

**Library Archives Commission
Summary of Recommendations - Senate**

Page I-80

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Method of Financing	2018-19 Base	2020-21 Recommended	Biennial Change (\$)	Biennial Change (%)
General Revenue Funds	\$30,526,429	\$30,346,939	(\$179,490)	(0.6%)
GR Dedicated Funds	\$0	\$0	\$0	0.0%
<i>Total GR-Related Funds</i>	<i>\$30,526,429</i>	<i>\$30,346,939</i>	<i>(\$179,490)</i>	<i>(0.6%)</i>
Federal Funds	\$21,251,785	\$21,650,989	\$399,204	1.9%
Other	\$17,800,524	\$16,017,682	(\$1,782,842)	(10.0%)
All Funds	\$69,578,738	\$68,015,610	(\$1,563,128)	(2.2%)

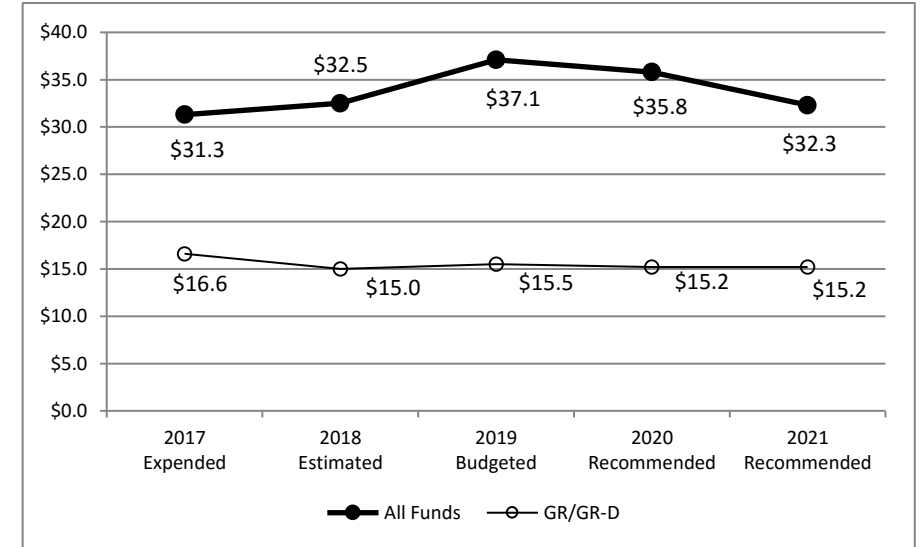
	FY 2019 Budgeted	FY 2021 Recommended	Biennial Change	Percent Change
FTEs	169.5	169.5	0.0	0.0%

Agency Budget and Policy Issues and/or Highlights

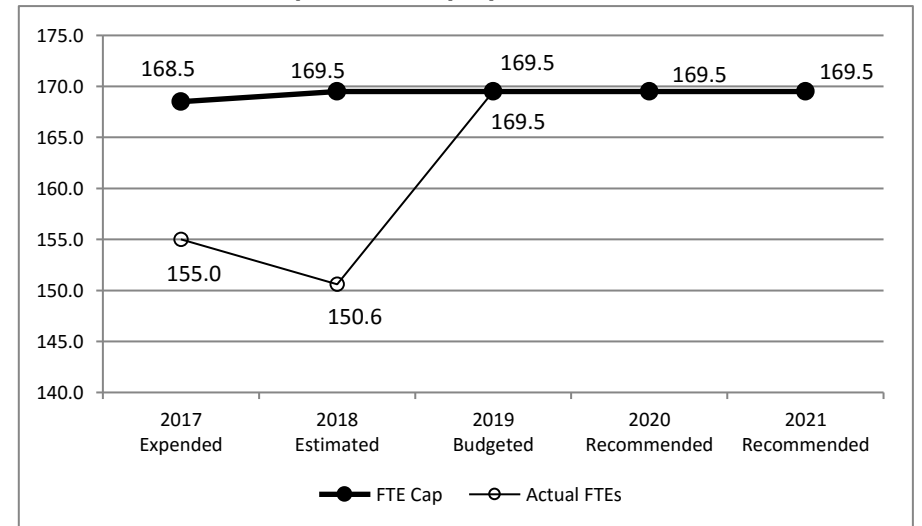
- The Texas State Library and Archives Commission (TSLAC) is currently under Sunset Review. TSLAC works to preserve the archival record of Texas; offer support to Texas public, academic, and school libraries; provide technical knowledge and support to public agencies in the maintenance of records; and directly provide adaptive reading and audio material for Texans with disabilities.

