



TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

ANNUAL REPORT OF NONFINANCIAL DATA

FOR THE YEAR ENDED AUGUST 31, 2015

**Mark Smith
Director and Librarian**



December 9, 2015

The Honorable Greg Abbott, Governor
Mr. John Keel, CPA, State Auditor
Ms. Ursula Parks, Director, Legislative Budget Board

Dear Governor Abbott, Mr. Keel, and Ms. Parks:

We are pleased to submit the Texas State Library and Archives Commission *Annual Report of Nonfinancial Data* for the year ended August 31, 2015, in compliance with the TEX. GOV'T CODE ANN. § 2101.0115, and in accordance with the instructions for completing the Annual Report of Nonfinancial Data.

The accompanying report has not been audited and is considered to be independent of the agency's *Annual Financial Report*.

If you have any questions, please contact Donna Osborne, Chief Operations and Fiscal Officer, at 512-463-5440, or via email at dosborne@tsl.texas.gov.

Sincerely,

Mark Smith
Director and Librarian

xc: Legislative Reference Library

Lorenzo de Zavala
State Archives and
Library Building

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Austin, Texas
78701

P.O. Box 12927
Austin, Texas
78711-2927

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Commission Chairman
Michael C. Waters

Members

Sharon T. Carr
F. Lynwood Givens
Larry G. Holt

Romanita Matta-Barrera
Wm. Scott McAfee
Martha Wong

Director and Librarian
Mark Smith

TSLAC

*Preserving yesterday,
informing today,
inspiring tomorrow.*

TEXAS STATE LIBRARY AND ARCHIVES COMMISSION
AGENCY 306

2015 Nonfinancial Data Report

Table of Contents

<u>Information Schedule</u>	<u>Page</u>
Professional and Consulting Fees	1
State-Owned Vehicles Used by State Employees	2
Space Occupied	3
Appropriation Item Transfers	4
Indirect Cost Schedule	5
HUB Strategic Plan Progress Report	6
HUB Expenditure Analysis	7
Schedule of Vehicles Purchased	8
Schedule of Itemized Purchases	9
Schedule of Bonded Employees	10
Schedule of Aircraft Operations	10
Agency Report of Recycled, Remanufactured and Environmentally Sensitive Purchases - No Longer Required	10
APPENDIX Master File Report Verification Form	

Texas State Library and Archives Commission (306)

SCHEDULE OF PROFESSIONAL AND CONSULTING FEES

For the Fiscal Year Ended August 31, 2015

Name	Services Performed	Total
American Library Association	Group Rate License Law of E-Books	\$108.00
Baker & Taylor	Books used to supplement training	\$10,000.00
Kayla Burns	Reimb. For Defensive Driving	\$25.00
Comptroller of Public Accounts	Training for Governing Bodies	\$150.00
OCLC Online Computer Library Center Inc.	Webjunction Partner Program	\$29,054.80
Preservica, Inc.	Training on Services	\$5,000.00
	TOTAL, 7243 - Education/Training Services	\$44,337.80
Garza & Gonzales	Internal audit services	\$3,400.00
Rupert & Associates	Prepare agency's AFR report	\$10,000.00
Texas Workforce Commission	Personnel Policies & Procedures resource	
	TOTAL, 7245 - Financial/Accounting Services	\$13,400.00
Alliance Work Partners	Employee Assistance Program	\$4,562.46
Amigos Library Services	Library Support Services	\$2,710.00
AVA Consulting	Project management services	\$35,858.72
Deer Oaks EAP/Mental Health Associates	Employee Assistance Program	\$441.98
Region XX Education Service Center	K-12 Program coordination services	\$187,500.00
UT-Austin School of Social Work	Agency Employee Engagement Survey	
	TOTAL, 7253 - Other Professional Services	\$231,073.16
Fittz & Shipman, Inc.	Engineering and design services	\$8,456.38
Science Engineering LTD	Geotechnical Investigation SHC	\$1,800.00
Texas Facilities Commission	Construction Services - SHC	\$675,500.00
	TOTAL, 7256 - Architect/Engineering Services	\$685,756.38
MTM Technologies	Annual Go-To-Meeting License	\$468.00
MTM Technologies	Annual Go-To-Meeting Storage	\$2,753.10
University of Georgia	Maintain webinar files for agency	\$1,000.00
University of North Texas	1 Year Tech Support Tx Heritage Online	\$9,000.00
	TOTAL, 7275 - Computer Programming Services	\$13,221.10
Intersect Systems, Inc.	Data Processing Services	\$5,316.02
	TOTAL, 7284 - Data Processing Services	\$5,316.02
Texas Dept. of Information Resources	Data Center Services chargeback	\$384,477.38
	TOTAL, 7285 - Computer Svcs, Statewide Tech Ctr	\$384,477.38
TOTAL, ALL PROFESSIONAL SERVICES		\$1,377,581.84
		\$1,377,581.84

