

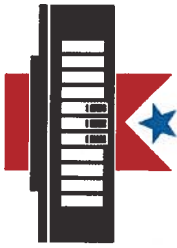


TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

ANNUAL REPORT OF NONFINANCIAL DATA

FOR THE YEAR ENDED AUGUST 31, 2014

**Mark Smith
Director and Librarian**



TEXAS STATE
LIBRARY
AND
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

Commission Chairman
Michael C. Waters

Members

Sharon T. Carr
Martha Doty Freeman
F. Lynwood Givens
Larry G. Holt
Wm. Scott McAfee
Sandra J. Pickett

Director and Librarian
Mark Smith

Assistant State Librarian
Edward Seidenberg

TSLAC

*Preserving yesterday,
informing today,
inspiring tomorrow.*

December 18, 2014

The Honorable Rick Perry, Governor
Mr. John Keel, CPA, State Auditor
Ms. Ursula Parks, Director, Legislative Budget Board

Dear Governor Perry, Mr. Keel, and Ms. Parks:

We are pleased to submit the Texas State Library and Archives Commission *Annual Report of Nonfinancial Data* for the year ended August 31, 2014, 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 Fiscal Officer, at 512-463-5440.

Sincerely,

Mark Smith
Director and Librarian

cc: Legislative Reference Library

TEXAS STATE LIBRARY AND ARCHIVES COMMISSION
AGENCY 306

2014 Nonfinancial Data Report

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Texas State Library and Archives Commission (306)

SCHEDULE OF PROFESSIONAL AND CONSULTING FEES

For the Fiscal Year Ended August 31, 2014

Name	Services Performed	Total
MicroAssist	Computer consulting services	\$55,800.00
	TOTAL, 7242 - Computer Consulting Services	\$55,800.00
Baker & Taylor	Books used to supplement training	\$14,900.00
CPR Resources, Inc.	CPR training for agency safety officers	\$580.00
Lullabot	Drupalize.Me Online Training	\$1,080.00
OCCLC Online Computer Library Center Inc.	Webjunction Partner Program	\$37,500.00
University of Texas at Austin	Governor's Executive Development	\$4,900.00
	TOTAL, 7243 - Education/Training Services	\$58,960.00
Garza & Gonzales	Internal audit services	\$64,300.00
Myers and Stauffer LC	Internal audit services	\$46,940.16
Rupert & Associates	Prepare agency's AFR report	\$10,000.00
Texas Workforce Commission	Personnel Policies & Procedures resource	\$1,932.00
	TOTAL, 7245 - Financial/Accounting Services	\$123,172.16
AVA Consulting	Project management services	\$11,749.33
Amigos Library Services	Library Support Services	\$25,000.00
Deer Oaks EAP/Mental Health Associates	Employee Assistance Program	\$4,942.98
Librarians on Demand	Update of Library Laws	\$4,500.00
Christine McNew	Online training course/development	\$3,750.00
Opportunity Strategies LLC	Strategic Planning facilitation services	\$3,497.00
Region XX Education Service Center	K-12 Program coordination services	\$100,000.00
UT-Austin School of Social Work	Agency Employee Engagement Survey	\$1,579.00
	TOTAL, 7253 - Other Professional Services	\$155,018.31
Sparks Engineering, Inc	Engineering services	\$3,281.00
Fittz & Shipman, Inc.	Engineering and design services	\$17,867.50
	TOTAL, 7256 - Architect/Engineering Services	\$21,148.50
Hartman & Phillips Consulting, LLC	Harvest/normalize metadata to share	\$5,000.00
Network Solutions Inc.	3-year services for web address	\$41.97
University of Georgia	Maintain webinar files for agency	\$1,000.00
University of North Texas	1 Year Tech Support Tx Heritage Online	\$9,000.00
	TOTAL, 7275 - Computer Programming Services	\$15,041.97
Intersect Systems, Inc.	Data Processing Services	\$7,571.95
	TOTAL, 7284 - Data Processing Services	\$7,571.95
Texas Dept. of Information Resources	Data Center Services chargeback	\$339,841.72
	TOTAL, 7285 - Computer Svcs, Statewide Tech Ctr	\$339,841.72
	TOTAL, ALL PROFESSIONAL SERVICES	\$776,554.61

