

The Texas State Library and Archives Commission
House Bill 12 Required Report

The following information is presented pursuant to House Bill 12, 83rd Texas Legislature, Regular Session, which amended Gov't Code §659.026 (b). This document fulfills Texas State Library and Archives Commission's compliance with House Bill 12.

(1) the number of full-time equivalent employee employed by the agency (FTE cap):

FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
168.5	168.5	169.5	169.5	170.5	170.5

Source: General Appropriations Act for the appropriate biennium.

(2) the amount of appropriations to the agency for each fiscal year of the current state fiscal biennium:

Legislative Appropriations for the FY 2020-2021 Biennium	FY 2020	FY 2021
	\$38,691,773	\$32,525,439

Source: House Bill 1, Conference Committee Report, General Appropriations Act for the 2020 – 21 biennium.

(3) agency's methodology, including any employment market analysis, for determining the compensation of executive staff employed by the agency, along with the name and position of the person who selected the methodology:

The salary for the chief executive officer was increased in 2016 due to the 2.5% salary increase awarded by the 84th Legislature. The chief executive salary remained the same, at \$143,500, until September 1, 2020, when the Texas State Library and Archives Commission awarded Mark Smith, Director and Librarian, a merit increase of 3.74%, bringing his salary to the maximum amount allowable in the General Appropriations Act of \$148,197.

Salaries for other executive staff were benchmarked against similar positions at other state agencies in FY 2016, and the increases since then have been as a result of merits awards for performance. The agency's chief executive officer, Mark Smith, selected this methodology for these positions.

(4) whether executive staff are eligible for a salary supplement:

The TSLAC Director & Librarian (chief executive) is not eligible for a salary supplement, nor are any of the other executive staff.

(5) the market average for compensation of similar executive staff in the private and public sectors:

Director and Librarian, Texas State Library and Archives Commission (306)		
Current Salary ¹		\$148,197
Market Averages	\$163,249 ²	\$168,010 ³
Current Salary Group ¹		4
Recommended Salary Group ⁴		4
Current Salary Group Salary Range ⁵		\$92,600 to \$149,240
Recommended Salary Range ⁴		\$106,500 to \$167,500

Sources: ¹ H.B.1, Conference Committee Report, FY 2020 – 2021, agency appropriations

² Texas Tribune website, salaries for state agency executive directors in Article I from Texas Comptroller information as of 09/01/2019

³ Average Salary of Houston, Dallas, and San Antonio Public Library Directors 2018

⁴ State Auditor's Office, *A Report on Executive Compensation at State Agencies*, August 2018

⁵ H.B.1, Conference Committee Report, FY 2020 – 2021, Article IX, Section 3.04(b)(2)

Assistant State Librarian; Chief Operations and Fiscal Officer (2 FTEs)		
Current Salary Range ¹		\$125,001 - \$125,583
Average Range for Salary Group ²		\$93,462 - \$132,600
Current Salary Group		B - 28
Current Job Classification		Director III

Sources: ¹ September 1, 2020 salaries

² State Auditor's Office E-CLASS System for FY 2019; 1622 - Director III

Division Director (5 FTEs)	Director I (2 FTEs)	Director II (3 FTEs)
Current Salary Range ¹	\$84,000 - \$88,608	\$88,992 - \$100,000
Average Range for Salary Group ²	\$70,000 - \$116,037	\$80,616 - \$114,579
Current Salary Group	B - 26	B - 27
Current Job Classification	Director I	Director II

Sources: ¹ September 1, 2020 salaries

² State Auditor's Office E-CLASS System for FY 2019; 1620 – Director I and 1621 – Director II

General Counsel (1.0 FTE)		
Current Salary Range ¹		\$112,000
Average Range for Salary Group ²		\$86,00-\$101,000
Current Salary Group		B-27
Current Job Classification		General Counsel II

Sources: ¹ September 1, 2020 salaries

² State Auditor's Office E-CLASS System for FY 2019; 3521 General Counsel II

(6) the average compensation paid to employees employed by the agency who are not executive staff:

Average Agency Classified Salaries					
FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
\$46,695	\$46,844	\$47,261	\$47,732	\$48,100	\$49,340.