Source: USAS DAFR8960 PY2015; USAS DAFR8590 as of 8/31/2015

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Texas State Library and Archives Commission (306)

Schedule of State-Owned or Leased Vehicles Used by State Employees

For the Fiscal Year Ended August 31, 2015

Vehicle	Authorized Driver	Job Title	Reason for Authorization
1201 Brazos - Austin	Jasper Winters	Printing Services Technician	Runner for agency; backup mail technician
2014 Ford Cargo Van License 116-4594	Reymund Paramo	Mail/Receiving Technician	Serves as primary mail technician for the Commission
1011 FM 650 - Liberty	Alana Inman	Manager, Sam Houston Center	Runner for agency; backup mail technician
2002 Chevrolet Cargo Van License 839-417	Curtis Herman	Bldg. Maintenance Worker	Serves as primary mail technician for the Commission
	Kayla Burns	Admin. Assistant	Part-time administrative assistant
	Occasional Drivers		
	Laura Saegert	Asst. Director, Archives	Occasional circulation of records
	Rebecca Romanchuk	Archivist	Occasional circulation of records
	John Black	Archivist	Occasional circulation of records
	Tonia Wood	Archivist	Occasional circulation of records
4400 Shoal Creek - Austin	Drivers below are authorized to drive any vehicle listed for Shoal Creek facility.		
2010 FORD E250 Cargo Van License 107-1292	Shea, Michael	Records Center Manager	Occasional circulation of records to and from State Records Center
	Burton, Christopher	Records Center Driver	Regular circulation of records to and from the State Records Center
	Wright, Ralph	Records Center Coordinator	Occasional circulation of records to and from State Records Center
2009 FORD E250 Cargo Van License 107-1293	Holmes, Richard	Records Center Driver	Regular circulation of records to and from the State Records Center
	Bruton, Zachary	Records Center Driver	Regular circulation of records to and from the State Records Center
	Petrich, Rick	Records Center Driver	Regular circulation of records to and from the State Records Center
2000 Ford 3-ton Truck with box License 789-514	Puentes, Andres Jr.	Records Center Driver	Regular circulation of records to and from the State Records Center
	Wachsmann, Royce	Records Center Driver	Regular circulation of records to and from the State Records Center
2014 Ford Cargo Van License 116-4595			
2014 Ford Cargo Van License 116-4596			

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Texas State Library and Archives Commission (306)

SCHEDULE OF SPACE OCCUPIED

For the Fiscal Year Ended August 31, 2015

The Texas State Library and Archives Commission occupies rent-free floor space in state-owned buildings. The buildings listed below were in use at August 31, 2015. The agency does not currently lease any other space.

Location	Address	Square Footage by Type			BUILDING TOTAL	FTEs
		Office	Storage	Other		
Austin	Lorenzo de Zavala Archives & Library Building, Capitol Complex	19,609	61,403	4,901	85,913	129.08
Austin	Records Center and TBP Warehouse, 4400 Shoal Creek Boulevard	4,466	101,310	27,189	132,965	31.92
Liberty	Sam Houston Regional Library & Depository 650 FM 1011	8,454	9,336	-	17,790	5.50
Total Floor Space Occupied		<u>32,529</u>	<u>172,049</u>	<u>32,090</u>	<u>236,668</u>	<u>166.50</u>

FTE's **166.50** * Based on 9/1/2015 authorized positions
 Net Usable Square Footage/FTE **195.38**

See Appendix for copy of Master File Report Verification Form, per Texas Government Code, Section 2101.01157 (7) (A) (B).

Note:
 The square footage listed in the Storage and Other columns consists of library stacks and other library space, meeting rooms, loading docks, patron waiting areas and other space exempted and excluded per Texas Facility Commission rules.