Source: USAS DAFR8960 PY2014

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, 2014

Vehicle	Authorized Driver	Job Title	Reason for Authorization
1201 Brazos - Austin	Jasper Winters	Printing Services Technician	Runner for agency; backup mail technician
2014 Ford Cargo Van License 116-4594	Reymund Paramo	Mail/Receiving Technician	Serves as primary mail technician for the Commission
1011 FM 650 - Liberty	Alana Inman	Manager, Sam Houston Center	Runner for agency; backup mail technician
2002 Chevrolet Cargo Van License 839-417	Curtis Herman Kayla Burns	Bldg. Maintenance Worker Admin. Assistant	Serves as primary mail technician for the Commission Part-time administrative assistant
	Occasional Drivers		
	Laura Saegert	Asst. Director, Archives	Occasional circulation of records
	Rebecca Romanchuk	Archivist	Occasional circulation of records
	John Anderson	Archivist	Occasional circulation of records
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	Shea, Michael	Records Center Manager	Occasional circulation of records to and from State Records Center
	Burton, Christopher	Records Center Driver	Regular circulation of records to and from the State Records Center
	Wright, Ralph	Records Center Coordinator	Occasional circulation of records to and from the State Records Center
2009 FORD E250 Cargo Van License 107-1293	Holmes, Richard	Records Center Driver	Regular circulation of records to and from the State Records Center
	Bruton, Zachary	Records Center Driver	Regular circulation of records to and from the State Records Center
	Petrich, Rick	Records Center Driver	Regular circulation of records to and from the State Records Center
2000 Ford 3-ton Truck with box License 789-514	Puentes, Andres Jr.	Records Center Driver	Regular circulation of records to and from the State Records Center
2014 Ford Cargo Van License 116-4595	Wachsmann, Royce	Records Center Driver	Regular circulation of records to and from the State Records Center
2014 Ford Cargo Van License 116-4596			

Texas State Library and Archives Commission (306)

SCHEDULE OF SPACE OCCUPIED
For the Fiscal Year Ended August 31, 2014

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, 2014. 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	116.80
Austin	Records Center and TBP Warehouse, 4400 Shoal Creek Boulevard	4,466	101,310	27,189	132,965	31.84
Liberty	Sam Houston Regional Library & Depository 650 FM 1011	8,454	9,336	-	17,790	4.63
Total Floor Space Occupied		<u>32,529</u>	<u>172,049</u>	<u>32,090</u>	<u>236,668</u>	<u>153.27</u>

FTE's 153.27 * Based on 9/1/2014 employment
 Net Usable Square Footage/FTE 212.23

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 2014 Space Utilization Report
 4th Quarter FY 14 Hours Worked Report, adjusted for 9/1/14 employment

Unaudited
Texas State Library and Archives Commission (306)

APPROPRIATION ITEM TRANSFERS*

For the Fiscal Year Ended August 31, 2014

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	\$ 11,128,270	\$ (10,661,305)	\$ 466,965
A.1.2. 13002 Aid to Local Libraries	32,766	(673,656)	(640,890)
A.2.1. 13004 Disabled Services	1,672,502	(1,515,000)	157,502
Total, Goal A Improve Library/Info Svcs.	\$ 12,833,539	\$ (12,849,961)	\$ (16,422)
B. Goal: Public Access to Government Information			
Strategies:			
B.1.1 13005 Provide Access to Info & Archives	\$ 664,699	\$ (565,888)	\$ 98,812
Total, Goal B Access to Gov. Info.	\$ 664,699	\$ (565,888)	\$ 98,812
C. Goal: Cost-effective State/Local Records Management			
Strategies:			
C.1.1. 13006 Manage State/Local Records	37,850	(20,000)	17,850
Total, Goal C Records Management	\$ 37,850	\$ (20,000)	\$ 17,850
D. Goal: Indirect Administration	\$ 395,436	\$ (411,163)	\$ (15,727)
NET APPROPRIATION ITEM TRANSFERS	\$ 13,931,524	\$ (13,847,012)	\$ 84,512 *

