



TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

ANNUAL REPORT OF NONFINANCIAL DATA

FOR THE YEAR ENDED AUGUST 31, 2021

**Gloria Meraz
Director and Librarian**



December 21, 2021

Lorenzo de Zavala
State Archives and
Library Building
1201 Brazos Street
Austin, Texas
78701

P.O. Box 12927
Austin, Texas
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www.tsl.texas.gov

Commission Chair

Martha Wong

Members

David C. Garza

F. Lynwood Givens

David Iglesias

Arthur T. Mann

Bradley S. Tegeler

Darryl Tocker

Director and Librarian

Gloria Meraz

The Honorable Greg Abbott, Governor of Texas
The Honorable Glenn Hager, Comptroller of Public Accounts
Mr. John McGeady, Assistant Director, Legislative Budget Board
Ms. Lisa Collier, First Assistant State Auditor, State Auditor's Office

Dear Gov. Abbott, Comptroller Hager, Director McGintry, and Assistant State Auditor Collier:

We are pleased to submit the Texas State Library and Archives Commission *Annual Report of Nonfinancial Data* for the year ended August 31, 2021, 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,

Gloria Meraz
Director and Librarian

xc: Legislative Reference Library

TSLAC

*Preserving yesterday
Informing today
Inspiring tomorrow*

TEXAS STATE LIBRARY AND ARCHIVES COMMISSION
AGENCY 306

2021 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, 2021

Name	Services Performed	AFR 8960/CAPPS-BOE	Total
Texas Comptroller of Public Accounts	Basic Purchasing Reg Fee-N. Mangold / CTCD Trng-J Balandran	\$450.00	
Elaina Norlin	EDI Training	\$2,000.00	
Educopia Institute	Registration Fee-M Myers & B Thomas-Bit Curator	\$50.00	
American Library Association	PLA Registration-D Abramson	\$129.00	
American Association For State and Local History	Registration Fee-L Meisch	\$195.00	
	TOTAL, 7243 - Education/Training Services		\$2,824.00
Weaver & Tidwell LLP	Internal Auditing Services	\$194,558.75	
	TOTAL, 7245 - Financial/Accounting Services		\$194,558.75
Region 20 Education Service	TX Quest Help Desk & Tech Support	\$312,650.89	
Alliance Work Partners	Employee Assistance Program Monthly Fees	\$5,142.96	
4Ward Land Surveying LLC	SRC Land Survey	\$13,000.00	
Doucet & Associates Inc	SHC Boundery Survey	\$13,170.00	
Texas Library Association	TLA Speaker Fee	\$1,500.00	
Weaver & Tidwell LLP	Internal Auditing Services	-\$95,497.50	
	TOTAL, 7253 - Other Professional Services		\$249,966.35
Amigos Library Services	E-Reads Webinars	\$116,950.94	
	TOTAL, 7275 - Computer Programming Services		\$116,950.94
Texas Dept of Information Resources	Monthly Data Center Services Charges	\$479,114.20	
	TOTAL, 7285 - Computer Svcs, Statewide Tech Ctr		\$479,114.20
			\$1,043,414.24
TOTAL, ALL PROFESSIONAL SERVICES		\$1,043,414.24	

Source: USAS DAFR8960 PY2020; DAFR 8590 from AFR / CAPPS-BOBJ-Expenditures by Coding Block

