



TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

ANNUAL REPORT OF NONFINANCIAL DATA

FOR THE YEAR ENDED AUGUST 31, 2022

**Gloria Meraz
Director and Librarian**



December 16, 2022

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 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. Jerry McGinty, Director, Legislative Budget Board
Ms. Lisa Collier, State Auditor, State Auditor's Office

Dear Gov. Abbott, Comptroller Hager, Director McGinty, and 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, 2022, 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

2022 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, 2022

Name	Services Performed	AFR 8960/CAPPS-BOE	Total
JEH-EAS Inc DBA	Microfilm scanner intallation & training	\$395.00	
The American Institute for Conservation	Annual Meeting registrations	\$175.00	
Makulu Ventures LLC	Online drone training course	\$299.00	
	TOTAL, 7243 - Education/Training Services		\$869.00
Weaver & Tidwell LLP	Internal Auditing Services	\$52,981.25	
	TOTAL, 7245 - Financial/Accounting Services		\$52,981.25
Region 20		\$368,275.46	
Alliance Work Partners	Employee Assistance Program Monthly Fees	\$6,015.00	
	Printing Services / LSTA 5-Year Plan Evaluation / Law Conference / School Library Wesite Development / SEE Survey / Training		
University of Texas at Austin		\$50,642.93	
4ward	Land Surveying Services	\$2,500.00	
Thomas Michael Parrish	Artifact Appraisal Services	\$11,000.00	
Texas Library Association-TLA	Annual Conference / Event Services / TCAL Speaker Fee	\$1,500.00	
Whitten & Proctor	Portrait assessment, testing, written condition rpt, cost estimate.	\$550.00	
	TOTAL, 7253 - Other Professional Services		\$440,483.39
Amigos Library Services	E-Reads Webinars	\$189,975.97	
Document Solutions UT Austin	TARO Project & Workshops	\$98,000.00	
	Entry made by CPA Missing AGL Correcting entry	-\$3,725.28	
	TOTAL, 7275 - Computer Programming Services		\$284,250.69
Texas Dept of Information Resources	Monthly DCS Charges	\$344,569.13	
	TOTAL, 7285 - Computer Svcs, Statewide Tech Ctr		\$344,569.13
			\$1,123,153.46
TOTAL, ALL PROFESSIONAL SERVICES		\$1,123,153.46	

Source: 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, 2022

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		
	Heather Hamilton	Conservationist	Occasional circulation of archival materials
	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	Alana Inman	Manager, Sam Houston Center	Runner for agency; backup mail technician
2009 FORD E250 Cargo Van License 107-1293 VIN# 1FTNE24L49DA93795	Adriana Orizaba	Admin. Assistant	Administrative assistant
	Steve Elliott	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
2000 Ford 3-ton Truck with box License 1189037 VIN# 3FDF6527YMA49318	Jarmon, Donavan	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
2014 Ford Cargo Van License 116-4595 VIN# 1FTNE1EW0EDA14328	Wachsmann, Royce	Records Center Specialist	Regular circulation of records to and from the State Records Center
	2014 Ford Cargo Van License 116-4596 VIN# 1FTNE1EW9EDA14327		
2022 Chevrolet Express Van VIN # 1GCWGAFF9N1187465			
2022 Chevrolet Express Van VIN# 1GCWGAFF4N1187485			

Source: 2021 List of Agency Drivers
2021 List of Agency Vehicles
Staffing Chart as of 08/31/2022

Unaudited

Texas State Library and Archives Commission (306)

SCHEDULE OF SPACE OCCUPIED

For the Fiscal Year Ended August 31, 2022

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, 2022. 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	141.25
Austin	Records Center and TBP Warehouse, 4400 Shoal Creek Boulevard	4,466	101,310	27,189	132,965	30.50
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>178.50</u> **

Authorized FTE's **175.50** * Based on 9/1/2021 appropriation
Net Usable Square Footage/FTE **186.35**

** Additional 3 FTE's above authorized are ARPA funded through 05/31/2023.

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 2022 Space Utilization Report; F:\FACILITIES (Agreements, Contracts and Corr)\TFC Space Use Reports and Info__2022 TFC Space Use Docs
8/31/2022 Staffing Charts from HR: F:\HUMAN RESOURCES\Agency Staffing Reports\FY2022

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Texas State Library and Archives Commission (306)