*Note: This schedule does not include Benefit Replacement Pay transfers, Employee Benefit Transfers or Rider Reduction transfers at the agency level. Net transfers include Legislative Salary Transfers IN and DIR reductions at the Strategy level.

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

Texas State Library and Archives Commission (306)

INDIRECT COST SCHEDULE

For the Fiscal Year Ended August 31, 2014

Fiscal Year 2014

A. Payroll-Related Costs	
<i>(must reconcile to Exhibit II, Annual Financial Report)</i>	
FICA Employer Matching Contribution	\$ 466,628.16
Group Health Insurance	928,126.69
Premium Health Care (PHC)	56,178.79
Premium Retirement Contribution (PRC)	28,084.06
Retirement	427,961.65
Employee Retirement - Return to Work Assessment	9,282.11
Unemployment	10,659.00
Total Payroll-related Costs	\$ 1,926,920.46
Workers' Compensation	\$ 11,764.95
Benefit Replacement Pay	29,695.69
Total Workers' Compensation and BRP	\$ 41,460.64
B. Indirect Costs	
<i>(not reported on operation statements)</i>	
Retiree Health Insurance Assessment	\$ 580,040.82
SWCAP Paid to Comptroller	18,535.00
Total Indirect Costs (not reported on operating statements)	\$ 598,575.82
C. Indirect Costs - FY 2014 Statewide Full Cost Allocation Plan	
Building Depreciation	\$ 8,990.00
Comptroller of Public Accounts	
CPA Administration	
CPA Fiscal and ITD	35,314.00
CPA Purchasing & Support (TPASS)	16,999.92
CPA Rebates	(1,187.84)
Department of Public Safety - Capitol Security	(91,996.67)
OOG BPP & Financial Accountability	395.16
Texas Facility Commission	
Planning and Asset Management	315,143.29
Construction	(4,598.00)
Facilities & Space Management	
Total Statewide Full Cost Allocation Plan	\$ 279,059.86
TOTAL INDIRECT COSTS	\$ 2,846,016.78

Sources: MGT of America Report for FY2014 SWCAP Report
 DAFR 8590 - TSLAC 2014 Annual Financial Report
 USAS Screen 58 for Retiree Insurance Premium Assessed
 USAS Screen 49 for Unemployment Paid

Unaudited
Texas State Library and Archives Commission (306)

HUB STRATEGIC PLAN PROGRESS REPORT
 For the Fiscal Year Ended August 31, 2014

(Source: Texas Government Code, Section 2161.124)

Category	Actual for FY 13*	Actual for FY 14*	Goal for FY 15**
Heavy construction other than building contracts	N/A	N/A	11.20%
Building construction	N/A	N/A	21.10%
Special trade construction contracts	0.00%	0.00%	20.00%
Professional services contracts	11.45%	43.56%	23.60%
Other services contracts	2.74%	1.07%	5.00%
Commodities contracts	16.67%	20.91%	30.00%

* Actual = Percent spent with HUB vendors from Comptroller's HUB report: FY 2013 and FY 2014.