Sources: TSLAC Floor Plan Records
 TFC 2015 Space Utilization Report

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Texas State Library and Archives Commission (306)

APPROPRIATION ITEM TRANSFERS*
For the Fiscal Year Ended August 31, 2015

ITEM OF APPROPRIATION

				<u>Transfers-In</u>	<u>Transfers-Out</u>	<u>Net Transfers</u>
A. Goal: Improve the Availability of Library and Information Services						
Strategies:						
A.1.1.	13001	Library Resource Sharing Svcs		\$ 9,153,448	\$ (9,125,846)	\$ 27,602
A.1.2.	13002	Aid to Local Libraries		17,790	(5,000)	12,790
A.2.1.	13004	Disabled Services		126,862	(63,689)	63,173
Total, Goal A Improve Library/Info Svcs.				<u>\$ 9,298,100</u>	<u>\$ (9,194,535)</u>	<u>\$ 103,565</u>
B. Goal: Public Access to Government Information						
Strategies:						
B.1.1	13005	Provide Access to Info & Archives		\$ 739,812	\$ (562,265)	\$ 177,547
Total, Goal E Access to Gov. Info.				<u>\$ 739,812</u>	<u>\$ (562,265)</u>	<u>\$ 177,547</u>
C. Goal: Cost-effective State/Local Records Management						
Strategies:						
C.1.1.	13006	Manage State/Local Records		457,808	(417,314)	40,494
Total, Goal C Records Management				<u>\$ 457,808</u>	<u>\$ (417,314)</u>	<u>\$ 40,494</u>
D. Goal: Indirect Administration				<u>\$ 454,673</u>	<u>\$ (439,823)</u>	<u>\$ 14,850</u>
NET APPROPRIATION ITEM TRANSFERS				<u>\$ 10,950,393</u>	<u>\$ (10,613,937)</u>	<u>\$ 336,456 *</u>

***Note:** This schedule does not include Benefit Replacement Pay transfers, Employee Benefit Transfers or Rider Reduction transfers at the agency level. Net transfers include Legislative Salary Transfers IN and DIR reductions at the Strategy level.

Source: SIRS Report: USAS Appropriation Financial Report; Detail by BT, AY, COBJ, AF, Appn Balance Type 03 and 04

Texas State Library and Archives Commission (306)

INDIRECT COST SCHEDULE

For the Fiscal Year Ended August 31, 2015

Fiscal Year 2015

A. Payroll-Related Costs

(must reconcile to Exhibit II, Annual Financial Report)

FICA Employer Matching Contribution	\$509,991.53	
Group Health Insurance	\$881,054.20	
Premium Health Care (PHC)	\$61,346.30	
Premium Retirement Contribution (PRC)	\$31,534.15	
Retirement	\$456,924.53	
Employee Retirement - Return to Work Assessment	\$13,521.45	
Unemployment	\$8,682.29	
Total Payroll-related Costs		\$ 1,963,054.45

Workers' Compensation	\$10,824.10	
Benefit Replacement Pay	\$29,245.03	
Total Workers' Compensation and BRP		\$ 40,069.13

B. Indirect Costs

(not reported on operation statements)

Retiree Health Insurance Assessment	\$66,516.52	
SWCAP Paid to Comptroller	\$41,072.34	
Total Indirect Costs (not reported on operating statements)		\$ 107,588.86

C. Indirect Costs - FY 2014 Statewide Full Cost Allocation Plan

Building Depreciation	\$ 842,074.00	
Comptroller of Public Accounts		
CPA Administration		
CPA Fiscal and ITD	31,495.00	
CPA Purchasing & Support (TPASS)	12,653.00	
CPA Rebates	(3,045.00)	
Department of Public Safety - Capitol Security	12,493.00	
OOG BPP & Financial Accountability	471.00	
Texas Facility Commission		
Planning and Asset Management	502,011.00	
Construction	-	
Facilities & Space Management		
Total Statewide Full Cost Allocation Plan		\$ 1,398,152.00

TOTAL INDIRECT COSTS \$ 3,508,864.44

Sources: MGT of America Report for FY2015 SWCAP Report
 DAFR 8590 - TSLAC 2015 Annual Financial Report
 USAS Screen 58 for Retiree Insurance Premium Assessed
 USAS Screen 49 for Unemployment Paid

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Texas State Library and Archives Commission (306)

HUB STRATEGIC PLAN PROGRESS REPORT

For the Fiscal Year Ended August 31, 2015

(Source: Texas Government Code, Section 2161.124)

Category	Actual for FY 14*	Actual for FY 15*	Goal for FY 16**
Heavy construction other than building contracts	N/A	N/A	11.20%
Building construction	N/A	N/A	21.10%
Special trade construction contracts	0.00%	10.08%	20.00%
Professional services contracts	43.56%	33.97%	23.60%
Other services contracts	1.07%	1.56%	5.00%
Commodities contracts	20.91%	13.88%	30.00%

* Actual = Percent spent with HUB vendors from Comptroller's HUB report; FY 2014 and FY 2015.