APPROPRIATION ITEM TRANSFERS*

For the Fiscal Year Ended August 31, 2022

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.	13003	Library Resource Sharing Svcs	\$ 17,580,034	\$ (18,528,594)	\$ (948,560)
A.2.1.	13004	Disabled Services	219,981	(338,415)	(118,434)
Total, Goal A: Improve Library/Info Svcs.			<u>\$ 17,800,016</u>	<u>\$ (18,867,010)</u>	<u>\$ (1,066,994)</u>
B. Goal: Public Access to Government Information					
Strategies:					
B.1.1	13005	Provide Access to Info & Archives	\$ 1,457,493	\$ (1,461,439)	\$ (3,945)
Total, Goal B: Access to Gov. Info.			<u>\$ 1,457,493</u>	<u>\$ (1,461,439)</u>	<u>\$ (3,945)</u>
C. Goal: Cost-effective State/Local Records Management					
Strategies:					
C.1.1.	13006	Manage State/Local Records	170,861	(259,896)	(89,035)
Total, Goal C: Records Management			<u>\$ 170,861</u>	<u>\$ (259,896)</u>	<u>\$ (89,035)</u>
D. Goal: Indirect Administration			<u>\$ 402,481</u>	<u>\$ (441,909)</u>	<u>\$ (39,428)</u>
NET APPROPRIATION ITEM TRANSFERS			<u>\$ 19,830,851</u>	<u>\$ (21,030,254)</u>	<u>\$ (1,199,403) *</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 2022

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Texas State Library and Archives Commission (306)

INDIRECT COST SCHEDULE

For the Fiscal Year Ended August 31, 2022

Fiscal Year 2022

Indirect Cost Schedule not required for Agency 306

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Texas State Library and Archives Commission (306)

HUB STRATEGIC PLAN PROGRESS REPORT

For the Fiscal Year Ended August 31, 2022

(Source: Texas Government Code, Section 2161.124)

Category	Actual for FY 21*	Actual for FY 22*	Goal for FY 23**
Heavy construction other than building contracts	0.00%	0.00%	5.00%
Building construction	0.00%	0.00%	5.00%
Special trade construction contracts	0.00%	14.18%	5.00%
Professional services contracts	0.00%	0.00%	23.70%
Other services contracts	0.24%	0.32%	5.00%
Commodities contracts	23.59%	23.39%	25.00%

* **Actual** = Percent spent with HUB vendors from Comptroller's HUB report: FY 2021 and FY 2022.

** **Goal** = The goal percentages shown are what was requested. Prior year goals shown were based on statewide goals.

Note: The agency procures online databases for statewide use within the TexShare and TexQuest programs and these expenditures are part of the "other services contracts" category. 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: 2021 and 2022 Agency Spending Information Report, CPA (www.window.state.tx.us/)

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Texas State Library and Archives Commission (306)

LIST OF HUB VENDORS REPORT

For the Fiscal Year Ended August 31, 2022

VENDOR NAME	HUB/	ETH	DOLLAR AMOUNT
BUILDING CONSTRUCTION			
TOTAL BUILDING CONSTRUCTION			\$0
PROFESSIONAL SERVICES:			
TOTAL PROFESSIONAL SERVICES			\$0
SPECIAL TRADE:			
Stark Elevator LLC	HUB	WO	\$1,135
TOTAL SPECIAL TRADE			\$1,135
OTHER SERVICES:			
4Ward Land Surveying	HUB	WO	\$2,500
JEH-EAS Inc	HUB	WO	\$2,535
Right on Time Office	HUB	BL	\$4,200
Dataxport Net LLC	HUB	HI	\$4,222
SHI Government Solutions	HUB	AS	\$312
Captionsource LLC	HUB	WO	\$3,270
Satori Marketing	HUB	WO	\$2,654
Universe Technical	HUB	WO	\$469
TOTAL OTHER SERVICES			\$20,162

Source Documents:

HUB_CONSOLIDATED_AGENCY_RPT from CPA

HUB_AGENCY_REPORT from CPA

<https://comptroller.texas.gov/data/purchasing/hub/fy22/>

VENDOR NAME	HUB/	ETH	DOLLAR AMOUNT
COMMODITY PURCHASING :			
AHI Enterprises LLC	HUB	WO	\$379
Bullchase Inc	HUB	WO	\$1,954
Casada Industrial	HUB	HI	\$277
Commonwealth Trading	HUB	BL	\$926
Competitive Choice Inc	HUB	BL	\$391
Complete Book	HUB	AS	\$115
Dataxport Net LLC	HUB	HI	\$8,886
Dream Rance Office Supplies	HUB	WO	\$446
JEH-EAS Inc	HUB	WO	\$22,930
GTS Technology Solutions	HUB	WO	\$115,057
HiEd Inc	HUB	WO	\$157,944
Longhorn Office Products	HUB	WO	\$19
Microassist Inc	HUB	AS	\$13,050
Miller Imaging	HUB	WO	\$365
On-Site AV Service PA	HUB	WO	\$3,002
Alpha Material Handling	HUB	WO	\$13,742
Computer Wholesale	HUB	WO	\$218
RA-Lock Supply	HUB	BL	\$2,610
Satori Marketing	HUB	WO	\$5,760
SHI Government Solutions	HUB	AS	\$46,492
EVCO Partners LP	HUB	WO	\$300
Industrial Solutions	HUB	WO	\$750
V Quest Office Machines	HUB	WO	\$2,410
Just Papers	HUB	WO	\$1,577
TOTAL COMMODITIES			\$399,600

Subcontracting Expenditures

TOTAL SUBCONTRACTING			\$0
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Texas State Library and Archives Commission (306)

SCHEDULE OF VEHICLE PURCHASES

For the Fiscal Year Ended August 31, 2022

The Texas State Library and Archives Commission did not purchase any new vehicles in Fiscal Year 2020.

Make and Model	Purchase Price	Type of Use	Fuel Efficiency
2022 Chevrolet Express Cargo Van	\$22,830.00	Records Center Deliveries	Estimated at 14MPG
2022 Chevrolet Express Cargo Van	\$22,830.00	Records Center Deliveries	Estimated at 14MPG

*Note- 1 box truck was ordered in FY21, however was not received or paid until FY23. Two passenger vans were ordered during FY22, however were not received or paid until FY23.

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Texas State Library and Archives Commission (306)

SCHEDULE OF ITEMIZED PURCHASE

August 31, 2022

<u>Vendor Name</u>	<u>Product Purchased</u>	<u>Amount</u>
SIRSIDYNIX <i>Justification</i>	SirsiDynix Platinum Services Package-Term 09/01/2021 -- 08/31/2022 This contract is considered proprietary from the original contract # 306-17-8075. The system is used by the Cataloging team in order to inventory our book collections throughout the agency. These items are considered valuable assets and the system has been used historically by the agency.	\$79,824.67
Collaborative Summer Library Program <i>Justification</i>	2022 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.	\$86,774.00
Proquest LLC <i>Justification</i>	Database Subscriptions-Digital Sanborn Maps, Twentieth-Century American Poetry and Twentieth Century English Poetry for use by the TexShare program. This is a hosting service that cannot be provided by another vendor and the resources are owned by TSLAC	29, 449.00

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Texas State Library and Archives Commission (306)

SCHEDULE OF BONDED EMPLOYEES

August 31, 2022

Not Applicable

SCHEDULE OF AIRCRAFT OPERATION

August 31, 2022

Not Applicable

Recycled, Remanufactured and Environmentally Sensitive Purchases Report

No Longer Required for Fiscal Year 2022

Indirect Cost Schedule-Attachment D

Not required for Fiscal Year 2022

MASTER FILE REPORT VERIFICATION FORM

Texas State Library and Archives Commission

306

NAME OF AGENCY

AGENCY #

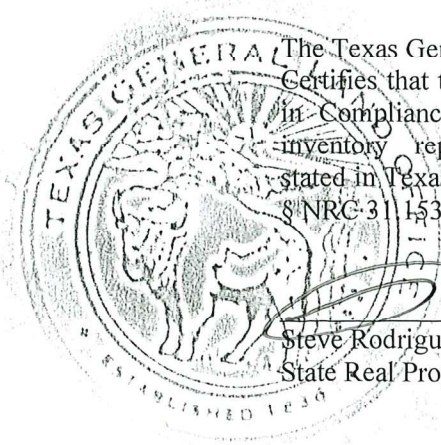
XX Yes, the information contained in the Master File Report dated 09/12/2022, is a complete and correct listing of all my agency's land and building records.

_____ 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

12/7/2022
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.

12.8.22
Date

Steve Rodriguez
State Real Property Inventory Manager