

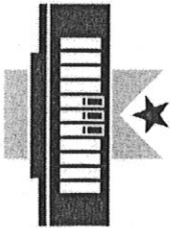


**TEXAS STATE LIBRARY AND ARCHIVES COMMISSION**

**ANNUAL REPORT OF NONFINANCIAL DATA**

**FOR THE YEAR ENDED AUGUST 31, 2019**

**Mark Smith**  
**Director and Librarian**



TEXAS STATE  
**LIBRARY**  
**ARCHIVES**  
COMMISSION

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](http://www.tsl.texas.gov)

Commission Chairman  
Michael C. Waters

Members

David C. Garza  
F. Lynwood Givens  
Larry G. Holt  
Arthur T. Mann  
Darryl Tocker  
Martha Wong

Director and Librarian  
Mark Smith

Assistant State Librarian  
Gloria Meraz

**TSLAC**  
Preserving yesterday  
Informing today  
Inspiring tomorrow

December 20, 2019

The Honorable Greg Abbott, Governor  
Ms. Lisa Collier, CPA, First Assistant State Auditor  
Mr. John McGeady, Legislative Budget Board

Dear Governor Abbott, Ms. Collier and Mr. McGeady:

We are pleased to submit the Texas State Library and Archives Commission *Annual Report of Nonfinancial Data* for the year ended August 31, 2019, 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](mailto:dosborne@tsl.texas.gov).

Sincerely,

Mark Smith  
Director and Librarian

xc: Legislative Reference Library

TEXAS STATE LIBRARY AND ARCHIVES COMMISSION  
AGENCY 306

**2018 Nonfinancial Data Report**

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\* Agency not listed on mandatory reporting agencies

Texas State Library and Archives Commission (306)

**SCHEDULE OF PROFESSIONAL AND CONSULTING FEES**

For the Fiscal Year Ended August 31, 2019

Name	Services Performed	DAFR 8960	Total
Central Texas Library System	Edge Assessments & Administrative Fees	\$2,250.00	
	<b>TOTAL, 7240- Consultant Services-Other</b>		<b>\$2,250.00</b>
Society of American Archivists	Webcast/Exams	\$634.00	
	<b>TOTAL, 7243 - Education/Training Services</b>		<b>\$634.00</b>
Weaver & Tidwell LLP	Internal Auditing Services	\$95,921.23	
Garza & Gonzalez	Internal Auditing Services	\$56,475.00	
Rupert & Associates	AFR Preparation Services	\$10,000.00	
Texas Workforce Commission	Audit	\$2,268.00	
	<b>TOTAL, 7245 - Financial/Accounting Services</b>		<b>\$164,664.23</b>
Preservation Technologies LP	Audio Preservation	\$3,085.00	
Texas Facilities Commission	Pest Control Services	\$1,800.00	
Johnson Control Security Solutions LLC	Annual Monitoring and Annual Maint	\$970.95	
Education Service Center Region 20	TexQuest Support Services	\$210,972.90	
Workers Assistance Program Inc	Employee Assistance Program	\$4,669.56	
Graham Kelly Greene	Filming & Editing Video	\$700.00	
Karolyn E Cullars	Back-Flow Preventer Test	\$250.00	
	<b>TOTAL, 7253 - Other Professional Services</b>		<b>\$222,448.41</b>
Texas Facilities Commission	Processed a Refund of Prior Year Expenditure	-\$565.40	
	<b>TOTAL, 7256 - Architect/Engineering Services</b>		<b>-\$565.40</b>
Texas Dept. of Information Resources	Data Center Services chargeback	\$370,887.81	
	<b>TOTAL, 7285 - Computer Svcs, Statewide Tech Ctr</b>		<b>\$370,887.81</b>
	<b>TOTAL, ALL PROFESSIONAL SERVICES</b>		<b>\$760,319.05</b>

Source: USAS DAFR8960 PY2019; DAFR 8590 from AFR

**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, 2019*

Vehicle	Authorized Driver	Job Title	Reason for Authorization
<b>1201 Brazos - Austin</b>	Jasper Winters	Inventory and Print Coordinator	Runner for agency; backup mail technician
2014 Ford Cargo Van License 116-4594	Daniel Shallue	Facility and Mail Coordinator	Serves as primary mail technician for the Commission
<b>Occasional Drivers</b>			
	Laura Saegert	Asst. Director, Archives	Occasional circulation of records
	Rebecca Romanchuk	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 TBP materials
<b>1011 FM 650 - Liberty</b>	Alana Inman	Manager, Sam Houston Center	Runner for agency; backup mail technician
2002 Chevrolet Cargo Van License 839-417	Kayla Burns	Admin. Assistant	Administrative assistant
	Terry Carroll	Bldg. Maintenance Worker	Serves as primary mail technician for the Facility