Unaudited

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, 2021

Vehicle	Authorized Driver	Job Title	Reason for Authorization
1201 Brazos - Austin 2014 Ford Cargo Van License 116-4594 VIN# 1FTNE1EW2EDA14329	Virginia Vara	Asset and Print Coordinator	Runner for agency; backup mail technician
	Jose Carlo Hernandez	Support Services Specialist	Serves as primary mail technician for the Commission
	Occasional Drivers		
	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
1011 FM 650 - Liberty 2002 Chevrolet Cargo Van License 1279091 VIN#1GCFG25M221235865	Alana Inman	Manager, Sam Houston Center	Runner for agency; backup mail technician
	Adriana Orizaba	Admin. Assistant	Administrative assistant
	Vacant	Bldg. Maintenance Worker	Serves as primary mail technician for the Facility
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 VIN# 1FTNE2EL8ADA07150	Bruton, Zachary	Records Center Manager	Occasional circulation of records to and from State Records Center
	Burton, Christopher	Records Circulation-Lead	Occasional circulation of records to and from State Records Center
	Long, Brian	Records Center Specialist	Regular circulation of records to and from the State Records Center
2009 FORD E250 Cargo Van License 107-1293 VIN# 1FTNE24L49DA93795	Jarmon, Donovan	Records Center Specialist	Occasional circulation of records to and from State Records Center
	Leshar Roper	Records Center Specialist	Regular circulation of records to and from the State Records Center
	Nicholas Kisoso	Records Center Specialist	Regular circulation of records to and from the State Records Center
2000 Ford 3-ton Truck with box License 1189037 VIN# 3FDF6527YMA49318	Wright, Ralph	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
	Petrich, Rick	Records Inventory Coordinator	Occasional circulation of records to and from State Records Center
	Barrera, Eric	Records Center Specialist	Regular circulation of records to and from the State Records Center
2014 Ford Cargo Van License 116-4595 VIN# 1FTNE1EW0EDA14328	Hernandez, Marshall	Records Center Supervisor	Occasional circulation of records to and from State Records Center
2014 Ford Cargo Van License 116-4596 VIN# 1FTNE1EW9EDA14327			

Source: 2020 List of Agency Drivers
2020 List of Agency Vehicles
Staffing Chart as of 08/31/2021

Unaudited

Texas State Library and Archives Commission (306)

SCHEDULE OF SPACE OCCUPIED

For the Fiscal Year Ended August 31, 2021

The Texas State Library and Archives Commission occupies rent-free floor space in state- and agency-owned buildings. The buildings listed below were in use at August 31, 2021. 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	129.25
Austin	Records Center and TBP Warehouse, 4400 Shoal Creek Boulevard	4,466	101,310	27,189	132,965	34.50
Austin	Records Center Annex 4404 Promontory Point	175	21,237	452	21,864	1.00
Liberty	Sam Houston Regional Library & Depository 650 FM 1011	8,454	9,336	-	17,790	5.75
Total Floor Space Occupied		<u>32,704</u>	<u>193,286</u>	<u>32,542</u>	<u>258,532</u>	<u>170.50</u>

Authorized FTE's **170.50** * Based on 9/1/2020 appropriation
Net Usable Square Footage/FTE **191.81**

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 2021 Space Utilization Report; F:\FACILITIES (Agreements, Contracts and Corr)\TFC Space Use Reports and Info_2021 TFC Space Use Docs
8/31/2021 Staffing Charts from HR: F:\HUMAN RESOURCES\Agency Staffing Reports\FY2021

Unaudited
Texas State Library and Archives Commission (306)

APPROPRIATION ITEM TRANSFERS*
For the Fiscal Year Ended August 31, 2021

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	\$ 16,792,815	\$ (15,635,043)	\$ 1,157,772
A.1.2.	13002	Aid to Local Libraries	31,913	(1,231,198)	(1,199,285)
A.2.1.	13004	Disabled Services	124,890	(643,959)	(519,070)
Total, Goal A: Improve Library/Info Svcs.			<u>\$ 16,949,617</u>	<u>\$ (17,510,200)</u>	<u>\$ (560,582)</u>
B. Goal: Public Access to Government Information					
Strategies:					
B.1.1	13005	Provide Access to Info & Archives	\$ 1,115,897	\$ (1,293,837)	\$ (177,940)
Total, Goal B: Access to Gov. Info.			<u>\$ 1,115,897</u>	<u>\$ (1,293,837)</u>	<u>\$ (177,940)</u>
C. Goal: Cost-effective State/Local Records Management					
Strategies:					
C.1.1.	13006	Manage State/Local Records	67,607	(57,044)	10,563
Total, Goal C: Records Management			<u>\$ 67,607</u>	<u>\$ (57,044)</u>	<u>\$ 10,563</u>
D. Goal: Indirect Administration			<u>\$ 419,527</u>	<u>\$ (541,239)</u>	<u>\$ (121,712)</u>
NET APPROPRIATION ITEM TRANSFERS			<u>\$ 18,552,648</u>	<u>\$ (19,402,319)</u>	<u>\$ (849,671) *</u>

