



TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

ANNUAL REPORT OF NONFINANCIAL DATA

FOR THE YEAR ENDED AUGUST 31, 2016

**Mark Smith
Director and Librarian**



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
F. Lynwood Givens
Larry G. Holt

Romanita Matta-Barrera
Wm. Scott McAfee
Martha Wong

Director and Librarian
Mark Smith

TSLAC

*Preserving yesterday,
informing today,
inspiring tomorrow.*

December 9, 2016

The Honorable Greg Abbott, Governor
Ms. Lisa Collier, CPA, First Assistant State Auditor
Ms. Ursula Parks, Director, Legislative Budget Board

Dear Governor Abbott, Ms. Collier 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, 2016, 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,

Mark Smith
Director and Librarian

xc: Legislative Reference Library

TEXAS STATE LIBRARY AND ARCHIVES COMMISSION
AGENCY 306

2016 Nonfinancial Data Report

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* Pending updated numbers on Statewide Cost Allocation Plan;
per instructions from Governor's Office of Budget and Policy,
form will be submitted separately.

Texas State Library and Archives Commission (306)

SCHEDULE OF PROFESSIONAL AND CONSULTING FEES

For the Fiscal Year Ended August 31, 2016

Name	Services Performed		Total
Quimby McCoy Preservation Architecture, LLP	Assessment of historical buildings, Liberty	\$74,910.00	
	TOTAL, 7239 - Consulting Services Approved by Gov. Office		\$74,910.00
CPR Resources, Inc.	CPR training for agency safety officers	\$820.00	
Ibridge Group, Inc	Kofax training - State Records Center	\$540.00	
Mayo J Ancelet	CRP and First Aid Training, Liberty	\$200.00	
Northeast Document Conservation	Document preservation training	\$1,300.00	
OCLC Online Computer Library Center Inc.	Webjunction partner program	\$30,000.00	
Preservica, Inc.	Storage and training	\$40,310.00	
Alana Inman - reimbursement	Driver education training	\$25.00	
	TOTAL, 7243 - Education/Training Services		\$73,195.00
Garza & Gonzales	Internal audit services	\$72,794.35	
Rupert & Associates	Prepare agency's AFR report	\$10,000.00	
	TOTAL, 7245 - Financial/Accounting Services		\$82,794.35
Alliance Work Partners	Employee Assistance Program	\$3,446.24	
Librarians on Demand	Update Library Laws	\$4,500.00	
RAH Consulting	Facilitate strategic planning for TexShare	\$24,000.00	
TechCenter Design, Inc.	Inventory & packing excess cubicle parts	\$2,840.00	
Region XX Education Service Center	K-12 Program coordination services	\$255,625.00	
TSLAC/State Records Center	Digitization services	\$833.37	
UT-Austin School of Social Work	Agency Employee Engagement Survey	\$1,659.00	
	TOTAL, 7253 - Other Professional Services		\$292,903.61
Texas Facilities Commission	Bid, evaluation, and construction for Liberty	\$282,300.00	
	TOTAL, 7256 - Architect/Engineering Services		\$282,300.00
Catapult Systems, LLC	Configure Grant Management System (GMS)	\$287,040.00	
Catapult Systems, LLC	Maintenance for GMS	\$23,477.50	
SHI Government Solutions, Inc	1 GB Storage	\$468.00	
Ambonare, Inc.	Network speed test for Texas libraries	\$18,700.00	
	TOTAL, 7275 - Computer Programming Services		\$329,685.50
Texas Dept. of Information Resources	Data Center Services chargeback	\$414,923.12	
	TOTAL, 7285 - Computer Svcs, Statewide Tech Ctr		\$414,923.12
TOTAL, ALL PROFESSIONAL SERVICES		\$1,550,711.58	\$1,550,711.58

