



TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

ANNUAL REPORT OF NONFINANCIAL DATA

FOR THE YEAR ENDED AUGUST 31, 2017

Mark Smith
Director and Librarian



December 20, 2017

The Honorable Greg Abbott, Governor
Ms. Lisa Collier, CPA, First Assistant State Auditor
Ms. Ursula Parks, Director, Legislative Budget Board

Dear Governor Abbott, Ms. Collier 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, 2017, 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,

A handwritten signature in black ink that reads "Mark Smith".

Mark Smith
Director and Librarian

xc: Legislative Reference Library

Lorenzo de Zavala
State Archives and
Library Building

1201 Brazos Street
Austin, Texas
78701

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

www.tsl.texas.gov

Commission Chairman
Michael C. Waters

Members
Sharon T. Carr
F. Lynwood Givens
Larry G. Holt
Martha Wong

Director and Librarian
Mark Smith

TEXAS STATE LIBRARY AND ARCHIVES COMMISSION
AGENCY 306

2017 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 Vendor List	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	

*** Pending updated numbers on Statewide Cost Allocation Plan;
per instructions from Governor's Office of Budget and Policy,
form will be submitted separately.**

Texas State Library and Archives Commission (306)

SCHEDULE OF PROFESSIONAL AND CONSULTING FEES

For the Fiscal Year Ended August 31, 2017

Name	Services Performed	Total	
Himmel & Wilson Library Consultants	Evaluation of TSLAC 5-year Plan	\$65,000.00	
	TOTAL, 7239 - Consulting Services Approved by Gov. Office		\$65,000.00
Digital Intelligence, Inc.	Digital Forensics with FRED Training	\$2,000.00	
Northeast Document Conservation	Webinar/Training Fee	\$75.00	
Society of American Archivists	Webinar/DAS Exam Fees	\$1,017.00	
Foundation of American Institute of Archivist	Webinar/Training Fee	\$57.00	
Denise Guckert-Von Ehren	Digital Literacy Toolkit Review	\$5,000.00	
Workers Assistance Program, Inc.	Educational/Training Services	\$700.00	
Comedy Defensive Driving, Inc.	Driver education training	\$25.00	
Curtis Herman - reimbursement	Driver education training	\$29.00	
	TOTAL, 7243 - Education/Training Services		\$8,903.00
Garza & Gonzales	Internal audit services	\$26,736.00	
Rupert & Associates	Prepare agency's AFR report	\$10,000.00	
	TOTAL, 7245 - Financial/Accounting Services		\$36,736.00
Alliance Work Partners	Employee Assistance Program	\$5,440.68	
Region XX Education Service Center	K-12 Program coordination services	\$263,293.75	
The University of Texas at Austin	Update Eco. Benefit of Tx Libraries Study	\$28,735.41	
	TOTAL, 7253 - Other Professional Services		\$297,469.84
Catapult Systems, LLC	Maintenance for GMS	\$925.00	
Net Solutions Parent LLC	Web Domain Registration for THRAB	\$41.97	
	TOTAL, 7275 - Computer Programming Services		\$966.97
Texas Dept. of Information Resources	Data Center Services chargeback	\$412,069.47	
	TOTAL, 7285 - Computer Svcs, Statewide Tech Ctr		\$412,069.47
TOTAL, ALL PROFESSIONAL SERVICES		\$821,145.28	\$821,145.28

Source: USAS DAFR8960 PY2017; DAFR 8590 from AFR

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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, 2017

Vehicle	Authorized Driver	Job Title	Reason for Authorization
1201 Brazos - Austin 2014 Ford Cargo Van License 116-4594	Jasper Winters	Inventory and Print Coordinator	Runner for agency; backup mail technician
	Daniel Shallue	Facility and Mail Coordinator	Serves as primary mail technician for the Commission
	Occasional Drivers		
	Laura Saegert	Asst. Director, Archives	Occasional circulation of records
	Rebecca Romanchuk	Archivist	Occasional circulation of records
	John (Tony) Black	Archivist	Occasional circulation of records
	Tonia Wood	Archivist	Occasional circulation of records
	Steven Kantner	E-Records	Occasional circulation of records
	Kathleen Walls	Reader Services	Occasional circulation of records
1011 FM 650 - Liberty 2002 Chevrolet Cargo Van License 839-417	Alana Inman	Manager, Sam Houston Center	Runner for agency; backup mail technician
	Curtis Herman	Bldg. Maintenance Worker	Serves as primary mail technician for the Commission
	Kayla Burns	Admin. Assistant	Part-time administrative assistant
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 Specialist	Regular circulation of records to and from the State Records Center
	Nicholas Kioso	Records Center Specialist	Occasional circulation of records to and from State Records Center
2009 FORD E250 Cargo Van License 107-1293	Holmes, Richard	Records Center Specialist	Regular circulation of records to and from the State Records Center
	Bruton, Zachary	Circulation Lead	Regular circulation of records to and from the State Records Center
	Petrich, Rick	Inventory Coordinator	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 Specialist	Regular circulation of records to and from the State Records Center
	Wachsmann, Royce	Records Center Specialist	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			
	Source: 2017 List of Agency Drivers		

