



TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

ANNUAL REPORT OF NONFINANCIAL DATA

FOR THE YEAR ENDED AUGUST 31, 2023

**Gloria Meraz
Director and Librarian**



Lorenzo de Zavala
State Archives and
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Austin, Texas 78701

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Commission Chair

Martha Wong

Members

David C. Garza

David Iglesias

Arthur T. Mann

Nancy Painter Paup

Bradley S. Tegeler

Darryl Tocker

Director and Librarian

Gloria Meraz

TSLAC

*Preserving yesterday
Informing today
Inspiring tomorrow*

December 15, 2023

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, 2023, 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

TEXAS STATE LIBRARY AND ARCHIVES COMMISSION
AGENCY 306

2023 Nonfinancial Data Report

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* **Agency not listed on mandatory reporting agencies**

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Texas State Library and Archives Commission (306)

SCHEDULE OF PROFESSIONAL AND CONSULTING FEES

For the Fiscal Year Ended August 31, 2023

Name	Services Performed	DAFR 8960/CAPPS-BOBJ	Total
Carahsoft Technology Corporation	Box consulting Services	\$4,931.52	
	TOTAL, 7242 - Computer Consulting Services		4,931.52
Amigos Library Services	In Person Training on Request	\$1,600.00	
Queen of Hearts CPR LLC	CPR Training for Staff	\$1,760.00	
Society of American Archivists	Archival Exhibit course	\$4,500.00	
Grace Jackson-Brown	Black History Month Webinar	\$250.00	
Shauntee Burns	Black History Month Webinar	\$250.00	
Dr Deborah Robinson	Black History Month Webinar	\$250.00	
	TOTAL, 7243 - Education/Training Services		\$8,610.00
Weaver and Tidwell LLP	Internal Auditing Services	\$81,477.92	
	TOTAL, 7245 - Financial/Accounting Services		\$81,477.92
AFR Entry made by CPA	Additional pass through correction-document entered by CPA	-\$21.13	
Central Texas Library System	Summer Reading Program Training	\$2,000.00	
Education Service Ctr Region 20	TexQuest Help Desk support	\$427,086.51	
Alliance Partners	Workers Assistance Program	\$5,089.50	
Techcenter Design	cubicle design	\$480.00	
UT Austin	Deliverables Digital Navigator Program	\$107,000.00	
Texas Library Association	TLA Event	\$32,012.99	
Amigos Library Services	eReads Hosting Services	\$219,990.32	
Rebecca Elder-Cultural Heritage Preservation LLC	Preservation Assessment	\$4,800.00	
The University of Texas	Agency Evaluation Services	\$35,760.98	
The University of Texas	Texas Digital Navigator Program Evaluation	\$5,000.00	
Donald B Means	Gigabit library Network	\$5,000.00	
	TOTAL, 7253 - Other Professional Services		\$844,199.17
Bansar Technologies Inc	Temporary Personnel	\$148,824.00	
Lyrasis DBS Bibliolabs	Subscription Renewal-Bibliolabs	\$74,400.00	
	TOTAL, 7275 - Computer Programming Services		\$223,224.00
Texas Department of Information Resources	Monthly Telephone and DCS Services	\$648,536.88	
	TOTAL, 7285 - Computer Svcs, Statewide Tech Ctr		\$648,536.88
TOTAL, ALL PROFESSIONAL SERVICES		\$1,810,979.49	\$1,810,979.49

Source: DAFR 8960 from AFR / CAPPS-BOBJ-Expenditures by Coding Block

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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, 2023

Vehicle	Authorized Driver	Job Title	Reason for Authorization
1201 Brazos - Austin	Chelsea Foster	Asset and Print Coordinator	Runner for agency; backup mail technician
2014 Ford Cargo Van License 116-4594 VIN# 1FTNE1EW2EDA14329	Tracey Alligood	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
2022 Toyota Sienna License: 1497589 VIN#: 5TDYRKEC0NS133904	Multiple	Multiple	Staff traveling on approved state business
1011 FM 650 - Liberty			
2009 FORD E250 Cargo Van License 107-1293 VIN# 1FTNE24L49DA93795	Adrianna Orizaba	Aministrative Assistant	Runner for agency
	Steve Elliott	Bldg. Maintenance Worker	Serves as primary mail technician for the Facility
2022 Toyota Sienna License 1497588 VIN#: 5TDKRKEC0NS135349	Alana Inman	Manager, Sam Houston Center	
	Multiple	Multiple	Staff traveling on approved state business

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
	Wright, Ralph	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	<p>Source: 2023 List of Agency Drivers 2023 List of Agency Vehicles Staffing Chart as of 08/31/2023</p>		
2022 Chevrolet Express Van VIN # 1GCWGAFP9N1187465			
2022 Chevrolet Express Van VIN# 1GCWGAFP4N1187485			
2021 Chevy Silverado 6500 VIN#: 1HTKHPVM1MY451910			