Source: USAS DAFR8960 PY2016; DAFR 8590 from AFR

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, 2016

Vehicle	Authorized Driver	Job Title	Reason for Authorization
1201 Brazos - Austin 2014 Ford Cargo Van License 116-4594	Jasper Winters	Inventory and Print Coordinator	Runner for agency; backup mail technician
	Daniel Shallue	Facility and Mail Coordinator	Serves as primary mail technician for the Commission
	Occasional Drivers		
	Laura Saegert	Asst. Director, Archives	Occasional circulation of records
	Rebecca Romanchuk	Archivist	Occasional circulation of records
	John Black	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 records
1011 FM 650 - Liberty 2002 Chevrolet Cargo Van License 839-417	Alana Inman	Manager, Sam Houston Center	Runner for agency; backup mail technician
	Curtis Herman	Bldg. Maintenance Worker	Serves as primary mail technician for the Commission
	Kayla Burns	Admin. Assistant	Part-time administrative assistant
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 Specialist	Regular circulation of records to and from the State Records Center
	Nicholas Kioso	Records Center Specialist	Occasional circulation of records to and from State Records Center
2009 FORD E250 Cargo Van License 107-1293	Holmes, Richard	Records Center Specialist	Regular circulation of records to and from the State Records Center
	Bruton, Zachary	Circulation Lead	Regular circulation of records to and from the State Records Center
	Petrich, Rick	Inventory Coordinator	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 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
2014 Ford Cargo Van License 116-4595			
2014 Ford Cargo Van License 116-4596			
	Source: 2016 List of Agency Drivers		

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Texas State Library and Archives Commission (306)

SCHEDULE OF SPACE OCCUPIED

For the Fiscal Year Ended August 31, 2016

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, 2016. 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	128.75
Austin	Records Center and TBP Warehouse, 4400 Shoal Creek Boulevard	4,466	101,310	27,189	132,965	36.50
Liberty	Sam Houston Regional Library & Depository 650 FM 1011	8,454	9,336	-	17,790	4.50
Total Floor Space Occupied		<u>32,529</u>	<u>172,049</u>	<u>32,090</u>	<u>236,668</u>	<u>169.75</u>

FTE's **169.75** * Based on 9/1/2016 employment
Net Usable Square Footage/FTE **191.63**

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 2016 Space Utilization Report
4th Quarter FY 16 Hours Worked Report, adjusted for 9/1/16 employment

Unaudited
Texas State Library and Archives Commission (306)

APPROPRIATION ITEM TRANSFERS*
For the Fiscal Year Ended August 31, 2016

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	\$ 13,888,735	\$ (14,541,716)	\$ (652,981)
A.1.2.	13002	Aid to Local Libraries	76,452	(139,879)	(63,427)
A.2.1.	13004	Disabled Services	1,221,258	(1,505,095)	(283,837)
Total, Goal A: Improve Library/Info Svcs.			<u>\$ 15,186,444</u>	<u>\$ (16,186,690)</u>	<u>\$ (1,000,245)</u>
B. Goal: Public Access to Government Information					
Strategies:					
B.1.1	13005	Provide Access to Info & Archives	\$ 872,420	\$ (858,263)	\$ 14,158
Total, Goal B: Access to Gov. Info.			<u>\$ 872,420</u>	<u>\$ (858,263)</u>	<u>\$ 14,158</u>
C. Goal: Cost-effective State/Local Records Management					
Strategies:					
C.1.1.	13006	Manage State/Local Records	47,825	(339,987)	(292,162)
Total, Goal C: Records Management			<u>\$ 47,825</u>	<u>\$ (339,987)</u>	<u>\$ (292,162)</u>
D. Goal: Indirect Administration			<u>\$ 434,731</u>	<u>\$ (541,136)</u>	<u>\$ (106,405)</u>
NET APPROPRIATION ITEM TRANSFERS			<u>\$ 16,541,421</u>	<u>\$ (17,926,075)</u>	<u>\$ (1,384,654) *</u>

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

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

Unaudited

Texas State Library and Archives Commission (306)

INDIRECT COST SCHEDULE

For the Fiscal Year Ended August 31, 2016

Fiscal Year 2016

Note: SWCAP information not available; will submit this schedule separately per instructions from Governor's Office of Budget and Policy

A. Payroll-Related Costs <i>(must reconcile to Exhibit II, Annual Financial Report)</i>	
Total Payroll-related Costs	\$ -
Total Workers' Compensation and BRP	\$ -
B. Indirect Costs	
Total Indirect Costs <i>(not reported on operating statements)</i>	\$ -
C. Indirect Costs - FY 2016 Statewide Full Cost Allocation Plan	
Total Statewide Full Cost Allocation Plan	\$ -
TOTAL INDIRECT COSTS	\$ -