The bill pattern for this agency (2020-21 Recommended) represents an estimated 100% of the agency's estimated total available funds for the 2020-21 biennium.

Historical Funding Levels (Millions)



Historical Full-Time-Equivalent Employees (FTEs)



Library Archives Commission
Summary of Funding Changes and Recommendations - Senate

Funding Changes and Recommendations for the 2020-21 Biennium compared to the 2018-19 Base Spending Level (in millions)		General Revenue	GR-Dedicated	Federal Funds	Other Funds	All Funds	Strategy in Appendix A
<i>SIGNIFICANT Funding Changes and Recommendations (each issue is explained in Section 3 and additional details are provided in Appendix A):</i>							
A)	Agency-projected increased Interagency Contracts due to greater demand for State Records Storage.	\$0.0	\$0.0	\$0.0	\$0.9	\$0.9	C.1.1
<i>OTHER Funding Changes and Recommendations (these issues are not addressed in Section 3 but details are provided in Appendix A):</i>							
B)	One-time Economic Stabilization Funds for federal eRate program (\$1,000,000) and expenditure of License Plate grants (\$23,077) in current biennium.	\$0.0	\$0.0	\$0.0	(\$1.0)	(\$1.0)	A.1.2.
C)	TexShare and TexQuest decrease in appropriated receipts due to payment not yet received by client agencies offset by anticipated increase in interagency contracts. The agency anticipates annual increase in cost of contracting with vendor.	\$0.0	\$0.0	\$0.0	(\$0.4)	(\$0.4)	A.1.1.
D)	Completion of Integrated Library System project for the Talking Book Program and anticipated operating cost savings due to implementation.	\$0.0	\$0.0	\$0.0	(\$0.8)	(\$0.8)	A.2.1.
E)	Agency-anticipated decrease primarily related to expenditure of one-time gifts for the Sam Houston Center, one-time purchase of a self-service scanner, and expenditure of storage fee revenue carried forward into 2018-19 from the 2016-17 biennium.	\$0.0	\$0.0	\$0.0	(\$0.5)	(\$0.5)	B.1.1., D.1.1.
F)	Increase in federal State Library Services grant offset by slight decrease in National Historical Publications and Records grant.	\$0.0	\$0.0	\$0.4	\$0.0	\$0.4	A.1.1., A.1.2., A.2.1., B.1.1., D.1.1.
G)	Decrease in General Revenue to align with Texas Department of Information Resources recommended data center services for the agency.	(\$0.2)	\$0.0	\$0.0	\$0.0	(\$0.2)	A.1.1., A.2.2., B.1.1., C.1.1., D.1.1.
TOTAL SIGNIFICANT & OTHER Funding Changes and Recommendations (in millions)		(\$0.2)	\$0.0	\$0.4	(\$1.8)	(\$1.6)	As Listed
<i>SIGNIFICANT & OTHER Funding Increases</i>		\$0.0	\$0.0	\$0.4	\$0.9	\$1.3	As Listed
<i>SIGNIFICANT & OTHER Funding Decreases</i>		(\$0.2)	\$0.0	\$0.0	(\$2.7)	(\$2.9)	As Listed

NOTE: Totals may not sum due to rounding.

**Library & Archives Commission
Selected Fiscal and Policy Issues - Senate**

1. **State Records and Archives Storage.** Not included in recommendations is approximately \$30.8 million in Bond Revenue proceeds for two exceptional item requests pertaining to depleted storage capacity for State records and archives.