<b>Drivers below are authorized to drive any vehicle listed for Shoal Creek facility.</b>			
	Riley, Dee	Records Center Manager	Occasional circulation of records to and from State Records Center
2010 FORD E250 Cargo Van License 107-1292	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	Puentes, Andres Jr.	Records Center Specialist	Regular circulation of records to and from the State Records Center
License 789-514	Wachsmann, Royce	Records Center Specialist	Regular circulation of records to and from the State Records Center
2014 Ford Cargo Van License 116-4595	Clarence Victorian	Records Center Specialist	Regular circulation of records to and from the State Records Center
	Leshar Roper	Records Center Specialist	Regular circulation of records to and from the State Records Center
	Wright, Ralph	Admin. Assistant	Occasional circulation of records to and from State Records Center

Source: 2019 List of Agency Drivers  
 2019 List of Agency Vehicles

Unaudited

**Texas State Library and Archives Commission (306)**

**SCHEDULE OF SPACE OCCUPIED**

For the Fiscal Year Ended August 31, 2019

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, 2019. 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	128.50
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	5.50
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 9/1/2019 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 2018 Space Utilization Report  
9/1/19 Staffing Charts from HR

**Unaudited**  
**Texas State Library and Archives Commission (306)**

**APPROPRIATION ITEM TRANSFERS\***  
 For the Fiscal Year Ended August 31, 2019

ITEM OF APPROPRIATION	Transfers-In	Transfers-Out	Net Transfers
<b>A. Goal: Improve the Availability of Library and Information Services</b>			
Strategies:			
A.1.1. 13001 Library Resource Sharing Svcs	\$ 14,674,013	\$ (13,766,671)	\$ 907,342
A.1.2. 13002 Aid to Local Libraries	106,487	(742,668)	(636,181)
A.2.1. 13004 Disabled Services	315,054	(424,072)	(109,018)
<b>Total, Goal A: Improve Library/Info Svcs.</b>	<b>\$ 15,095,554</b>	<b>\$ (14,933,411)</b>	<b>\$ 162,143</b>
<b>B. Goal: Public Access to Government Information</b>			
Strategies:			
B.1.1 13005 Provide Access to Info & Archives	\$ 838,740	\$ (935,838)	\$ (97,098)
<b>Total, Goal B: Access to Gov. Info.</b>	<b>\$ 838,740</b>	<b>\$ (935,838)</b>	<b>\$ (97,098)</b>
<b>C. Goal: Cost-effective State/Local Records Management</b>			
Strategies:			
C.1.1. 13006 Manage State/Local Records	41,767	(37,722)	4,045
<b>Total, Goal C: Records Management</b>	<b>\$ 41,767</b>	<b>\$ (37,722)</b>	<b>\$ 4,045</b>
<b>D. Goal: Indirect Administration</b>	<b>\$ 438,886</b>	<b>\$ (491,732)</b>	<b>\$ (52,846)</b>
<b>NET APPROPRIATION ITEM TRANSFERS</b>	<b>\$ 16,414,947</b>	<b>\$ (16,398,703)</b>	<b>\$ 16,244 *</b>

\*Note: This schedule does not include Benefit Replacement Pay transfers or Employee Benefit Transfers.

**Source:** SIRS Report: USAS Appropriation Financial Report; Detail by BT, AY, COBJ, AF, Appn  
 Balance Type 03 and 04, AY 2019

Unaudited

**Texas State Library and Archives Commission (306)**

**INDIRECT COST SCHEDULE**

*For the Fiscal Year Ended August 31, 2019*

**Fiscal Year 2019**

**Indirect Cost Schedule not required for Agency 306**



*Unaudited*  
**Texas State Library and Archives Commission (306)**

**HUB STRATEGIC PLAN PROGRESS REPORT**

For the Fiscal Year Ended August 31, 2019

(Source: Texas Government Code, Section 2161.124)

Category	Actual for FY 18*	Actual for FY 19*	Goal for FY 19**
Heavy construction other than building contracts	0.00%	0.00%	11.20%
Building construction	0.00%	0.00%	21.10%
Special trade construction contracts	0.00%	28.63%	5.00%
Professional services contracts	0.00%	34.78%	25.00%
Other services contracts	0.31%	0.12%	2.00%
Commodities contracts	0.80%	17.53%	15.00%

\* **Actual** = Percent spent with HUB vendors from Comptroller's HUB report: FY 2018 and FY 2019.

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

Note: The agency procures online databases for statewide use within the TexShare and TexQuest programs. There are no HUB vendors in the marketplace, and the total procured during FY 19 was \$17,712,580, or 89.7% of the total agency expenditures in FY 19. If these procurements were excluded, the agency would be at 7.22% overall purchases with HUBs and at 6.56% for the Other Services category.