** Goal = TSLAC Strategic Plan goals for each relevant category; others are statewide goals.



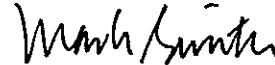
Prepared By

Donna Osborne, Chief Fiscal Officer

Printed Name

512-463-5440

Phone Number



APPROVED BY

(Signature Required)

Mark Smith, Director and Librarian

Printed Name

512-463-5459

Phone Number

Sources: 2014 and 2015 HUB Consolidated Agency Report, CPA

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Texas State Library and Archives Commission (306)

HUB EXPENDITURE ANALYSIS

For the fiscal Year Ended August 31, 2015

COMPARISON TO STATEWIDE HUB PROCUREMENT GOALS

A. Fiscal Year 2014-2015 HUB Expenditure Information

FY 2015 Other Services Detail

Procurement Category	Statewide HUB Goals	Adjusted HUB Expenditures FY 2014		Total Expenditures FY 2014	Adjusted HUB Expenditures FY 2015		Total Expenditures FY 2015	% of Other Services	Other Services
		HUB %	HUB \$		HUB %	HUB \$			
Heavy Construction	11.2%	0.00%	\$0	\$0	0.00%	\$0	\$65	1.3%	\$11,301,207 Shared Databases & Online
Building Construction	21.1%	0.00%	\$0	\$0	0.00%	\$0	\$0	0.3%	\$161,334 Library/Archival Services, non-books
Special Trade	32.7%	0.00%	\$0	\$70,504	10.08%	\$13,303	\$132,036	9.5%	\$43,189 Insurance Procured by SORM
Professional Services	23.6%	43.56%	\$51,300	\$117,771	33.97%	\$16,400	\$48,273		\$1,214,113 Other
Other Services	24.6%	1.07%	\$137,183	\$12,862,437	1.56%	\$198,108	\$12,719,843	100.0%	\$12,719,843 Total, Other Services, FY 15
Commodities	21.0%	21.17%	\$215,258	\$1,016,817	13.88%	\$136,969	\$987,043	16.32%	\$1,214,113 Adjusted Percentage, Other Services
		2.87%	\$403,741	\$14,067,529	2.63%	\$364,780	\$13,887,260	14.11%	\$2,586,053 If Proprietary Purchases excluded

B. Assessment of Fiscal Year 2014 - 2015 Efforts to Meet HUB Procurement Goals Attainment:

The agency attained or exceeded two of the applicable statewide HUB procurement goals in FY 2014 and one of the goals for FY 2015.

The agency's performance in the Professional Services category for FY 2014 was 43.56%; performance for FY 2015 will increase upon payment of the final internal audit invoice.

Current performance in this category is 33.97%; upon final payment, the performance will increase to 50%.

The agency exceeded the statewide goal for the Commodities category in fiscal year 2014, but fell below the statewide goal in fiscal year 2015 by 7.12%.

The agency achieved 2.85% expenditures with HUBs for overall expenditures in 2014 and 2.63% in 2015.

Applicability: The Heavy Construction and Building Construction categories were not applicable to agency operations in fiscal 2014 or 2015.

Factors Affecting Attainment:

Most of the Special Trades category involves expenditures for the agency's facilities in Liberty, Texas, and there are few HUB vendors in this location.

In addition, expenditures with Simplex Grinnell (\$28,678) were not indicated correctly as a Term Contract on the HUB report; if corrected, our performance would be 13%.

The amount recorded in Heavy Construction for FY 2015 is classified incorrectly on the HUB report; there were no expenditures in this category in FY 2015.

The agency's largest expenditures involve the purchase of statewide access to electronic databases (88.8% of the Other Services purchases, and 81.4% of ALL purchases), and the addition of K-12 databases (TexQuest program) in FY 2014 reduced the attainment percentages in both FY 2014 and 2015 in the Other Services category.

Because these items are proprietary, and there are no HUB vendors available, these purchases skew the numbers in this category, but also for the agency's overall HUB performance. In addition, the agency purchases various library and archive-specific services that are not available from HUB sources and purchased insurance through the SORM programs. As a result, these items also skew the numbers for the Other Services category. If we evaluate the agency's expenditures without these proprietary and/or sole-source items, the agency's performance in the Other Services category would be 16.32% in this category.