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Texas State Library and Archives Commission (306)

SCHEDULE OF SPACE OCCUPIED

For the Fiscal Year Ended August 31, 2017

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, 2017. 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	129.50
Austin	Records Center and TBP Warehouse, 4400 Shoal Creek Boulevard	4,466	101,310	27,189	132,965	35.50
Liberty	Sam Houston Regional Library & Depository 650 FM 1011	8,454	9,336	-	17,790	4.50
Total Floor Space Occupied		<u>32,529</u>	<u>172,049</u>	<u>32,090</u>	<u>236,668</u>	<u>169.50</u>

Authorized FTE's 169.50 * Based on 9/1/2017 appropriation
Net Usable Square Footage/FTE 191.91

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 2017 Space Utilization Report
4th Quarter FY 17 Hours Worked Report, adjusted for 9/1/17 employment

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Texas State Library and Archives Commission (306)

APPROPRIATION ITEM TRANSFERS*
For the Fiscal Year Ended August 31, 2017

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	\$ 14,347,026	\$ (14,169,911)	\$ 177,115
A.1.2.	13002	Aid to Local Libraries	168,304	(32,000)	136,304
A.2.1.	13004	Disabled Services	138,916	(330,846)	(191,930)
Total, Goal A: Improve Library/Info Svcs.			<u>\$ 14,654,246</u>	<u>\$ (14,532,757)</u>	<u>\$ 121,489</u>
B. Goal: Public Access to Government Information					
Strategies:					
B.1.1	13005	Provide Access to Info & Archives	\$ 848,914	\$ (848,461)	\$ 453
Total, Goal B: Access to Gov. Info.			<u>\$ 848,914</u>	<u>\$ (848,461)</u>	<u>\$ 453</u>
C. Goal: Cost-effective State/Local Records Management					
Strategies:					
C.1.1.	13006	Manage State/Local Records	40,662	(21,513)	19,149
Total, Goal C: Records Management			<u>\$ 40,662</u>	<u>\$ (21,513)</u>	<u>\$ 19,149</u>
D. Goal: Indirect Administration			<u>\$ 460,660</u>	<u>\$ (473,723)</u>	<u>\$ (13,063)</u>
NET APPROPRIATION ITEM TRANSFERS			<u>\$ 16,004,482</u>	<u>\$ (15,876,455)</u>	<u>\$ 128,028 *</u>

***Note:** This schedule does not include Benefit Replacement Pay transfers or Employee Benefit Transfers.
Net transfers include Legislative Salary Transfers IN at the Strategy level.

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

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Texas State Library and Archives Commission (306)

INDIRECT COST SCHEDULE

For the Fiscal Year Ended August 31, 2017

Fiscal Year 2017

Note: SWCAP information not available; will submit this schedule separately when information is available from Governor's Office of Budget and Policy

A. Payroll-Related Costs <i>(must reconcile to Exhibit II, Annual Financial Report)</i>	
Total Payroll-related Costs	\$ -
Total Workers' Compensation and BRP	\$ -
B. Indirect Costs	
Total Indirect Costs <i>(not reported on operating statements)</i>	\$ -
C. Indirect Costs - FY 2016 Statewide Full Cost Allocation Plan	
Total Statewide Full Cost Allocation Plan	\$ -
TOTAL INDIRECT COSTS	\$ -

Sources: MGT of America Report for FY2016 SWCAP Report; data not yet available
DAFR 8590 - TSLAC 2017 Annual Financial Report
USAS Screen 58 for Retiree Insurance Premium Assessed

