

4.A. EXCEPTIONAL ITEM REQUEST SCHEDULE
 82nd Regular Session, Agency Submission, Version 1
 Automated Budget and Evaluation System of Texas (ABEST)

DATE: **8/18/2010**
 TIME: **2:38:13PM**

Agency code: **306**

Agency name:

Library & Archives Commission

CODE	DESCRIPTION	Excp 2012	Excp 2013
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Item Name: Preserve and protect the State Archives in a new archival storage facility constructed with bond financing.

Item Priority: 1

Includes Funding for the Following Strategy or Strategies: 04-01-01 Indirect Administration

OBJECTS OF EXPENSE:

2008	DEBT SERVICE	180,822	1,238,438
5000	CAPITAL EXPENDITURES	26,383,000	0
TOTAL, OBJECT OF EXPENSE		\$26,563,822	\$1,238,438

METHOD OF FINANCING:

1	General Revenue Fund	180,822	1,238,438
780	Bond Proceed-Gen Obligat	26,383,000	0
TOTAL, METHOD OF FINANCING		\$26,563,822	\$1,238,438

DESCRIPTION / JUSTIFICATION:

The Lorenzo de Zavala State Archives & Library Building cannot hold the entire State Archives Collection. Approximately one-third of the current volume of archival holdings—almost 22,000 boxes—are stored in the State Library’s State Records Center, which lacks the proper environment in terms of the temperature & humidity levels needed for long term storage of archivally valuable documents.

Renovations to the Zavala building, begun in FY2008 and completed in FY 2010, will permit only a portion of the archival materials stored in the State Records Center to be transferred from the Center to the Zavala building. Additional environmentally appropriate storage needs to be constructed to properly house the remainder of those valuable and unique archival materials, as well as for all future transfers of such archival records from all three branches of government.

EXTERNAL/INTERNAL FACTORS:

The promise of the paperless office has not yet arrived. In fact, statistics show that government agencies as a whole are producing more paper records each year. Some 1% to 3% of all the paper records created by Texas state agencies will qualify as archival records and will need to be transferred to and retained permanently in the State Archives. In addition, there are about 22,000 cubic feet of paper records designated as “archival” currently in storage at the State Records Center, and several thousand more cubic feet of archival records being stored by state agencies in other warehouses, that will need to be transferred to the Commission over the next 5-10 years for placement within the State Archives. The State Records Center is presently at 99% of its storage capacity and the large volume of archival records being stored there need to be removed and placed in a new archival storage facility in order for the Commission to be able to provide other state agencies with economical storage for their inactive records.

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Item Name: Maintain and improve technology to provide Talking Book services to blind and handicapped readers.

Item Priority: 2

Includes Funding for the Following Strategy or Strategies: 01-02-01 Provide Direct Library Services by Mail to Texans with Disabilities

OBJECTS OF EXPENSE:

2001	PROFESSIONAL FEES AND SERVICES	137,188	129,304
5000	CAPITAL EXPENDITURES	32,812	40,696
TOTAL, OBJECT OF EXPENSE		\$170,000	\$170,000

METHOD OF FINANCING:

1	General Revenue Fund	150,000	150,000
118	Fed Pub Library Serv Fd		
45.310.000	STATE LIBRARY SERVICES	10,000	10,000
666	Appropriated Receipts	10,000	10,000
TOTAL, METHOD OF FINANCING		\$170,000	\$170,000

DESCRIPTION / JUSTIFICATION:

The Talking Book Program (TBP) uses a library automation system that is 20+ years old. Many talking book functions are unique and very complex, requiring specialized automation functionality that is not available in most for-purchase library automation systems. TBP developed its system when talking book libraries were first automating their operations; this was done because the only system available at that time could not adequately handle the high-volume operations that the Texas program was doing even then. Until recently, agency technical staff maintained and enhanced the system ensuring that it continued to meet the needs of the service program. After the HB1516-mandated data center consolidation, the agency lost the knowledgeable/experienced staff who had maintained the system.

The TBP system is now experiencing problems. In order to have the system remain viable and have it migrated into the consolidated state data center, upgrading of the system is necessary. During FY2011, the agency has funds to upgrade the operating system and its database management system to their current versions. The upgraded system will be migrated to a new server maintained at the consolidated state data center. In FY2012, the agency must reestablish an efficient support strategy for maintaining the system. This strategy will include a combination of agency staff and technical support consultants who understand talking book library processes and who can manage the application, including completing necessary enhancements and changes to the system.

Funding for this exceptional item will permit the Talking Book Program to complete the necessary enhancements to this mission-critical system during 2012-2013 as well as allow the agency to reestablish the skill sets that will enable us to maintain the system into the future.

