Library introduced a new program that pays for one training opportunity for each public library. Grants under this new continuing education program were awarded to staff from 45 of 89 libraries. We plan to increase the number of training opportunities in FY07, as well as introduce a series of distanced delivered continuing education workshops and classes.

C2: Strategy - Increase the number of technical resources available to museums statewide

Target #1: Staff in museum and cultural heritage institutions in Alaska
Measure #1: Increase in number of books lent to them and articles distributed or accessed on the web

Articles & Press Distributed – Books and Videos Lent
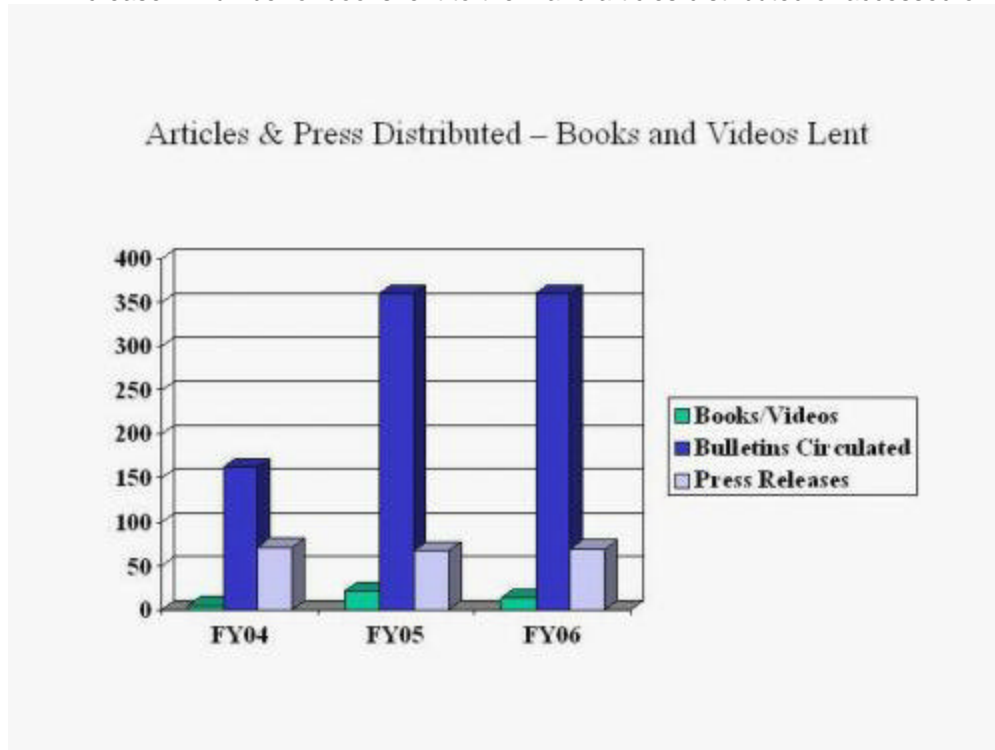
Year	Books/videos Lent	No. of Bulletins Dist.	Visitors on Website	Press Releases Generated
2004	5	162	136,546	0
2005	21 +320.00%	360 +122.22%	211,921 +55.20%	67 0%
2006	13 -38.10%	360 0%	318,524 +50.30%	69 +2.99%

FY2005 'base year' for Press Releases Generated.

Analysis of results and challenges: The Alaska State Museum provides consulting services to more than 80 museums and cultural facilities throughout Alaska, as well as to the general public. Technical assistance is also provided through the museum's lending library, which covers all aspects of museum operations including administration, funding, collections management, exhibits, education, environment, and security. The museum also has a series of conservation videos available. While the State Museum does not have as large a staff as the State Library who can be devoted to providing continuing education, it is still the primary training and consulting group in the state. The Alaska State Museum produces an occasional research paper called "Concepts", in addition to a quarterly publication featuring technical information and grant opportunities.