Sources: MGT of America Report for FY2016 SWCAP Report; data not yet available
DAFR 8590 - TSLAC 2016 Annual Financial Report
USAS Screen 58 for Retiree Insurance Premium Assessed

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Texas State Library and Archives Commission (306)

HUB STRATEGIC PLAN PROGRESS REPORT
 For the Fiscal Year Ended August 31, 2016

(Source: Texas Government Code, Section 2161.124)

Category	Actual for FY 14*	Actual for FY 15*	Goal for FY 16**
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%	10.10%	5.00%
Professional services contracts	43.56%	34.00%	25.00%
Other services contracts	1.07%	1.60%	2.00%
Commodities contracts	20.91%	13.90%	15.00%

* **Actual** = Percent spent with HUB vendors from Comptroller's HUB report: FY 2014 and FY 2015.

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



Prepared By

Donna Osborne, Chief Fiscal Officer

Printed Name

512-463-5440

Phone Number



APPROVED BY

(Signature Required)

Mark Smith

Printed Name

512-463-5459

Phone Number

Sources: 2013 and 2014 HUB Consolidated Agency Report, CPA

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Texas State Library and Archives Commission (306)

LIST OF HUB VENDORS REPORT

For the Fiscal Year Ended August 31, 2016

<u>VENDOR NAME</u>	<u>HUB/</u>	<u>ETH</u>	<u>DOLLAR AMOUNT</u>
SPECIAL TRADE:			
SHI GOVERNMENT SOLUT	HUB	AS	\$135.00
TSP SPECIALTY PRODUC	HUB	HI	\$2,246.00
TOTAL SPECIAL TRADE			\$2,381.00
PROFESSIONAL SERVICES:			
GARZA/GONZALEZ	HUB	HI	\$72,794.35
TOTAL PROFESSIONAL SERVICES			\$72,794.35
OTHER SERVICES:			
AMBONARE INC	HUB	AS	\$18,700.00
AMBONARE INC	HUB	AS	\$373,223.00
AMTEX SCALE & SYSTEM	HUB	WO	\$250.00
AUSTIN RIBBON & COMP	HUB	WO	\$422.60
AVA CONSULTING	HUB	AS	\$175,658.31
FLORES AND ASSOCIATE	HUB	HI	\$62.00
HYDROZONE LANDSCAPE	HUB	HI	\$5,145.00
IBRIDGE GROUP INC	HUB	WO	\$540.00
LANGUAGE USA INC	HUB	WO	\$254.80
PRECISION MICROGRAPH	HUB	WO	\$17,837.88
QUIMBY MCCOY PRESERV	HUB	WO	\$74,910.00
RAH CONSULTING	HUB	WO	\$24,000.00
SHARON RUTH PIKE DBA	HUB	WO	\$80.00
SHI GOVERNMENT SOLUT	HUB	AS	\$46,218.20
TECHCENTER DESIGN IN	HUB	WO	\$2,840.00
TOTAL OTHER SERVICES			\$740,141.79

<u>VENDOR NAME</u>	<u>HUB/</u>	<u>ETH</u>	<u>DOLLAR AMOUNT</u>
COMMODITY PURCHASING :			
AHI ENTERPRISES LLC	HUB	WO	\$4,014.65
ARC GOVERNMENT SOLUT	HUB	WO	\$201.45
AUSTIN RIBBON & COMP	HUB	WO	\$58,310.13
COMPLETE TABLET SOLU	HUB	AI	\$564.06
CSG/COMPUTER SUPPORT	HUB	WO	\$21,482.50
DATAEXPORT NET LLC	HUB	HI	\$255.00
EVCO PARTNERS LP DBA	HUB	WO	\$9.23
FLORES AND ASSOCIATE	HUB	HI	\$148.77
IBRIDGE GROUP INC	HUB	WO	\$2,185.46
JOHN COLE CHEMICAL C	HUB	WO	\$64.50
MANS DISTRIBUTORS IN	HUB	AS	\$168.15
MILLER IMAGING AND D	HUB	WO	\$862.65
PASCO BROKERAGE INC	HUB	WO	\$55.00
PRECISION CAMERA LP	HUB	WO	\$34,050.50
SHARON RUTH PIKE DBA	HUB	WO	\$479.00
SHI GOVERNMENT SOLUT	HUB	AS	\$19,040.21
SPECTRUM IMAGING TEC	HUB	HI	\$33,531.97
SUMMUS INDUSTRIES IN	HUB	BL	\$17,604.28
TECHCENTER DESIGN IN	HUB	WO	\$44,123.48
TIER ONE PARTNERS AL	HUB	BL	\$1,806.94
TURNKEY SECURITY INC	HUB	HI	\$300.00
V QUEST OFFICE MACHI	HUB	WO	\$2,563.40
WORTHINGTON PAPER CO	HUB	BL	\$479.80
TOTAL COMMODITIES			\$242,301.13