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


 Prepared By


 APPROVED BY (Signature Required)

Donna Osborne, Chief Fiscal Officer
 Printed Name

Mark Smith
 Printed Name

512-463-5440
 Phone Number

512-463-5459
 Phone Number

Sources: 2013 and 2014 HUB Consolidated Agency Report, CPA

Texas State Library and Archives Commission (306)

HUB STRATEGIC PLAN PROGRESS REPORT

For the fiscal Year Ended August 31, 2014

COMPARISON TO STATEWIDE HUB PROCUREMENT GOALS

A. Fiscal Year 2013-2014 HUB Expenditure Information

FY 2014 Other Services Detail

Procurement Category	Statewide HUB Goals	Adjusted HUB Expenditures FY 2013		Total Expenditures FY 2013		Adjusted HUB Expenditures FY 2014		Total Expenditures FY 2014	% of Other Services	
		HUB %	HUB \$	HUB %	HUB \$	HUB %	HUB \$		% of Other Services	Other Services
Heavy Construction	11.2%	N/A	N/A	N/A	\$0	0.00%	\$0	\$0	94.6%	\$12,162,063 Shared Databases & Online
Building Construction	21.1%	N/A	N/A	N/A	\$0	0.00%	\$0	\$0	2.8%	\$354,599 Library/Archival Services, non-books
Special Trade	32.7%	0.00%	\$0	\$12,092	\$0	0.00%	\$0	\$70,504	0.9%	\$118,425 Software Licenses
Professional Services	23.6%	11.45%	\$10,000	\$87,333	\$51,300	43.56%	\$51,300	\$117,771	1.8%	\$227,350 Other
Other Services	24.6%	2.74%	\$306,818	\$11,209,067	\$137,183	1.07%	\$137,183	\$12,862,437	100.0%	Adjusted Percentage, Other Services
Commodities	21.0%	16.67%	\$55,644	\$333,789	\$215,258	21.17%	\$215,258	\$1,016,817	60.34%	Total, Other Services, FY 14
	2.01	3.20%	\$372,462	\$11,642,281	\$403,741	2.87%	\$403,741	\$14,067,529		Adjusted Percentage, Other Services If Proprietary Purchases excluded

B. Assessment of Fiscal Year 2013 - 2014 Efforts to Meet HUB Procurement Goals Attainment:

The agency attained or exceeded one of the applicable statewide HUB procurement goals in FY 2013 and two of the goals for FY 2014.

The agency increased performance in the Professional Services category to 43.56% in FY 14, up from 11.45% in FY 13.

In addition, the agency fell below the statewide goal for the "Commodities" category by almost 4% in fiscal year 2013, but exceeded the statewide goal by in fiscal year 2014.

The agency achieved 3.20% expenditures with HUBs for overall expenditures in 2013 and 2.85% in 2014.

Applicability: The Heavy Construction and Building Construction categories were not applicable to agency operations in fiscal 2013 or 2014.

Factors Affecting Attainment:

Most of the "Special Trades" category involves expenditures for the agency's facilities in Liberty, Texas, and there are few HUB vendors in this location.

The agency's largest expenditures involve the purchase of statewide access to electronic databases (94.6% of the Other Services purchases, and 86.45 of ALL purchases),

and the addition of K-12 databases (TexQuest program) in FY 2014 further reduced the attainment percentage in FY 2014 in the Other Services category.

Because these items are proprietary, and there are no HUB vendors available, these purchases skew the numbers in this category, but also for the agency's overall HUB performance.

In addition, the agency purchases various library and archive-specific services that are not available from HUB sources and purchases computer software that is generally

sole-source. As a result, these items also skew the numbers for the Other Services category. If we evaluate the agency's expenditures without these proprietary and/or

sole-source items, the agency's performance in the Other Services category would be 60.34%, almost three times higher than the state goal in this category.

The "Professional Services" category goal was not met in 2013 as this reflects primarily the agency's contract for internal auditing services. We had used the same internal

auditor for several years, and the contractor does not qualify to be certified as a HUB. We rebid these services and obtained a HUB vendor for the contract that began in 2014.

As a result, our performance in this category is now almost twice the state's goal.