D: Result - Increase use of Talking Book Center (TBC) services and materials

Target #1: Increase the number of eligible patrons served & items circulated by TBC by 10%
Measure #1: % change in number of patrons served & items circulated by TBC

Year	No. of Patrons Served	No. of Items Circulated
2003	1,038	28,903
2004	1,043 +0.48%	32,899 +13.83%
2005	1,030 -1.25%	36,476 +10.87%
2006	1,015 -1.46%	38,299 +5.00%

Analysis of results and challenges: Serving the entire state, the Talking Book Center, a unit of the Alaska State Library, provides library services for patrons who are visually impaired or physically handicapped to such an extent that they cannot read standard print materials. The great majority of our patrons are seniors, so relocation to other states to be with family, ill health, and death are serious barriers to constant increases in the number of patrons served. An increase in circulation is a better measure of the effectiveness of this unit in meeting patrons' needs, since higher circulation is an indicator of improvement in the quality of service to both new and existing patrons. The Talking Book Center Statistics are reported on a Federal fiscal year basis, since this program is a partnership between the Library of Congress' National Library Service for the Blind and Physically Handicapped and the Alaska State Library.

D1: Strategy - Publicize TBC services to pertinent organizations through brochures, visits, and conference booths

Target #1: Staff of social services and health agencies, libraries, and associations
Measure #1: % increase in number contacts with targeted groups

Year	Target Groups Contacted
2003	9
2004	17 +88.89%
2005	18 +5.88%
2006	17 -5.56%

Analysis of results and challenges: Talking Book Center staff distributes brochures about the service in a variety of venues, including the annual library conference, workshops for librarians, directly to people who ask about the service, and at a variety of events. Talking Book Center staff receives requests for directory-type information about its services for publication in a number of print and online sources. Provided the addition of information to the directory is free of charge, we respond to all requests for information about our services. We keep copies of these directory entries, which average about one a month.

Talking Book Center staff maintains a log of all outreach contacts with various organizations and agencies. During FY2006, staff visited 17 events at which we made presentations or set up a display booth.

Key RDU Challenges

Libraries

The State Library has been aggressive in the adoption of technology to automate functions and procedures. The Library has also streamlined procedures, reduced collections and eliminated services. However, library service, whether

delivered online or in person, is staff intensive. Our ability to care for and preserve the historical collection and to provide reference and information service is directly related to capacity and staffing.

Another key issue for the State Library is technology. The State Library serves all state agency personnel statewide. Staff works to find the right mix of products and services and to adapt them to delivery to the employee desktop. The library introduced real-time reference delivered via the desktop in FY2004. As staff must stay up-to-date with the technology, continual training is an issue.

The collection and preservation of state documents published in electronic format remains a challenge. Over the past two years, roughly 40% of all identified Alaska state publications are issued solely online. We have procedures for collecting and making electronic information online and can now clearly identify usage of digital state documents. We have begun using the LOCKSS system to create geographically dispersed collections of digital Alaska state publications in hopes of fostering long-preservation of these materials. Additionally we continue to make tangible backups of document-like objects in the absence of any clear best practices in long-term digital preservation. At the current time, preservation of born-digital multimedia by state agencies is considered beyond the scope and resources of the Alaska State Publications program. The State Library continues to study the literature for the possible future preservation of such objects as well as more traditional document-like objects.

Analysis of the State Library's annual technology survey, which is sent to all the public libraries in Alaska, and consulting site visits, calls and email communication consistently show that the general scarcity of high-quality, relevant training, and technical support and resources are major concerns among librarians from towns of all sizes. The survey findings indicate that staff in small libraries is especially beset by a pervasive lack of confidence and ability to understand, maintain, and provide public access computing technologies as a service to their patrons.

When the State Library moved into the State Office Building in 1974 the space was less than the collection required. Even with changes in collection development and aggressive weeding, library space is inadequate to meet the current and future needs of library patrons.

Archives

Archives and records management services are basic state functions. Archives capacity to take the lead in developing requirements for state agencies using imaging systems and focus on the legal and administrative requirements associated with electronic records is limited by current staffing levels.