Sources: FY 2016 – 2018 State Auditor's Office, 2018 Workforce Summary Report
 FY 2019 Electronic Classification Analysis System reporting of classified, regular full-time employee's average salary. FY 2020 is estimated based on filled full-time positions as of 01/27/2020 (CAPPS). Note: Excludes Director & Librarian, Assistant State Librarian, and Chief Operating & Fiscal Officer salaries.

(7) percentage increase in compensation of executive staff for each fiscal year of the five preceding fiscal years and the percentage increase in legislative appropriations to the agency each fiscal year of the five preceding fiscal years:

Position	Incumbent	Fiscal Year / Salary ¹				
		2015	2016	2017	2018	2019
Director & Librarian	Mark Smith ¹	\$140,000	\$143,500	\$143,500	\$143,500	\$143,500
	Percent Increase in Compensation	0.00%	2.50%	0.00%	0%	0%
Ass't State Librarian	Edward Seidenberg	\$130,000	N/A	N/A	N/A	N/A
	Percent Increase in Compensation	4.00%				
Ass't State Librarian	Gloria Meraz ²	N/A	\$8,791	\$105,000	\$108,938	\$112,206
	Percent Increase in Compensation		N/A	0%	3.75%	3.0%
Chief Oper/Fiscal Officer	Donna Osborne	N/A	\$100,000	\$105,499	\$109,984	113,283
	Percent Increase in Compensation		N/A	5.5%	4.25%	3.00%
Director, Admin	Donna Osborne	\$81,506	N/A	N/A	N/A	N/A
	Percent Increase in Compensation	1.28%				
Director, ARIS	Jelain Chubb	\$83,762	\$89,732	\$93,499	\$93,499	\$95,837
	Percent Increase in Compensation	5.32%	7.12%	4.19%	0.00%	2.5%
Director, LDN	Deborah Littrell	\$87,252	\$92,702	\$94,000	N/A	N/A
	Percent Increase in Compensation	-0.01%	6.24%	1.4%		
Director, LDN	Jennifer Peters	N/A	N/A	N/A	\$81,504	\$86,400
	Percent Increase in Compensation				0.00%	6.0%
Director, IRT	Manual Alvarez ³	\$88,590	\$91,827	\$95,000	N/A	N/A
	Percent Increase in Compensation	5.70%	3.65%	3.45%		
Director, IRT	Stephen Rapp	N/A	N/A	\$96,000	\$96,000	N/A
	Percent Increase in Compensation			N/A	N/A	N/A
Director, IRT	Mike Ford	N/A	N/A	N/A	N/A	\$85,200
	Percent Increase in Compensation					N/A
Director, SLRM	Craig Kelso	\$80,816	\$88,369	\$93,498	\$93,498	\$96,770
	Percent Increase in Compensation	5.99%	9.35%	5.80%	0.00%	3.50%
Director, TBP	Ava Smith	\$81,853	\$88,849	\$93,498	\$93,498	\$96,303
	Percent Increase in Compensation	0.66%	8.55%	5.23%	0.00%	2.91%

Source: Texas State Library & Archives Commission

¹ Amounts reflect budgeted salary for Director & Librarian position effective Sep 1 of each fiscal year.

² Gloria Meraz was employed for one month in FY 2016; salary shown reflects actual salary paid during that fiscal year.

³ Manual Alvarez worked part-time for some of 2017; amount for salary reflects full-time salary rate.

	Fiscal Year				
	2015 ¹	2016 ²	2017 ^{2,3}	2018	2019
Legislative Appropriation for TSLAC	\$18,838,634	\$32,787,054	\$31,375,486	\$38,691,773	\$32,525,439
% Increase/Decrease in Legislative Appropriations	-42.46%	42.54%	-4.50%	23.32%	-18.96%

Sources: General Appropriations Act, FY 2014 – 2015, FY 2016 – 2017, and FY 2018 – 2019 biennia

¹ Legislative Appropriation reflects anticipated decrease in Federal LSTA funds due to agency's inability to meet Federal MOE requirements; agency received MOE waiver, so anticipated LSTA reduction was not realized.

² Legislative Appropriation shown for 2016 and 2017 includes \$250,000 each year for implementation of CAPPS, per Section 18.03 of Article IX of the GAA; however, the number presented here does NOT include 2.5% Legislative Salary increase for general state employees, per Article IX, Section 18.02 of the GAA.

³ Legislative Appropriation shown for 2017 is less due to anticipated reduction in Federal Funds.