For the 2020-21 biennium, the agency is requesting the sale of \$4.4 million in Revenue Bonds as a short-term solution to retrofit 20,000 square feet at Promontory Point. This option would provide immediate storage capacity for approximately five years (70,000 boxes). The agency has also requested this funding for the project be included in the supplemental bill. The agency has also proposed a long-term solution and is requesting \$26.4 million in Revenue Bonds to expand the State Records Center on Shoal Creek to accommodate increasing demand for records and archives storage for a 20-25-year period. Debt service for the sale of Revenue Bonds is estimated to be between \$381,000 and \$386,500 each year through FY 2039 for the \$4.4 million, and between \$2.2 million and \$2.3 million each year through FY 2039 for the \$26.4 million. The agency has indicated it would contribute approximately \$500,000 (\$250K per project) towards debt service for the biennium from Interagency Contracts, and would request the remaining balance be paid with appropriations from General Revenue.

For the past three biennia, the agency has monitored capacity at the State Records Center. According to the agency, the State Records Center is currently at 90% capacity, and the State Archives is at 100% capacity. TSLAC anticipates 98% capacity as soon as June 2019 and indicates it will be forced to cease accepting records from state agencies. The decertification of the Iron Mountain contract in November 2017, as well as increased contract retention requirements increased demand and accelerated the capacity timeline. While there is another vendor for these services in the Austin area, the agency believes it to be inadequate to meet the potential demand and provide the same level of service and cost that TSLAC is able to provide.

2. **Sunset Review.** The Sunset Advisory Commission (SAC) recommends continuation of the Texas Library and Archives Commission for another 12 years and has identified four issues for which it made recommendations.
- State Archives Management. SAC made recommendations as it pertains to archival backlogs, the triaging of and fee collection for certain Public Information Act (PIA) requests, and the sale of archival replicas for revenue generation. Additionally, SAC adopted a recommendation to require the agency to coordinate with the Texas Historical Commission, Texas State Preservation Board, Texas Parks and Wildlife Department, and the General Land Office to explore options for new curatorial space at TSLAC's Shoal Creek location.
 - State Records Management. SAC recommendations addressed issues pertaining to the standardization and streamlining of retention requirements and permissions for the storage of legislative records, the need for local depositories to take ownership of local records so as to alleviate staffing issues at TSLAC, and the need to allow local entities to adopt records retention schedules without TSLAC approval.
 - Grant Programs. SAC recommendations addressed issues pertaining to a need for increased transparency and fairness in its grants programs, including disallowing persons applying for a grant to score grant applications for that same grant program. Additionally, recommendations include the exploration of weighted scoring for new applicants to increase the diversity of grant recipients.
 - Committee training and standing advisory committees. Finally, SAC recommendations addressed training for committee members and statutory authority for standing advisory committees. The SAC report indicates that its recommendations would not have a fiscal impact to the state and can be achieved with minimal impact on current agency resources.

**Library & Archives Commission
Rider Highlights - Senate**

Modification of Existing Riders

8. **Electronic Records Archives.** Recommendations change the title of the Rider to “**Texas Digital Archives**” to reflect current program nomenclature and continue UB authority between biennia for the storage system which electronically archives state agencies’ records.
9. **Unexpended Balances: Talking Book Program Automation.** Recommendations revise this rider to continue cross-biennia UB authority and include intra-biennia authority for unexpended balances related to ongoing maintenance on the new Integrated Library System. Utilizing primarily gift funds and federal funds, the agency completed basic system integration for the Talking Book Program and has requested UB authority to complete the level of customization that would provide optimal support to clients and streamline agency processes.

New Riders

2. **Sunset Contingency.** Recommendations add this rider as the agency is currently under Sunset Review.

Deleted Riders

6. **Texas Reads License Plates: Appropriation of License Plate Unexpended Balances and Receipts.** Recommendations delete this rider as Article IX, Section 8.13 Appropriation of Specialty License Plate Receipts provides the agency authority to collect revenues from the sale of license plates.
10. **Salary Increases.** Recommendations delete this rider as recommended appropriations do not include the agency’s request for an additional \$200,000 in General Revenue funds in the 2020-21 biennium for salary increases.
11. **E-Rate.** Recommendations delete the rider as the agency anticipates it will expend the entirety of the funds by the end of the current biennium.