The Professional Services category goal was met in 2014 as this reflects primarily the agency's contract for internal auditing services.

We rebid these services and obtained a HUB vendor for the contract that began in 2014. The final performance in FY 2015 will be 50%, upon payment of the final invoice. As a result, our performance in this category will be almost twice the state's goal in both years.

"Good Faith" Efforts:

The agency has made the following good faith efforts to comply with statewide HUB procurement goals, per 1 TAC Section 111.13c:

- participated in Purchasing related events sponsored by the Texas Comptroller and other state entities
- searched the Central Master Bidders List for HUB vendors for all procurements prior to awarding contracts
- encouraged all potential, qualified vendors to become certified as HUB vendors
- encouraged program staff to seek qualified HUB vendors, even on small procurements

Source: FY 2014 and FY 2015 Agency HUB Summary Report, CPA

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SCHEDULE OF VEHICLE PURCHASES

For the Fiscal Year Ended August 31, 2015

The Texas State Library and Archives Commission did not purchase any new vehicles in Fiscal Year 2015.

Make and Model	Purchase Price	Type of Use	Fuel Efficiency
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SCHEDULE OF ITEMIZED PURCHASE

August 31, 2015

<u>Vendor Name</u>	<u>Product Purchased</u>	<u>Amount</u>
Fittz & Shipman	Investigation, evaluation and preliminary master plan design work for capital project at agency's facilities in Liberty, Texas	\$13,317.50

Justification

Fittz & Shipman was the vendor for prior sitework at the agency's facilities in Liberty, Texas. Because of the unique soil conditions in the region, the agency determined this vendor the most qualified to perform the services needed under this capital project.

Gupta Technologies	Computer Programming Services	NTE \$20,000.00
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Justification

This purchase was a blanket order for computer programming services on an as-needed basis for maintenance/repairs to an older information system used by the Talking Book Program (TBP). The system is written in Unify computer language, and Gupta Technologies is the local representative. DIR Exemption Approval #WA-07-12-5712.

Gupta Technologies	Maintenance agreement for Unify software used by TBPC's ILS	\$9,200.00
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Justification

This purchase was for software maintenance on an older information system used by the Talking Book Program. The system is written in Unify computer language, and Gupta Technologies is the local representative. DIR Exemption Approval #WA-07-12-5712.

Harwood Institute for Public Innovation	Deliver the Public Innovators Lab, a 3-day workshop, in three different locations in Texas; each site for 100 participants	\$24,950.00
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Justification

The Public Innovators Lab is part of the Libraries Transforming Communities, a nationwide initiative in partnership with the Bill & Melinda Gates Foundation, the Institute of Museum & Library Services (TSLAC's federal cognizant agency), and the American Library Association developed to strengthen the role of local librarians as core community leaders and to provide librarians the resources needed to become change-agents at the local level.

OCLC Online Computer Library Center, Inc.	WebJunction and SkillSoft Training Services for Librarians working in Texas libraries	\$336,000.00
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Justification

OCLC is the only vendor that offers the unique suite of training sessions that will best benefit librarians across Texas. In addition, OCLC offers a single portal for librarians to access training continuing education (CE) certificates, making it easy to document the credits needed to maintain professional certifications.

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SCHEDULE OF BONDED EMPLOYEES

August 31, 2015

Not Applicable

SCHEDULE OF AIRCRAFT OPERATION

August 31, 2015

Not Applicable

Recycled, Remanufactured and Environmentally Sensitive Purchases Report

No Longer Required for Fiscal Year 2015

Appendix

Fiscal Year 2015 Nonfinancial Data Report

Texas State Library and Archives Commission

MASTER FILE REPORT VERIFICATION FORM

Texas State Library and Archives Commission
NAME OF AGENCY

306
AGENCY #

Yes, the information contained in the Master File Report dated 9/18/15
is a complete and correct listing of all my agency's land and building records.

No, the information contained in the Master File Report dated _____, is
not a complete and correct listing of my agency's land and building records. All discrepancies
will be corrected no later than fifteen days from the date of the Master File Report. The Texas
General Land Office will be notified of the corrections to the report.

Donna Osborne
Property Manager
(please print or type)

Donna Osborne
Signature

9/21/15
Date

The Texas General Land Office hereby
Certifies that the above stated agency is
in Compliance with the real property
inventory reporting requirements as
stated in Texas Natural Resources Code,
§ NRC 31.153 - 31.156, et seq.

9-21-15
Date

Shaun Seale
Shaun Seale
State Real Property Inventory Manager