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In the mid 1970s, the National Library Service for the Blind and Physically Handicapped (NLS), Library of Congress, developed a specialized automation system for its network of talking book libraries. This system has limited operational capacity and is only used by the smaller libraries in the network. Because of this limited capacity, the Talking Book Program (TBP) in the early 1980s developed its own in-house system to meet its operational needs. Concurrently, two other systems were developed—one by a private company and the other by a consortium of network libraries—again in response to the limited capacity of the NLS system. These two latter systems are available for purchase and are used by many talking book libraries.

During FY2010, TBP staff received proposals from the two for-purchase talking book library systems in order to evaluate the possibility of replacing the in-house system with one of them. Staff found that while both systems offered some highly desirable functionality not part of TBP's own system, the evaluation also showed significant lack of overall functionality in both systems. In some cases, particular TBP operations would have to return to manual processes or require more staff time to carry them out. Some essential operations for the new digital services, which had already been automated in TBP's system, had not yet been automated in these two systems. Staff concluded that the purchase prices quoted, combined with the significant lack of functionality, would not represent a good investment at this time, especially given the impact on patron services that would result, as well as the need for greater fiscal responsibility by the program. Maintaining the current system will allow the program to continue to provide its high level of service, provide less disruption for patrons and staff, and allow staff to continue to innovate and carry the system forward, including the possibility of merging the current system into a new national system.

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CODE	DESCRIPTION	Excp 2012	Excp 2013
	Item Name: Enable the agency to fulfill its legislative mandate to indentify, acquire, preserve and provide access to archival state records created in electronic formats.		
	Item Priority: 3		
	Includes Funding for the Following Strategy or Strategies: 02-01-01 Provide Access to Information and Archives		
OBJECTS OF EXPENSE:			
1001	SALARIES AND WAGES	130,000	130,000
2001	PROFESSIONAL FEES AND SERVICES	58,500	2,900
2003	CONSUMABLE SUPPLIES	2,000	2,000
2005	TRAVEL	4,200	8,400
2009	OTHER OPERATING EXPENSE	5,000	143,300
TOTAL, OBJECT OF EXPENSE		\$199,700	\$286,600

METHOD OF FINANCING:

1	General Revenue Fund	199,700	143,300
555	Federal Funds		
89.003.000	National Historical Publi	0	143,300
TOTAL, METHOD OF FINANCING		\$199,700	\$286,600

FULL-TIME EQUIVALENT POSITIONS (FTE):

2.00 2.00

DESCRIPTION / JUSTIFICATION:

This would allow the Texas State Library and Archives Commission (TSLAC) to plan, implement and operate an electronic records and archives program for the state.

This addresses a SAO Report critical of TSLAC's inability to accept and store electronic records. TSLAC lacks the resources needed to provide essential, requested electronic records management and archive services to state agencies. Significant amounts of essential electronic data documenting the operations of state government have already been lost because agencies are not equipped to manage or preserve records with long-term value to Texas. This item would also increase TSLAC's ability to respond to the growing demand for digital images of paper based records and the management of that rapidly increasing collection.

Funding is needed for a qualified consultant, two electronic records specialists, resources and necessary travel for this program. The consultant will work with the ARIS and SLRM directors and the electronic records specialists to research and evaluate requirements needed to plan the infrastructure of an archival electronic records program and will write a federal grant proposal for implementation funds. The electronic records specialists will work with the consultant, IRT, state agencies, DIR, and RMICC to research, gather and evaluate requirements for an electronic records and archives program, and will assist in determining program direction and goals. The electronic records specialists will assist in program development and be responsible for implementation and daily operations.

Essential actions: developing a pilot program with selected state agencies, investigating current practices and needs, determining requirements for procurement of archival

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storage/hosting, developing standards and tools for system platform and metadata, and implementing a strategy for streamlining scheduling as well as capture, appraisal, migration and preservation of electronic records and archives.

EXTERNAL/INTERNAL FACTORS:

External factors: Legal, public, and general awareness of records management issues, including security and privacy, require more effective long-term management and preservation of electronic records of the state of Texas. The public expects state government to document its actions and make them available to the taxpayers over time. Lack of appropriate recordkeeping processes put agencies at risk to perform their missions and prove accountability to their constituents. TSLAC is the logical agency to operate an electronic archives and records management program; but it will need support from other agencies. Once the program is established, ongoing operational costs could be supported by participating state office and agencies.

Internal factors: The current inability to accept and store electronic records and archives should be addressed to ensure these state resources are appropriately preserved by the Texas State Library and Archives Commission. Current staff lacks the technical skills and resources to develop a program for electronic records/archives for the state of Texas. There is no funding in place at present to develop a centralized program to meet the needs of state agencies in electronic records storage and management, as well as the process of appraisal and transfer of electronic records with of archival value.