Space and safety are critical issue for the Archives. The building itself has serious, well-documented problems that put the collection at risk. Although the Archives staff retains only 2-3% of all state records for archival status (one of the lowest of any state), the facility has reached capacity, and off-site storage must be sought. These materials are the legal, administrative, and historical records of the state.

Another issue for the Archives is records storage. The contract with the vendor who provides storage in Juneau expired on July 1, 2002. The vendor wished to terminate the contract, but the state exercised the option to extend it. The problem is that agencies are holding on to records and not transferring them to the commercial center or they are putting the records in storage facilities and sheds that do not meet state standards for storage. If the state wants to continue to have this function provided by the private sector, agencies must comply with transfer of records requirements.

Another key challenge is to ensure that all state agencies know what their responsibilities are under law and whether or not they met archives and records management policies/procedures regarding electronic records and email retention.

Museums

Space and staffing are again the issues for this program. Since 1967 when the Juneau facility was opened, the collection has grown from 5,600 to 28,027 objects. Twenty-five years ago, temporary storage sheds were erected in the museum parking lot. The temporary sheds are still there and the space need grows more critical each year. However, in 2002, the state acquired a 1.8 acre lot contiguous to the museum with plans to build a modern facility to properly showcase Alaska's past and protect its heritage for the future. The challenge is to generate an estimated $40 million from state, federal, and local governments, as well as solicitations of private contributions for construction to begin in 2008.

With the expanding tourism economy, museum staff has worked hard to increase program receipts with additional entrance fees and other service-related charges.   With a limited acquisition budget and limited staff, much of Alaska's history is leaving the state, as we are unable to compete in the marketplace.

Significant Changes in Results to be Delivered in FY2008

There are no significant changes in the results to be delivered in FY2008.

Major RDU Accomplishments in 2006

Libraries

The State Library continued to provide E-Rate assistance to schools and libraries statewide. This program generates over $18 million dollars annually in telecommunications subsidies. Alaska ranks number one in the amount of money received per student. State Library staff provides training and assistance to schools, libraries, and telecommunications vendors participating in this complex program.

The State Library continued to provide grants to public libraries under the Bill & Melinda Gates Foundation Staying Connected grant program assisting them in acquiring enhanced hardware and software to support their public access computing programs and by providing basic and advanced technology-related training during the annual statewide library conference.

The State Library continues to make incremental gains in providing basic training and continuing education opportunities to libraries in Alaska. In FY2006, the State Library sponsored the annual leadership training workshop for the Public Library Director's Leadership group. Library Development staff also taught numerous classes through the year during the statewide conference and during site visits on topics such as electronic resources, basic library operations and management, and planning and marketing library services. The State Library planned and offered two pre-conferences at the annual statewide conference on automated library information systems for school librarians, and sustainability challenges and solutions for small, rural community libraries. Work continued through the year providing individual consulting advice, assistance and support to librarians through the state. The Alaska State Library launched the Continuing Education grant program in FY2006 for public libraries. The purpose of these non-competitive grants is to support, on a continuing basis, continuing education for Alaska public library personnel in order to improve the quality of library services in the short and long term. These grants also help public library directors meet their biennial continuing education requirement for the annual Alaska public library assistance grant.

For the sixth year the State Library offered a statewide summer reading program. Preliminary program results show that approximately 68 public libraries participated with more than 10,000 students around the state reading during the summer months.

The Library continues to add to its web presence and resources. Website visitor sessions totaled 442,724 in FY2006. Through the online catalog, many Alaska and federal government publications are now connected electronically to the online publications found on State of Alaska websites. More than 700 state publications in electronic format were cataloged and are available full text on the Library's server. The number of images from the Alaska Historical Collections available through the Alaska Digital Archives continues to grow, with over 7,500 now accessible through the internet. The Alaska Historical Collections has processed several collections with a special grant that also allows them to be added to an on-line database so that they can be searched remotely. Collections so far include guides to the correspondence in the Alaska-Juneau Mining Company records, the Case and Draper Photograph Collection, and the Fhoyi Kayamori Photograph Collection.