***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 2021

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Texas State Library and Archives Commission (306)

INDIRECT COST SCHEDULE

For the Fiscal Year Ended August 31, 2021

Indirect Cost Schedule not required for Agency 306

Fiscal Year 2021

Unaudited
Texas State Library and Archives Commission (306)

HUB STRATEGIC PLAN PROGRESS REPORT

For the Fiscal Year Ended August 31, 2021

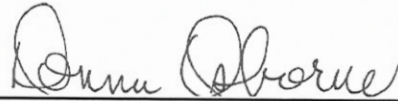
(Source: Texas Government Code, Section 2161.124)

Category	Actual for FY 20*	Actual for FY 21*	Goal for FY 22**
Heavy construction other than building contracts	0.00%	0.00%	11.20%
Building construction	100.00%	0.00%	21.10%
Special trade construction contracts	0.00%	0.00%	32.90%
Professional services contracts	32.08%	0.00%	23.70%
Other services contracts	0.37%	0.24%	26.00%
Commodities contracts	37.50%	23.59%	21.10%

* **Actual** = Percent spent with HUB vendors from Comptroller's HUB report: FY 2020 and FY 2021.

** **Goal** = Goals shown 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.



Prepared By

Donna Osborne, Chief Fiscal Officer

Printed Name

512-463-5440

Phone Number



APPROVED BY

(Signature Required)

Gloria Meraz

Printed Name

512-463-5459

Phone Number

Sources: 2020 and 2021 Agency Spending Information Report, CPA (www.window.state.tx.us/)

Unaudited

Texas State Library and Archives Commission (306)

LIST OF HUB VENDORS REPORT

For the Fiscal Year Ended August 31, 2021

VENDOR NAME	HUB/	ETH	DOLLAR AMOUNT
BUILDING CONSTRUCTION			
TOTAL BUILDING CONSTRUCTION			\$0
PROFESSIONAL SERVICES:			
TOTAL PROFESSIONAL SERVICES			\$0
OTHER SERVICES:			
4Ward Land Surveying	HUB	WO	\$13,000
V Quest Office Machines	HUB	WO	\$861
Doucet & Associates	HUB	WO	\$13,170
Dataxport Net LLC	HUB	HI	\$4,101
SHI Government Solutions	HUB	AS	\$5,522
Miller Imaging	HUB	WO	\$2,087
Brightleaf Group	HUB	WO	\$5,516
Captionsource LLC	HUB	WO	\$1,496
Satori Marketing	HUB	WO	\$3,205
Universe Technical	HUB	WO	\$540
Rightway Connections	HUB	HI	\$120
TOTAL OTHER SERVICES			\$49,617

Source Documents:

HUB_CONSOLIDATED_AGENCY_RPT from CPA

306 Agency Details-generated by TSLAC Purchasing Dept

HUB_AGENCY_REPORT from CPA

VENDOR NAME	HUB/	ETH	DOLLAR AMOUNT
COMMODITY PURCHASING :			
AHI Enterprises LLC	HUB	WO	\$259
Bullchase Inc	HUB	WO	\$7,495
Casada Industrial	HUB	HI	\$991
Commonwealth Trading	HUB	BL	\$996
Dream Ranch Office Supplies	HUB	WO	\$1,160
Longhorn Office Products	HUB	WO	\$542
Miller Imaging	HUB	WO	\$1,217
SHI Government Solutions	HUB	AS	\$54,648
RA-Lock Supply	HUB	BL	\$3,391
V Quest Office Machines	HUB	WO	\$1,054
Victory Promotional	HUB	WO	\$776
On-Site AV Service PA	HUB	WO	\$433
Pro-Graphix	HUB	WO	\$216
GTS Technology Solutions	HUB	WO	\$111,485
QA Systems Inc	HUB	HI	\$13,578
URTRUCKBROKER Corp	HUB	DV	\$6,200
Flores & Associates	HUB	HI	\$42,583
HiEd Inc	HUB	WO	\$11,173
Tekgration LLC	HUB	BL	\$418
Dataxport Net LLC	HUB	HI	\$4,430
Microassist Inc	HUB	AS	\$14,962
Satori Marketing	HUB	WO	\$4,080
TOTAL COMMODITIES			\$282,088

Subcontracting Expenditures

UNAUDITED

Texas State Library and Archives Commission (306)

SCHEDULE OF VEHICLE PURCHASES

For the Fiscal Year Ended August 31, 2021

The Texas State Library and Archives Commission did not purchase any new vehicles in Fiscal Year 2021.