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<u>CODE</u>	<u>DESCRIPTION</u>	<u>Excp 2012</u>	<u>Excp 2013</u>
	Item Name: TexShare Online Information		
	Item Priority: 4		
	Includes Funding for the Following Strategy or Strategies: 01-01-01 Share Library Resources Among Libraries Statewide		
OBJECTS OF EXPENSE:			
2009	OTHER OPERATING EXPENSE	1,860,038	2,151,962
	TOTAL, OBJECT OF EXPENSE	1,860,038	2,151,962
METHOD OF FINANCING:			
1	General Revenue Fund	1,860,038	2,151,962
	TOTAL, METHOD OF FINANCING	1,860,038	2,151,962

DESCRIPTION / JUSTIFICATION:

Funding for this exceptional item would provide shared library resources through Strategy 1.1.1 to benefit Texans selecting careers, preparing for careers, seeking career advancement, and/or searching for jobs by providing Texas public school libraries, academic libraries, and public libraries with a rich collection of digital information, with focus on resources for job seeking and advancement.

Funds would allow for continued database access to students, faculty and staff in public schools, higher education, businesspersons, consumers, and all Texas public library users at the FY2011 level. Additionally, it will add valuable resources to prepare Texans for certification and license exams; learn computer programs required by many employers; improve math, reading, and writing proficiency; attain higher scores on college admissions tests; and provide job search guidance and tools. This supports the agency goal of improved availability and delivery of information services for all Texans and state priorities to ensure that all students in the public education system acquire the knowledge and skills to be responsible and independent Texans and to prepare individuals for a changing economy and workforce.

EXTERNAL/INTERNAL FACTORS:

With over one million unemployed Texans, the Texas unemployment rate is at 8.3% (May, 2010), the highest in a decade. In these challenging times, persons are turning to their libraries for assistance. An estimated 30 million peoples nationwide used library computers for workforce information and training needs in 2009. About four million reported that they found work with support from their public libraries Recognizing the importance of library resources to workforce training and job seeking, a collaboration between the Employment and Training Administration and the Institute of Library Services is connecting even more job seekers with library resources. But Texas libraries do not have equal access to the same broad range of in-depth resources to assist persons with a diversity of employment-related needs. The TexShare service makes digital resources available statewide through Texas public, academic, and K-12 public school libraries.

Building the collection of electronic resources with appropriate purchasing procedures and a participative process will take most of FY 2012. As a result, performance targets in FY2012 will not increase in proportion to increases in funding. The anticipated increase in performance measures will be realized in FY2013.

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CODE	DESCRIPTION	Excp 2012	Excp 2013
	<p>Item Name: Increase assistance to local public libraries through the Loan Star Libraries Grants, a program of direct state aid to Texas public libraries to improve library services for Texans.</p> <p>Item Priority: 5</p> <p>Includes Funding for the Following Strategy or Strategies: 01-01-02 Aid in the Development of Local Libraries</p>		
OBJECTS OF EXPENSE:			
4000	GRANTS	2,000,000	2,000,000
	TOTAL, OBJECT OF EXPENSE	2,000,000	2,000,000
METHOD OF FINANCING:			
1	General Revenue Fund	2,000,000	2,000,000
	TOTAL, METHOD OF FINANCING	2,000,000	2,000,000

DESCRIPTION / JUSTIFICATION:

Funding for this exceptional item would provide increased direct funding through Strategy 1.1.2 for the operation and maintenance of local public libraries.

The exceptional item funding would allow each accredited public library in the state to apply for a grant of approximately \$4,815, plus a proportionate share of a state match based on local operating expenditures reported in the previous fiscal year.

Funds would be used to improve current library services, expand services, or establish new services and to reduce barriers to public library service for Texans. This supports the agency goal to improve the availability and delivery of library and information services for all Texans. It also complements the state priority on education through the role of public libraries in life-long learning.

If authorized, total of \$8,700,000 in SFY2012 and \$8,700,000 in SFY2013 would be awarded in grants to public libraries each year to improve, expand, or establish new public library services. Loan Star Libraries has an existing appropriation of \$6,700,000.

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Public libraries are supported primarily by local funding sources. Texas began providing direct assistance to public libraries through the Loan Star Libraries grants in SFY2002.

Demand for public library services continues to increase as population grows, information and life long learning needs increase, and more technology and electronic resources are available.

Texas public libraries do not compare well with the national averages for expenditures, books and serial volumes, staffing levels, and other measures of support for library services. Because most funding is from local sources, there is no incentive for local jurisdictions to remove barriers to service for those Texans living in areas without a public library. However, the formula used to award Loan Star Libraries grants does include an incentive for local jurisdictions to remove these barriers.

Increased direct state aid would help improve services and reduce or eliminate these barriers.