"Good Faith" Efforts:

The agency has made the following good faith efforts to comply with statewide HUB procurement goals, per 1 TAC Section 111.13c:

- participated in Purchasing related events sponsored by the Texas Comptroller
- searched the Central Master Bidders List for HUB vendors for all procurements prior to awarding contracts
- encourage all potential, qualified vendors to become certified as HUB vendors
- encouraged program staff to seek qualified HUB vendors, even on small procurements
- the agency continues to exceed statewide goals in commodity purchasing, where the agency has the most control over the process
- searched the Central Master Bidders List for HUB vendors for all procurements prior to awarding contracts
- encourage all potential, qualified vendors to become certified as HUB vendors
- encouraged program staff to seek qualified HUB vendors, even on small procurements

Source: FY 2013 and FY 2014 Agency HUB Summary Report, CPA

UNAUDITED

Texas State Library and Archives Commission (306)

SCHEDULE OF VEHICLE PURCHASES

For the Fiscal Year Ended August 31, 2014

The Texas State Library and Archives Commission did not purchase any new vehicles in Fiscal Year 2014.

Make and Model	Purchase Price	Type of Use	Fuel Efficiency
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UNAUDITED

Texas State Library and Archives Commission (306)

SCHEDULE OF ITEMIZED PURCHASE

August 31, 2014

<u>Vendor Name</u>	<u>Product Purchased</u>	<u>Amount</u>
Fitz & Shipman <i>Justification</i>	Topographic map of 27 acres in Liberty, TX	\$6,250.00
	<p>This purchase was to create a topographic map of 27 acres of the agency's land in Liberty, Texas. Fitz & Shipman was the vendor for prior topo maps, so we asked this company to update the prior map. As a result, this was processed as a proprietary purchase.</p>	
Pony Allen Studios <i>Justification</i>	Design and production of a special exhibit case for the lobby of the Lorenzo de Zavala Archives and Library Building	\$24,950.00
	<p>This purchase was to design and produce a special exhibit case to display historical artifacts in the lobby of the agency's building. Mr. Allen designed the exhibit case that was used to display the Travis Letter at the Alamo earlier this year, and we needed a case with the same specifications.</p>	
Fitz & Shipman <i>Justification</i>	Investigation, evaluation and preliminary design work for capital project at agency's facilities in Liberty, Texas	\$13,240.00
	<p>Fitz & Shipman was the vendor for prior sitework at the agency's facilities in Liberty, Texas. Because of the unique soil conditions in the region, the agency determined this vendor the most qualified to perform the services needed under this capital project.</p>	
OCLC Online Computer Library Center, Inc. <i>Justification</i>	WebJunction and SkillSoft Training Services for Librarians working in Texas libraries	\$29,054.80
	<p>OCLC is the only vendor that offers the unique suite of training sessions that will best benefit librarians across Texas. In addition, OCLC offers a single portal for librarians to access training continuing education (CE) certificates, making it easy to document the credits needed to maintain professional certifications.</p>	
Unify Corporation/ Gupta Technologies <i>Justification</i>	Computer Programming Services	NTE \$20,000.00
	<p>This purchase was a blanket order for computer programming services on an as-needed basis for maintenance/repairs to an older information system used by the Talking Book Program. The system is written in Unify computer language, and Gupta Technologies is the local representative. DIR Exemption Approval #WA-07-12-5712.</p>	

UNAUDITED

Texas State Library and Archives Commission (306)

SCHEDULE OF BONDED EMPLOYEES

August 31, 2014

Not Applicable

SCHEDULE OF AIRCRAFT OPERATION

August 31, 2014

Not Applicable

Recycled, Remanufactured and Environmentally Sensitive Purchases Report

No Longer Required for Fiscal Year 2014

Appendix

**Fiscal Year 2014 Nonfinancial Data Report
Texas State Library and Archives Commission**

MASTER FILE REPORT VERIFICATION FORM

NAME OF AGENCY Texas State Library & Archives Commission
AGENCY # 306

Yes, the information contained in the Master File Report dated 9/16/14, 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)
Donna Osborne
Signature
10/29/14
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.

10-31-14
Date
Shaun Seale
State Real Property Inventory Manager