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Texas State Library and Archives Commission (306)

SCHEDULE OF SPACE OCCUPIED

For the Fiscal Year Ended August 31, 2023

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, 2023. 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	138.250
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>175.500</u> **

Authorized FTE's 175.50 * Based on 9/1/2022 appropriation
Net Usable Square Footage/FTE 186.35

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
 2023 FTE's Per Floor Per Building; F:\FACILITIES (Agreements, Contracts and Corr)\TFC Space Use Reports and Info_2023 TFC Space Use Docs
 8/31/2023 Staffing Charts from HR: F:\HUMAN RESOURCES\Agency Staffing Reports\FY2023

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Texas State Library and Archives Commission (306)

APPROPRIATION ITEM TRANSFERS*

For the Fiscal Year Ended August 31, 2023

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	\$ 19,305,408	\$ (18,777,423)	\$ 527,985
A.2.1.	13004	Disabled Services	150,994	(456,542)	(305,548)
Total, Goal A: Improve Library/Info Svcs.			<u>\$ 19,456,402</u>	<u>\$ (19,233,965)</u>	<u>\$ 222,437</u>
B. Goal: Public Access to Government Information					
Strategies:					
B.1.1	13005	Provide Access to Info & Archives	\$ 1,127,065	\$ (1,382,346)	\$ (255,281)
Total, Goal B: Access to Gov. Info.			<u>\$ 1,127,065</u>	<u>\$ (1,382,346)</u>	<u>\$ (255,281)</u>
C. Goal: Cost-effective State/Local Records Management					
Strategies:					
C.1.1.	13006	Manage State/Local Records	230,745	(72,340)	158,405
Total, Goal C: Records Management			<u>\$ 230,745</u>	<u>\$ (72,340)</u>	<u>\$ 158,405</u>
D. Goal: Indirect Administration			<u>\$ 413,096</u>	<u>\$ (443,573)</u>	<u>\$ (30,477)</u>
NET APPROPRIATION ITEM TRANSFERS			<u>\$ 21,227,308</u>	<u>\$ (21,132,224)</u>	<u>\$ 95,084 *</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 2023

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Texas State Library and Archives Commission (306)

HUB STRATEGIC PLAN PROGRESS REPORT

For the Fiscal Year Ended August 31, 2023

(Source: Texas Government Code, Section 2161.124)

Category	Actual for FY 22*	Actual for FY 23*	Goal for FY 24**
Heavy construction other than building contracts	0.00%	0.00%	5.00%
Building construction	0.00%	0.00%	5.00%
Special trade construction contracts	14.18%	10.27%	5.00%
Professional services contracts	0.00%	0.00%	23.70%
Other services contracts***	0.32%	0.91%	5.00%
Commodities contracts	23.39%	40.61%	25.00%

* **Actual** = Percent spent with HUB vendors from Comptroller's HUB report: FY 2022 and FY 2023.

** **Goal** = The goal percentages shown for FY 24 are adjusted targets requested. Prior year goals shown were based on statewide goals.

*** **Note:** The agency competitively procures subscriptions to 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. Of the expenditures during FY 23 in this category, 94.27% were for online resources. If these online subscriptions were excluded (as was done historically), agency performance would be **15.95%** for this category.



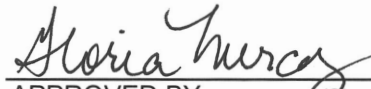
Prepared By

Donna Osborne, Chief Fiscal Officer

Printed Name

512-463-5440

Phone Number



APPROVED BY

(Signature Required)

Gloria Meraz, Director and Librarian

Printed Name

512-463-5460

Phone Number

Sources: 2022 and 2023 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, 2023

<u>VENDOR NAME</u>	<u>HUB/</u>	<u>ETH</u>	<u>DOLLAR AMOUNT</u>
BUILDING CONSTRUCTION			
TOTAL BUILDING CONSTRUCTION			\$0
PROFESSIONAL SERVICES:			
TOTAL PROFESSIONAL SERVICES			\$0
SPECIAL TRADE:			
Stark Elevator LLC	HUB	WO	\$10,771
Techcenter Design	HUB	WO	\$5,338
TOTAL SPECIAL TRADE			\$16,109
OTHER SERVICES:			
Bansar Technologies	HUB	AS	\$148,824
Captionsource LLC	HUB	WO	\$3,709
Flores & Associates	HUB	HI	\$1,167
Just Papers	HUB	WO	\$336
MacWatson Enterprise	HUB	WO	\$250
Metro Golf Cars Inc	HUB	WO	\$5,661
Queen of Hearts CPR	HUB	HI	\$1,760
Rightway Connections	HUB	HI	\$500
Satori Marketing	HUB	WO	\$97,199
Techcenter Design	HUB	WO	\$2,080
Universe Technical	HUB	WO	\$324
TOTAL OTHER SERVICES			\$261,810