  
 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: 2018 and 2019 HUB Consolidated Agency Report, CPA

*Unaudited*  
**Texas State Library and Archives Commission (306)**

**LIST OF HUB VENDORS REPORT**

For the Fiscal Year Ended August 31, 2019

VENDOR NAME	HUB/	ETH	DOLLAR AMOUNT	VENDOR NAME	HUB/	ETH	DOLLAR AMOUNT
<b>SPECIAL TRADE:</b>							
Alpha Building Corp.	HUB	WO	\$13,835.19	AHI Enterprises LLC *	HUB	WO	\$1,113.10
TSP Specialty Products	HUB	HI	\$2,006.00	Boxes 4 U INC	HUB	HI	\$1,583.20
<b>TOTAL SPECIAL TRADE</b>			<b>\$15,841.19</b>	Bulchase INC	HUB	WO	\$20.50
<b>PROFESSIONAL SERVICES:</b>							
Garza/Gonzalez	HUB	HI	\$56,475.00	Contessa Gallery	HUB	HI	\$1,655.00
<b>TOTAL PROFESSIONAL SERVICES</b>			<b>\$56,475.00</b>	DataXport NET LLC	HUB	HI	\$2,657.91
<b>OTHER SERVICES:</b>							
Brightleaf Group	HUB	WO	\$8,742.77	Dream Ranch Office	HUB	WO	\$196.50
Dataxport NET LLC	HUB	HI	\$477.93	Gonzalez OP	HUB	HI	\$11.50
Flores & Associates	HUB	HI	\$305.86	GTS Technology Solutions	HUB	WO	\$4,376.01
Language USA INC	HUB	WO	\$81.84	Icaught Incorporated	HUB	WO	\$19,598.31
Precision Micrographics	HUB	WO	\$4,244.28	Industrial Solutions	HUB	WO	\$181.42
Rightway Connections	HUB	HI	\$350.00	JEH-EAS INC	HUB	WO	\$14,865.00
SHI Government Solutions	HUB	AS	\$7,647.50	Just Papers	HUB	WO	\$1,471.00
Universe Technical	HUB	WO	\$542.36	Pro Graphix	HUB	WO	\$212.00
<b>TOTAL OTHER SERVICES</b>			<b>\$22,392.54</b>	San Angelo Cross Tex	HUB	WO	\$414.39
				SHI Government Solutions	HUB	AS	\$21,159.84
				Techcenter Design INC	HUB	WO	\$14,688.28
				Tejas Office Product	HUB	HI	\$53.06
				V Quest Office Machines	HUB	WO	\$18,031.87
				<b>TOTAL COMMODITIES</b>			<b>\$102,288.89</b>
<b>Subcontracting Expenditures</b>							
<b>TOTAL SUBCONTRACTING</b>							<b>\$0.00</b>
<b>TOTAL SPENT WITH HUB VENDORS</b>							<b>\$196,997.62</b>

\* Note: This report includes \$719.32 spent with AHI that was excluded from the Summary report as the items were also on Term Contract. To ensure consistency with the CPA Summary Report, these amounts were excluded from the amounts reported on the HUB report.

UNAUDITED

## Texas State Library and Archives Commission (306)

### SCHEDULE OF VEHICLE PURCHASES

For the Fiscal Year Ended August 31, 2019

The Texas State Library and Archives Commission did not purchase any new vehicles in Fiscal Year 2019.

Make and Model	Purchase Price	Type of Use	Fuel Efficiency
----------------	----------------	-------------	-----------------

**SCHEDULE OF ITEMIZED PURCHASE**

August 31, 2019

<u>Vendor Name</u>	<u>Product Purchased</u>	<u>Amount</u>
Data Management Inc <i>Justification</i> Required by National Library Services. Preferred vendor for other Talking Book programs to facilitate reporting	WebREADS Maintenance 9/1/2018-8/31/2019	\$50,796.00
Demco Inc <i>Justification</i> This Vendor is the sole provider of the licensed Collaborative Summer Library Reading Program materials used by libraries throughout the state of Texas. These materials are purchased under the Direct Publications legal cite. As a member of CSLP, the agency is able to purchase and provide comprehensive materials directly to Texas libraries.	2019 Collaborative Summer Library Program materials for various libraries FY19 - (Must be ordered early)	\$147,938.41
Impact Online Inc DBA <i>Justification</i> Part of IMLS Get Involved Collaboration effort	One-year subscription to Hindenburg ABC at Non-profit rate; includes processing fee	\$12,500.00
Mamava Inc <i>Justification</i> No resellers-Only product available designed specifically for lactation purposes.	Mamava ADA Lactation Pod w/stock graphics, fridge-ready, shipping, installation	\$25,800.00

UNAUDITED

Texas State Library and Archives Commission (306)

**SCHEDULE OF BONDED EMPLOYEES**

August 31, 2019

Not Applicable

**SCHEDULE OF AIRCRAFT OPERATION**

August 31, 2019

Not Applicable

**Recycled, Remanufactured and Environmentally Sensitive Purchases Report**

No Longer Required for Fiscal Year 2019

MASTER FILE REPORT VERIFICATION FORM

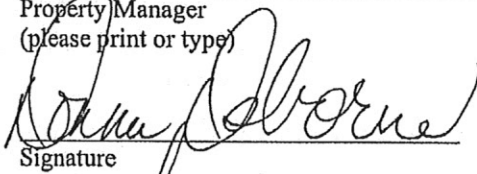
Texas State Library and Archives Commission  
NAME OF AGENCY

306  
AGENCY #

Yes, the information contained in the Master File Report dated 11/15/19 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)

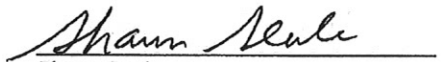
  
Signature

11/18/19  
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.

11-18-19  
Date

  
Shaun Seale  
State Real Property Inventory Manager