

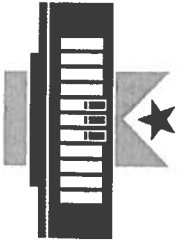


**TEXAS STATE LIBRARY AND ARCHIVES COMMISSION**

**ANNUAL REPORT OF NONFINANCIAL DATA**

**FOR THE YEAR ENDED AUGUST 31, 2018**

**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](http://www.tsl.texas.gov)

*Commission Chairman*

Michael C. Waters

*Members*

David C. Garza  
F. Lynwood Givens  
Larry G. Holt  
Arthur T. Mann  
Darryl Tocker  
Martha Wong

*Director and Librarian*

Mark Smith

*Assistant State Librarian*

Gloria Meraz

**TSLAC**

Preserving yesterday  
Informing today  
Inspiring tomorrow

December 18, 2019

The Honorable Greg Abbott, Governor  
Ms. Lisa Collier, CPA, First Assistant State Auditor  
Mr. John McGeady, Legislative Budget Board

Dear Governor Abbott, Ms. Collier and Mr. McGeady:

We are pleased to submit the Texas State Library and Archives Commission *Annual Report of Nonfinancial Data* for the year ended August 31, 2018, 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](mailto:dosborne@tsl.texas.gov).

Sincerely,

Mark Smith  
Director and Librarian

cc: Legislative Reference Library

## 2018 Nonfinancial Data Report

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Master File Report Verification Form

\* 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, 2018

Name	Services Performed	Total
Alliance Work Partners Comedy Defensive Driving, Inc.	Educational/Training Services Driver education training <b>TOTAL, 7243 - Education/Training Services</b>	\$600.00 \$25.00 <b>\$625.00</b>
Rupert & Associates	Prepare agency's AFR report <b>TOTAL, 7245 - Financial/Accounting Services</b>	\$10,000.00 <b>\$10,000.00</b>
Alliance Work Partners Region XX Education Service Center Karolyn E. Cuellars UT School of Social Work Barbara Gubbin Arthur J. Gallagher Insurance Insight Public Sector	Employee Assistance Program TexQuest support services Back flow preventer testing Survey of Organizational Excellence Strategic plan facilitation services Property appraisals <b>TOTAL, 7253 - Other Professional Services</b> Site survey for Shaol Creek <b>TOTAL, 7275 - Computer Programming Services</b>	\$5,845.76 \$339,487.97 \$250.00 \$1,742.00 \$5,000.00 \$2,150.00 <b>\$354,475.73</b> \$7,064.00 <b>\$7,064.00</b>
Texas Dept. of Information Resources	Data Center Services chargeback <b>TOTAL, 7285 - Computer Svcs, Statewide Tech Ctr</b>	\$526,778.72 <b>\$526,778.72</b>
<b>TOTAL, ALL PROFESSIONAL SERVICES</b>		<b>\$898,943.45</b> <b>\$898,943.45</b>

Source: USAS DAFR8960 PY2018; DAFR 8590 from AFR

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, 2018

Vehicle	Authorized Driver	Job Title	Reason for Authorization
<b>1201 Brazos - Austin</b>	Jasper Winters	Inventory and Print Coordinator	Runner for agency; backup mail technician
2014 Ford Cargo Van License 116-4594	Daniel Shallue	Facility and Mail Coordinator	Serves as primary mail technician for the Commission
<b>Occasional Drivers</b>			
	Laura Saegert	Asst. Director, Archives	Occasional circulation of records
	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 records
<b>1011 FM 650 - Liberty</b>	Alana Inman	Manager, Sam Houston Center	Runner for agency; backup mail technician
2002 Chevrolet Cargo Van License 839-417	Curtis Herman	Bldg. Maintenance Worker	Serves as primary mail technician for the Commission
	Kayla Burns	Admin. Assistant	Administrative assistant
<b>4400 Shoal Creek - Austin</b>			
<b>Drivers below are authorized to drive any vehicle listed for Shoal Creek facility.</b>			
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
2014 Ford Cargo Van License 116-4595	Wachsmann, Royce	Records Center Specialist	Regular circulation of records to and from the State Records Center
2014 Ford Cargo Van License 116-4596			