Source Documents:

HUB_CONSOLIDATED_AGENCY_RPT from CPA

HUB_AGENCY_REPORT from CPA

<u>VENDOR NAME</u>	<u>HUB/</u>	<u>ETH</u>	<u>DOLLAR AMOUNT</u>
COMMODITY PURCHASING :			
AHI Enterprises LLC	HUB	WO	\$2,897
Bullchase Inc	HUB	WO	\$16,537
Commonwealth Trading	HUB	BL	\$262
Darlene Casias Inter	HUB	HI	\$489
Dataxport Net LLC	HUB	HI	\$5,694
Dream Ranch Office Supplies	HUB	WO	\$215
GTS Technology Solutions	HUB	WO	\$207,019
HiEd Inc	HUB	WO	\$7,573
Industrial Solutions	HUB	WO	\$2,998
Just Papers	HUB	WO	\$1,010
Longhorn Office Products	HUB	WO	\$486
Macwatson Enterprises	HUB	WO	\$1,405
Metro Golf Cars Inc	HUB	WO	\$3,800
Perry Office Product	HUB	WO	\$3,459
RA-Lock Supply	HUB	BL	\$1,370
Satori Marketing	HUB	WO	\$7,409
SHI Government Solutions	HUB	AS	\$87,436
Spectrum Imaging Tec	HUB	HI	\$92,216
TechCenter Design	HUB	WO	\$2,650
TOTAL COMMODITIES			\$444,925
Subcontracting Expenditures			
TOTAL SUBCONTRACTING			\$0
TOTAL SPENT WITH HUB VENDORS			\$722,844

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Texas State Library and Archives Commission (306)

SCHEDULE OF VEHICLE PURCHASES

For the Fiscal Year Ended August 31, 2023

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 Toyota Sienna	\$34,575.00	Staff Travel	Estimated at 24MPG
2022 Toyota Sienna	\$40,350.00	Staff Travel	Estimated at 24MPG
2021 Chevrolet Box Truck	\$88,605.00	Records Center Deliveries	Estimated at 10 MPG

UNAUDITED
Texas State Library and Archives Commission (306)

SCHEDULE OF ITEMIZED PURCHASE

August 31, 2023

<u>Vendor Name</u>	<u>Product Purchased</u>	<u>Amount</u>
Collaborative Summer Library Program	2023 Collaborative Summer Library Program materials for various libraries.	\$90,000.00
<i>Justification</i>	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.	
SirsiDynix	Cataloging inventory system	\$84,304.93
<i>Justification</i>	Contract is considered proprietary from the original contract number 306-17-8075. The system is used by the Cataloging department to inventory the agency's book collections. These items are considered assets and the system has been adapted over the years to track and report on the agency's book collections.	
Thomson Reuters-West	West Complete Library Subscription includes the Vernon's Texas Statutes and Codes Annotated, Texas Administrative Code	\$24,794.52
<i>Justification</i>	The subscription is directly published by this vendor and the books are added into our collection as assets.	
ProQuest LLC	TexShare subscription for hosting the ProQuest Sanborn maps and 20th Century American and English poetry databases	\$29,449.00
<i>Justification</i>	Hosting services that cannot be provided by another vendor. Previously purchased TexShare resources are made available to participating libraries using this hosting platform.	

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Texas State Library and Archives Commission (306)

SCHEDULE OF BONDED EMPLOYEES

August 31, 2023

Not Applicable

SCHEDULE OF AIRCRAFT OPERATION

August 31, 2023

Not Applicable

Recycled, Remanufactured and Environmentally Sensitive Purchases Report

No Longer Required for Fiscal Year 2023

Indirect Cost Schedule-Attachment D

Not required for Fiscal Year 2023

Appendix

Fiscal Year 2023 Nonfinancial Data Report

Texas State Library and Archives Commission

MASTER FILE REPORT VERIFICATION FORM

Texas State Library and Archives Commission

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NAME OF AGENCY

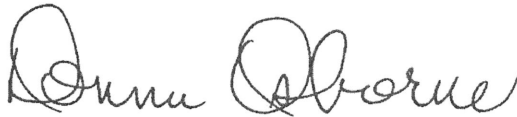
AGENCY #

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

X No, the information contained in the Master File Report dated 09/29/2023 ,
is not a complete and correct listing of my agency's land and building records. All discrepancies
have been corrected in the system as soon as access was provided after receipt 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

November 20, 2023

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.

Date

Steve Rodriguez
State Real Property Inventory Manager