Library Archives Commission
Items Not Included in Recommendations - Senate

	2020-21 Biennial Total			Information Technology Involved?	Contracting Involved?	Estimated Continued Cost 2022-23
	GR & GR-D	All Funds	FTEs			

Agency Exceptional Items - In Agency Priority Order

1)	Funding to expand TSLAC's State Records Facility (Shoal Creek Building Expansion) for Current and Historical Government Records.	\$0	\$26,400,000	0.0	No	Yes	\$0
2)	Funding to renovate Promontory Point Facility to meet need for additional State Records Storage Space.	\$0	\$4,400,000	0.0	No	Yes	\$0
3)	Gartner IT and physical security recommendations.	\$1,206,348	\$1,209,944	2.0	Yes	Yes	\$844,128
4)	Enhance TexShare and TexQuest offerings of online information resources.	\$4,237,978	\$4,545,978	1.0	Yes	Yes	\$4,540,978
5)	Targeted salary adjustments.	\$400,000	\$400,000	0.0	No	No	\$400,000
6)	New InfoPower Outreach Project to outfit and staff mobile library vehicle.	\$520,884	\$554,524	3.0	No	No	\$524,524
7)	In-house General Counsel to manage Public Information Act requests and contracting processes.	\$480,587	\$484,184	2.0	Yes	No	\$474,184
8)	Continuation and modification of Rider 10 pertaining to salary increases for the current biennium. The agency wishes to keep this as an additional appropriation.	\$200,000	\$0	0.0	No	No	\$200,000
9)	Continuation and modification of Rider 11 pertaining to the UB of unencumbered Economic Stabilization Funds for the federal E-Rate library initiative. The agency would like to retain and expend remaining funds in the 2020-21 biennium.	\$0	\$400,000	0.0	No	No	\$400,000

**Library Archives Commission
Appendices - Senate**

Table of Contents		
Appendix	Appendix Title	Page
A	Funding Changes and Recommendations by Strategy	7
B	Summary of Federal Funds	*
C	FTE Highlights	9
D	Performance Measure Highlights	*
E	Summary of Ten Percent Biennial Base Reduction Options	10

* Appendix is not included - no significant information to report

Library & Archives Commission
Funding Changes and Recommendations - Senate, by Strategy -- ALL FUNDS

Strategy/Goal	2018-19 Base	2020-21 Recommended	Biennial Change	% Change	Comments
LIBRARY RESOURCE SHARING SERVICES A.1.1	\$39,445,514	\$39,578,535	\$133,021	0.3%	Recommendations include an increase of approximately \$366,521 in General Revenue Funds related to amounts UB'd from the previous biennium for TexShare and TexQuest, offset by a decrease of \$233,500 in General Revenue Funds related to a cost containment reduction originally taken from Strategy 4.1.1.
AID TO LOCAL LIBRARIES A.1.2	\$7,221,409	\$6,240,039	(\$981,370)	(13.6%)	Recommendations include a decrease of \$1,000,000 in Economic Stabilization Funds related to the federal eRate broadband program offset by an increase of \$18,630 in Federal Funds related to the State Library Services grant.
DISABLED SERVICES A.2.1	\$5,576,400	\$4,794,070	(\$782,330)	(14.0%)	Recommendations include a decrease of \$782,330 in Appropriated Receipts related to the completion of the new Integrated Library System for the Talking Book Program.
Total, Goal A, DELIVERY OF SERVICES	\$52,243,323	\$50,612,644	(\$1,630,679)	(3.1%)	
PROVIDE ACCESS TO INFO & ARCHIVES B.1.1	\$7,001,854	\$6,578,605	(\$423,249)	(6.0%)	Recommendations include: 1) A decrease of \$299,217 in General Revenue Funds related to the Transfer of one position from B.1.1. to D.1.1. and a one-time purchase. 2) A decrease of \$147,111 in Appropriated Receipts and Interagency Contracts related to the completion of large projects and estimated lower demand for services 3) A decrease of \$28,346 in Federal Funds from the National Historical Public Library grant program offset by an increase of \$51,425 in Federal Funds from the State Library Services grant program.
Total, Goal B, PUBLIC ACCESS TO GOV'T INFORMATION	\$7,001,854	\$6,578,605	(\$423,249)	(6.0%)	

Library & Archives Commission
Funding Changes and Recommendations - Senate, by Strategy -- ALL FUNDS