TOTAL SPENT WITH HUB VENDORS	\$1,057,618.27
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Texas State Library and Archives Commission (306)

SCHEDULE OF VEHICLE PURCHASES

For the Fiscal Year Ended August 31, 2016

The Texas State Library and Archives Commission did not purchase any new vehicles in Fiscal Year 2016.

Make and Model	Purchase Price	Type of Use	Fuel Efficiency
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Texas State Library and Archives Commission (306)

SCHEDULE OF ITEMIZED PURCHASE

August 31, 2016

<u>Vendor Name</u>	<u>Product Purchased</u>	<u>Amount</u>
Demco, Inc. dba Upstart	2016 Collaborative Summer Reading Program materials	\$66,479.20
Justification This vendor is the sole provider of licensed Collaborative Summer Library Program (CSLP) reading materials for libraries. As a member of the CSLP, the agency is able to purchase and provide comprehensive Summer Reading Program materials directly to Texas libraries.		
Lyrasis, Inc	Services to provide websites for 205 libraries throughout Texas at a cost of \$36 per library per month	\$88,560.00
Justification Lyrasis is the contracted provider of these services for the Plinkit consortium of states; Plinkit is a multi-state collaborative that provides websites for small libraries in the member states.		
Middle Country Public Library	Registration for Texas librarians to participate in Family Place Libraries program	\$288,000.00
Justification The agency issued a Request for Information to determine availability of nationally-recognized training programs for librarians in early childhood that would also promote reading. We received one response for the Family Place program from the awarded vendor. The agency evaluated the Family Place Libraries program, developed under a collaboration between Libraries of the Future and Middle Country Public Library, and determined the program would meet the goals for the Texas program.		
OCLC Online Computer Library Center, Inc.	1 year online subscription to WebJunction and SkillSoft Training services for Librarians working in Texas libraries	\$30,000.00
Justification 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.		
Open Text, Inc	Computer services for legacy system in Talking Book Program	\$20,000.00
Justification This is a blanket order for computer programming services on an as-needed basis for maintenance/repairs for a legacy information system used by the Talking Book Program. The agency sought bids for services in prior years, but this was the only vendor that responded. The system is written in Unify computer language, and Open Text (previously Gupta Technologies) is the local representative. DIR Waiver # WA-08-14-7077.		
Remote Learner US, Inc	Online subscription for Moodle hosting and support	\$5,400.00
Justification Remote Learner subscription supports hosting and software for our existing and planned online training course management in proprietary format using Moodle for hosting and support; service is used by Library Development and State and Local Records Management divisions.		
SirsiDynix	SirsiDynix Symphony SaaS subscription including Symphony Core, test system, SmartPORT, and NCIP	\$74,035.55
Justification This is an annual subscription to an online catalog system used to maintain the agency's various library collections, including the Talking Book Program, Library Science collection, and the collection available in our public service areas.		

UNAUDITED

Texas State Library and Archives Commission (306)

SCHEDULE OF BONDED EMPLOYEES

August 31, 2016

Not Applicable

SCHEDULE OF AIRCRAFT OPERATION

August 31, 2016

Not Applicable

Recycled, Remanufactured and Environmentally Sensitive Purchases Report

No Longer Required for Fiscal Year 2016

Appendix

**Fiscal Year 2016 Nonfinancial Data Report
Texas State Library and Archives Commission**

MASTER FILE REPORT VERIFICATION FORM

Texas State Library & Archives
NAME OF AGENCY Commission

306
AGENCY #

Yes, the information contained in the Master File Report dated 11/14/16, 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

11/14/16
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, § NRCB1153-31156 et seq.

Shaun Seale
Shaun Seale
State Real Property Inventory Manager

11-14-16
Date