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Texas State Library and Archives Commission (306)


HUB STRATEGIC PLAN PROGRESS REPORT
 For the Fiscal Year Ended August 31, 2017

(Source: Texas Government Code, Section 2161.124)

Category	Actual for FY 15*	Actual for FY 16*	Goal for FY 17**
Heavy construction other than building contracts	N/A	0.00%	11.20%
Building construction	N/A	0.00%	21.10%
Special trade construction contracts	10.10%	2.28%	5.00%
Professional services contracts	34.00%	72.78%	25.00%
Other services contracts	1.60%	10.00%	2.00%
Commodities contracts	13.90%	26.70%	15.00%


* Actual = Percent spent with HUB vendors from Comptroller's HUB report: FY 2015 and FY 2016.

** 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
 Printed Name

512-463-5459
 Phone Number

Sources: 2015 and 2016 HUB Consolidated Agency Report, CPA

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LIST OF HUB VENDORS REPORT
For the Fiscal Year Ended August 31, 2017

<u>VENDOR NAME</u>	<u>HUB/</u>	<u>ETH</u>	<u>DOLLAR AMOUNT</u>
SPECIAL TRADE:			
SHI GOVERNMENT SOLUT	HUB	AS	\$140.00
RIGHTWAY CONNECTIONS	HUB	HI	\$410.00
TOTAL SPECIAL TRADE			\$550.00
PROFESSIONAL SERVICES:			
GARZA/GONZALEZ	HUB	HI	\$26,736.00
TOTAL PROFESSIONAL SERVICES			\$26,736.00
OTHER SERVICES:			
AMTEX SCALE & SYSTEM	HUB	WO	\$250.00
COMMUNICATION BY HAN	HUB	WO	\$116.00
FLORES AND ASSOCIATE	HUB	HI	\$85.00
IBRIDGE GROUP INC	HUB	WO	\$1,125.51
LANGUAGE USA INC	HUB	WO	\$405.23
PRECISION MICROGRAPH	HUB	WO	\$7,774.63
QA SYSTEMS INC	HUB	HI	\$255.00
SHARON RUTH PIKE DBA	HUB	WO	\$160.00
SHI GOVERNMENT SOLUT	HUB	AS	\$6,884.00
TOTAL OTHER SERVICES			\$17,055.37

<u>VENDOR NAME</u>	<u>HUB/</u>	<u>ETH</u>	<u>DOLLAR AMOUNT</u>
COMMODITY PURCHASING :			
AHI ENTERPRISES LLC	HUB	WO	\$7,663.06
ALL BUSINESS MACHINE	HUB	WO	\$7.47
BULLCHASE INC	HUB	WO	\$140.96
CSG/COMPUTER SUPPORT	HUB	WO	\$14,027.00
EAGLE PRIDE SUPPLY	HUB	BL	\$17.55
FLORES AND ASSOCIATE	HUB	HI	\$384.00
GTS TECHNOLOGY SOLUT	HUB	WO	\$2,377.92
JUST PAPERS	HUB	WO	\$636.60
SHARON RUTH PIKE DBA	HUB	WO	\$212.00
SHI GOVERNMENT SOLUT	HUB	AS	\$17,916.93
SPECTRUM IMAGING TEC	HUB	HI	\$72,851.56
SUMMUS INDUSTRIES IN	HUB	BL	\$39,136.53
TIER ONE PARTNERS AL	HUB	BL	\$928.76
V QUEST OFFICE MACHI	HUB	WO	\$1,446.55
WORTHINGTON PAPER CO	HUB	BL	\$681.04
TOTAL COMMODITIES			\$158,427.93
TOTAL SPENT WITH HUB VENDORS			\$202,769.30

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Texas State Library and Archives Commission (306)

SCHEDULE OF VEHICLE PURCHASES

For the Fiscal Year Ended August 31, 2017

The Texas State Library and Archives Commission did not purchase any new vehicles in Fiscal Year 2017.