Museums

In FY2006, 80,017 people toured the museum facilities in Juneau and Sitka. In addition, another 61,842 people had access to the museum through traveling exhibits. An additional 450 students and teachers borrowed 140 objects from the Hands-on Loan collection. The Alaska State Museum's statewide traveling exhibitions program added four new exhibits: *Alaska Positive 2006, Arctic Winter Games, The Best of Alaska Positive, and Creating Alaska.* In FY2006 the museum toured six traveling exhibitions, with 13 stops serving seven Alaska communities.

The public can now search through the collections of objects from both the Alaska State Museum in Juneau and the Sheldon Jackson Museum in Sitka via the Internet. An extensive online database of the museums' collections is now available by going to www.museums.state.ak.us. The database features the entire combined collections, with approximately 35,715 objects and over 6,259 digital images. In FY2006, 1,708 objects were added to the searchable online database, 952 of these objects included images. There were 318,524 visitors to the museum website to view virtual exhibits, obtain supplemental educational materials, student curriculum, and technical resource information on preservation and museum management, a 106,603 increase from FY2005.

Archives

The State Archives continues to work on a software program specifically designed to manage archival records. When fully implemented, it will be mounted on our website. Researchers and staff will then have access to the basic descriptive data for records held in more than 20,000 records cartons and archives boxes.

The State Archives continued to provide support to State Government and reference service, as available storage space continues to shrink and increasing electronic demands continue to grow. The Archives provided leadership throughout the State of Alaska in local government records management and manuscripts preservation, both through the Alaska State Historical Records Advisory Board (ASHRAB), which the State Archivist coordinates and which manages National Archives grant monies in Alaska.

Space management continues as an Archival priority. The State Archives transferred about 1,500 linear feet of Exxon Valdez Oil Spill litigation records to off-site, non-current records storage, to make space for other permanent records. During the reporting period the agency successfully answered, from permanent archival holdings, an increasing number of reference requests from state agencies.

The senior records analyst served on the Technical Advisory Group Exchange Archives Sub-Committee, which drafted an *Electronic Mail Retention & Records Policy* for the State of Alaska enterprise.

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	Alaska Library and Museums RDU Financial Summary by Component											
											All dollars shown in thousands	
	FY2006 Actuals				**FY2007 Management Plan**				**FY2008 Governor**			
	General Funds	Federal Funds	Other Funds	Total Funds	General Funds	Federal Funds	Other Funds	Total Funds	General Funds	Federal Funds	Other Funds	Total Funds
Formula Expenditures												
None.												
Non-Formula Expenditures												
Library Operations	3,985.6	759.2	332.1	5,076.9	4,160.9	1,045.5	358.3	5,564.7	4,505.7	1,045.5	358.3	5,909.5
Archives	645.8	2.8	72.1	720.7	743.7	40.0	90.0	873.7	918.7	40.0	90.0	1,048.7
Museum Operations	1,256.7	0.0	301.2	1,557.9	1,342.4	60.0	352.8	1,755.2	1,510.3	60.0	352.8	1,923.1
Totals	**5,888.1**	**762.0**	**705.4**	**7,355.5**	**6,247.0**	**1,145.5**	**801.1**	**8,193.6**	**6,934.7**	**1,145.5**	**801.1**	**8,881.3**

Alaska Library and Museums
Summary of RDU Budget Changes by Component
From FY2007 Management Plan to FY2008 Governor

All dollars shown in thousands

	General Funds	Federal Funds	Other Funds	Total Funds
FY2007 Management Plan	6,247.0	1,145.5	801.1	8,193.6
Adjustments which will continue current level of service:				
-Library Operations	0.2	0.0	0.0	0.2
-Archives	12.5	0.0	-12.5	0.0
-Museum Operations	8.5	0.0	-8.5	0.0
Proposed budget increases:				
-Library Operations	344.6	0.0	0.0	344.6
-Archives	162.5	0.0	12.5	175.0
-Museum Operations	159.4	0.0	8.5	167.9
FY2008 Governor	6,934.7	1,145.5	801.1	8,881.3