Make and Model	Purchase Price	Type of Use	Fuel Efficiency
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*Note- 2 Cargo Vans and 1 box truck have been ordered, however will not be received until Summer 2022.

UNAUDITED
Texas State Library and Archives Commission (306)

SCHEDULE OF ITEMIZED PURCHASE

August 31, 2021

<u>Vendor Name</u>	<u>Product Purchased</u>	<u>Amount</u>
OCLC <i>Justification</i>	Texas Navigator subscription, OCLC World Share Subscription, and OCLC FirstSearch Worldcat subscription OCLC developed and maintains the Texas Group Catalog, a union catalog including holdings of participating Texas libraries, specifically for Texas libraries using Navigator to allow discovery of items within the consortia. This resource was built specifically for Texas libraries and because of this, there is no other comparable system.	\$2,290,662.12
Urban Libraries Council <i>Justification</i>	Subscription renewal of Urban Libraries Edge Initial Program for Texas Libraries The EDGE program is a technology management and leadership tool, helping libraries create a path for continuous growth and development of their public technology services. There are no other national public library technology benchmark programs.	\$60,000.00
Collaborative Summer Library Program <i>Justification</i>	2021 Collaborative Summer Library Program materials for various libraries. TSLAC is a member to the CSLP and has paid for the membership fee for the accredited Texas libraries. The Summer Reading Program is used by Texas libraries for accreditation and the program is divided by reading levels and audiences. These programs help ensure the children continue to maintain and build literary and other school readiness skills during the summer. Participation in this program is used to measure the agency's performance and to IMLS.	\$97,385.50
EMD Millipore Corp <i>Justification</i>	Parts for the maintenance of the agencies Conservation Lab Parts are required to ensure the water purification system is operational in the conservation lab. No competitive bidding is required for the total value of the proprietary sole source contracts. These products and services cannot be purchased from other sources.	\$8,036.18
JEH-EAS Inc	ScanPro 3000-Scanner, Installation & Training, and Software support	\$50,385.00

Justification

The purchase of this scanner will allow patrons access to materials that are in microform formats. These scanners will be installed in the public service area of the Archives and Information Services Division. Microforms are a permanent media format stored in the archives, but film is a dying media format and becoming increasingly difficult to purchase on a limited budget. The scanner must have the capability to scan multiple microform forms, such as microfilm microfiche, and jackets. Standard document scanners do not have the capability to scan microforms and will not meet the agency need. The agency has previously purchased a similar model of scanner in 2014. The staff and patrons are familiar with this model of equipment, which will reduce the need for extensive training to utilize the scanner. In addition, this scanner has the capability to allow the user to save the images scanned from the microforms on a flash drive rather than printing hard copies. These savings are passed on to the patron since they will not have the need to print one or multiple copies of the microform record. This purchase is sole source and only available from the manufacturer's authorized reseller. The specifications and conditions of this purchase describe a sole source product that are proprietary to one vendor and do not have an equivalent product to be supplied.

UNAUDITED

Texas State Library and Archives Commission (306)

SCHEDULE OF BONDED EMPLOYEES

August 31, 2021

Not Applicable

SCHEDULE OF AIRCRAFT OPERATION

August 31, 2021

Not Applicable

Recycled, Remanufactured and Environmentally Sensitive Purchases Report

No Longer Required for Fiscal Year 2021

Appendix

**Fiscal Year 2021 Nonfinancial Data Report
Texas State Library and Archives Commission**

MASTER FILE REPORT VERIFICATION FORM

Texas State Library and Archives
Commission 306

NAME OF AGENCY _____ AGENCY # _____

XX
____ Yes, the information contained in the Master File Report dated 10/05/2021, 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

11/29/2021

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.

11.29.21



Date

Shaun Seale
State Real Property

Inventory Manager