Make and Model	Purchase Price	Type of Use	Fuel Efficiency
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SCHEDULE OF BONDED EMPLOYEES

August 31, 2017

Not Applicable

SCHEDULE OF AIRCRAFT OPERATION

August 31, 2017

Not Applicable

Recycled, Remanufactured and Environmentally Sensitive Purchases Report

No Longer Required for Fiscal Year 2017

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Texas State Library and Archives Commission (306)

SCHEDULE OF ITEMIZED PURCHASE

August 31, 2017

<u>Vendor Name</u>	<u>Product Purchased</u>	<u>Amount</u>
Collaborative Summer Library Program <i>Justification</i> As a member of the CSLP, the agency is able to purchase and provide comprehensive Summer Reading Program materials in bulk and provide them directly to Texas libraries.	Annual membership dues for the 2017 program year	\$1,833.00
Collaborative Summer Library Program <i>Justification</i> This vendor is the sole provider of licensed Collaborative Summer Library Program (CSLP) reading materials for libraries. As a member of the CSLP, the agency is able to purchase and provide comprehensive Summer Reading Program materials directly to Texas libraries.	2017 Collaborative Summer Reading Program printed materials and other collateral items for Summer Reading Program	\$8,725.00
Enfold Systems, Inc. <i>Justification</i> One year subscription to provide websites for Texas public libraries unable to develop their own websites with local resources.	Website services for 210 libraries throughout Texas at a per library cost of \$36 per month/\$432 per year	\$90,720.00
The Harwood Institute for Public Innovators <i>Justification</i> The Harwood Institute designed a 90-minute refresher/follow up webinar for librarians who previously participated in the multi-day workshop on Community Engagement. The webinars were to allow librarians to seek help on implementation challenges in their communities.	90-minute refresher/follow up webinars provided to librarians throughout Texas who previously participated in the multi-day workshop on Community Engagement provided by the vendor	\$9,500.00
Literacy Texas <i>Justification</i> TSLAC participated in the Texas Literacy Conference during FY 2017 in support of a grant from the Texas Workforce Commission. Literacy Texas is the vendor for all costs related to the Conference.	Program costs for presentation at the 2017 Literacy Texas Conference	\$8,099.80
Library <i>Justification</i> The agency issued a Request for Information to determine availability of nationally-recognized training programs for librarians in early childhood that would also promote reading. We received one response for the Family Place program from the awarded vendor. The agency evaluated the Family Place Libraries program, developed under a collaboration between Libraries of the Future and Middle Country Public Library, and determined the program would meet the goals for the Texas program. The 2017 costs are for expansion of the program to other Texas librarians and libraries seeking to implement the program.	Registration for Texas librarians to participate in Family Place Libraries program	\$252,000.00
OCLC Online Computer Library Center, Inc. <i>Justification</i> All libraries participating in the ILL program in Texas use the multiple services under this contract to facilitate sharing local resources with other libraries throughout the state.	One year subscription to multiple library services utilized by Texas libraries participating in the Interlibrary Loan (ILL) program as part of the TexShare resource sharing program	\$2,064,521.79

Open Text, Inc	Unify A/SQL DS Software maintenance for the servers hosting the Talking Book Program's legacy ILS	\$9,200.00
<i>Justification</i>	This is the only vendor available to provide software maintenance on the platform used for the Talking Book Program's legacy Integrated Library System (ILS).	
Open Text, Inc	Computer programming services for Talking Book Program legacy ILS	\$20,000.00
<i>Justification</i>	Agency issued a blanket purchase order for as-needed repair/fixes for the Talking Book Program ILS; did not use any of the funds on this awarded contract.	
Simplex Grinnell	Installation of Ansul Sapphire fire suppression system in Sam Houston Center's renovated museum	\$50,971.34
<i>Justification</i>	This is the same system already installed in the Center's archival storage areas, and is the state-of-the-art fire protection system for historical documents. This vendor installed the initial system in the archival areas and the agency needed to have a single control panel and system for the Center. The controls are proprietary to this vendor.	
SirsiDynix	SirsiDynix Symphony SaaS subscription including Symphony Core, test system, SmartPORT, and NCIP	\$74,035.55
<i>Justification</i>	This is an annual subscription to an online catalog system used to maintain the agency's various library collections, including the Talking Book Program, Library Science collection, and the collection available in our public service areas.	

Appendix

Fiscal Year 2017 Nonfinancial Data Report Texas State Library and Archives Commission

MASTER FILE REPORT VERIFICATION FORM

Texas State Library & Archives
NAME OF AGENCY Commission 306
AGENCY #

Yes, the information contained in the Master File Report dated 09/21/17
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

10/30/17
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.

10-31-17
Date

Shaun Seale
Shaun Seale
State Real Property Inventory Manager