Strategy/Goal	2018-19 Base	2020-21 Recommended	Biennial Change	% Change	Comments
MANAGE STATE/LOCAL RECORDS C.1.1	\$4,543,683	\$5,477,527	\$933,844	20.6%	Recommendations include: 1) An increase of \$721,009 in Interagency Contracts for a large imaging job and related equipment replacement. 2) A decrease of \$904 in General Revenue 2) A decrease of \$253,942 in Appropriated Receipts 3) An increase of \$467,681 in Appropriated Receipts and Interagency Contracts UB'd forward from the previous biennium. Approximately \$288,844 are funds projected to be UB'd out from 2021 to the following biennium.
Total, Goal C, MANAGE STATE/LOCAL RECORDS	\$4,543,683	\$5,477,527	\$933,844	20.6%	
INDIRECT ADMINISTRATION D.1.1	\$5,789,878	\$5,346,834	(\$443,044)	(7.7%)	Recommendations include: 1) A decrease of \$115,195 in General Revenue primarily related to data consolidation services not included in base recommendations 2) An increase of \$33,034 in Federal Funds from the State Library Services grant program. 3) A decrease of \$560,883 in Appropriated Receipts and Interagency Contracts related to completed projects and anticipated decrease in demand. 4) An increase of \$200,000 in Interagency Contracts related to Imaging and Storage Fees UB'd from the 2018-19 biennium.
Total, Goal D, INDIRECT ADMINISTRATION	\$5,789,878	\$5,346,834	(\$443,044)	(7.7%)	
Grand Total, All Strategies	\$69,578,738	\$68,015,610	(\$1,563,128)	(2.2%)	

**Library Archives Commission
FTE Highlights - Senate**

Full-Time-Equivalent Positions	Expended 2017	Estimated 2018	Budgeted 2019	Recommended 2020	Recommended 2021
Cap	168.5	169.5	169.5	169.5	169.5
Actual/Budgeted	155.0	150.6	169.5	NA	NA

Schedule of Exempt Positions (Cap)					
Director & Librarian, Group 3	\$143,400	\$143,500	\$143,500	\$143,500	\$143,500

Notes:

a) The State Auditor's Office Report, Executive Compensation at State Agencies (Report No. 18-705, August 2018), indicates a market average salary of \$155,977 for the Executive Director position at the Public Finance Authority and recommends a change from the current Group 3 classification to Group 4. The agency is not requesting any changes to its exempt position.

Library Archives Commission
Summary of Ten Percent Biennial Base Reduction Options Recommendations - Senate

Priority	Item	Description/Impact	Biennial Reduction Amounts			Potential Revenue Loss	Reduction as % of Program GR/GR-D Total	Program GR/GR-D Total	Included in LBB Recs?
			GR & GR-D	All Funds	FTEs				
1)	Reduction of funding for TexShare/TexQuest databases	Reduction of funding for online e-resource materials made available via the TexShare and TexQuest resource sharing projects. According to the agency, this will impact the scope, variety, and number of online resources available to the public.	\$450,000	\$450,000	0.0	\$0	3%	\$15,733,878	No
2)	Elimination of Collections Librarian position	Eliminate the full-time position of collections librarian. This position is responsible for managing books and other materials collections primarily in the Talking Book Program. According to the agency, the quality of this program for disabled Texans would be diminished.	\$106,000	\$106,000	1.0	\$0	3%	\$3,711,164	No
3)	Reduction of funding for Sam Houston Center Capital Repairs	Reduction of capital funds for Sam Houston Regional Library and Research Center facility repairs and renovations. According to the agency, this will impede the efforts to address deferred maintenance of buildings on the aging Liberty, TX campus.	\$200,000	\$200,000	0.0	\$0	4%	\$5,265,765	No
4)	Additional reduction of funding for TexShare/TexQuest databases	Further reduction of funding for online e-resource materials made available via the TexShare and TexQuest resource sharing projects, further reducing the scope and variety of available online resources.	\$386,000	\$386,000	0.0	\$0	2%	\$15,733,878	No
5)	Additional reduction of funding for Sam Houston Center Capital Repairs	Further reduction of capital funds for Sam Houston Regional Library and Research Center facility repairs and renovations.	\$200,000	\$200,000	0.0	\$0	4%	\$5,265,765	No
6)	Elimination of Archivist I position	Elimination of the Archivist I position at the Sam Houston Center in Liberty, TX. According to the agency, elimination of this position will require the transportation of archival collections to Austin so that other State Archivists may assume responsibilities, negatively impacting other agency operations.	\$100,000	\$100,000	1.0	\$0	2%	\$5,265,765	No
7)	Discontinuation of Report of Reports	Elimination of preparation and delivery of the "Report of Reports," as required by Rider. This will impact the state's ability to identify unnecessary reporting requirements to save agencies' time and administrative costs.	\$60,000	\$60,000	0.0	\$0	5%	\$1,116,154	No
8)	Reduction of funding for indirect administration	Reduction of administrative operational expenditures for the biennium.	\$8,000	\$8,000	0.0	\$0	0%	\$4,025,980	No

Library Archives Commission
Summary of Ten Percent Biennial Base Reduction Options Recommendations - Senate

Priority	Item	Description/Impact	Biennial Reduction Amounts			Potential Revenue Loss	Reduction as % of Program GR/GR-D Total	Program GR/GR-D Total	Included in LBB Recs?
			GR & GR-D	All Funds	FTEs				
9)	Additional reduction of funding for TexShare/TexQuest databases	Further reduction of funding for online e-resources made available via the TexShare and TexQuest resource sharing projects. This reduction, taken with the previous reductions, will jeopardize the agency's maintenance of effort for federal funds.	\$784,000	\$784,000	0.0	\$0	5%	\$15,733,878	No
10)	Elimination of Community Engagement position	Elimination of the Community Engagement Manager, which according to the agency would reduce agency capacity to conduct outreach and training for statewide local libraries. This reduction will negatively impact the amount of federal funds available to the agency.	\$126,000	\$126,000	1.0	\$0	1%	\$15,733,878	No
11)	Elimination of 1 FTE - the Talking Book Program (TBP) Office Services staff position	Elimination of a full-time Office Services staff position in the Talking Book Program which will delay service to TBP patrons and create program backlogs.	\$54,000	\$54,000	1.0	\$0	1%	\$3,711,164	No
12)	Elimination of 1 FTE - a TBP Reader Services staff position	Elimination of a full-time Reader Services Consultant position in the Talking Book Program which the agency predicts would result in service delays and backlogs for TBP patrons.	\$83,000	\$83,000	1.0	\$0	2%	\$3,711,164	No
13)	Elimination of 1 FTE - the Preservation Officer position	Elimination of the position of Preservation Officer which provides guidance for the management of collections and standards of preservation.	\$124,000	\$124,000	1.0	\$0	2%	\$5,265,765	No
14)	Additional reduction of funding for Sam Houston Center Capital Repairs	Further reduction of capital funds for Sam Houston Regional Library and Research Center facility repairs and renovations. This reduction will prevent TSLAC from the ability to stay current with efforts to address the deferred maintenance projects.	\$200,000	\$200,000	0.0	\$0	4%	\$5,265,765	No
15)	Elimination of the Training Coordinator position	Elimination of the Training Coordinator which, according to the agency, will impact the number of records management trainings provided state-wide.	\$124,000	\$124,000	1.0	\$0	11%	\$1,116,154	No
16)	Additional reduction of funding for indirect administration	Further reduction of administrative operational expenditures for the biennium.	\$18,000	\$18,000	0.0	\$0	0%	\$4,025,980	No

Library Archives Commission
Summary of Ten Percent Biennial Base Reduction Options Recommendations - Senate

Priority	Item	Description/Impact	Biennial Reduction Amounts			Potential Revenue Loss	Reduction as % of Program GR/GR-D Total	Program GR/GR-D Total	Included in LBB Recs?
			GR & GR-D	All Funds	FTEs				
17)	Reduction of funding for Texas Digital Archives	Reduction of funding for Texas Digital Archives which according to the agency will slow its ability to add new content to the Texas Digital Archives and will further impact the agency's backlog of archival materials.	\$29,643	\$29,643	0.0	\$0	1%	\$5,265,765	No
TOTAL, 10% Reduction Options			\$3,052,643	\$3,052,643	7.0	\$0			