Source: 2018 List of Agency Drivers  
2018 List of Agency Vehicles

**Texas State Library and Archives Commission (306)**

**SCHEDULE OF SPACE OCCUPIED**

For the Fiscal Year Ended August 31, 2018

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, 2018. 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	128.50
Austin	Records Center and TBP Warehouse, 4400 Shoal Creek Boulevard	4,466	101,310	27,189	132,965	35.50
Liberty	Sam Houston Regional Library & Depository 650 FM 1011	8,454	9,336	-	17,790	5.50
Total Floor Space Occupied		<u>32,529</u>	<u>172,049</u>	<u>32,090</u>	<u>236,668</u>	<u>169.50</u>

Authorized FTE's 169.50 \* Based on 9/1/2018 appropriation  
 Net Usable Square Footage/FTE 191.91

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 2018 Space Utilization Report  
 9/1/18 Staffing Charts from HR

**Unaudited**  
**Texas State Library and Archives Commission (306)**

**APPROPRIATION ITEM TRANSFERS\***

For the Fiscal Year Ended August 31, 2018

**ITEM OF APPROPRIATION**

	<u>Transfers-In</u>	<u>Transfers-Out</u>	<u>Net Transfers</u>
<b>A. Goal: Improve the Availability of Library and Information Services</b>			
Strategies:			
A.1.1. 13001 Library Resource Sharing Svcs	\$ 14,560,871	\$ (14,088,158)	\$ 472,713
A.1.2. 13002 Aid to Local Libraries	296,040	(427,579)	(131,539)
A.2.1. 13004 Disabled Services	242,035	(557,161)	(315,126)
<b>Total, Goal A: Improve Library/Info Svcs.</b>	<b><u>\$ 15,098,947</u></b>	<b><u>\$ (15,072,899)</u></b>	<b><u>\$ 26,048</u></b>
<b>B. Goal: Public Access to Government Information</b>			
Strategies:			
B.1.1 13005 Provide Access to Info & Archives	\$ 1,188,860	\$ (1,130,905)	\$ 57,956
<b>Total, Goal B: Access to Gov. Info.</b>	<b><u>\$ 1,188,860</u></b>	<b><u>\$ (1,130,905)</u></b>	<b><u>\$ 57,956</u></b>
<b>C. Goal: Cost-effective State/Local Records Management</b>			
Strategies:			
C.1.1. 13006 Manage State/Local Records	35,133	(33,327)	1,806
<b>Total, Goal C: Records Management</b>	<b><u>\$ 35,133</u></b>	<b><u>\$ (33,327)</u></b>	<b><u>\$ 1,806</u></b>
<b>D. Goal: Indirect Administration</b>			
	<b><u>\$ 526,134</u></b>	<b><u>\$ (595,698)</u></b>	<b><u>\$ (69,564)</u></b>
<b>NET APPROPRIATION ITEM TRANSFERS</b>	<b><u>\$ 16,849,073</u></b>	<b><u>\$ (16,832,828)</u></b>	<b><u>\$ 16,245 *</u></b>

\*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 2018

## Texas State Library and Archives Commission (306)

### INDIRECT COST SCHEDULE

For the Fiscal Year Ended August 31, 2018

Fiscal Year 2018

<b>A.</b>	<b>Payroll-Related Costs</b>		
	<i>(must reconcile to Exhibit II, Annual Financial Report)</i>		
	FICA Employer Matching Contribution	\$ 540,631.60	
	Group Health Insurance	1,249,954.12	
	Premium Health Care (PHC)	67,440.02	
	Premium Retirement Contribution (PRC)	34,802.26	
	Retirement	665,134.18	
	Employee Retirement - Return to Work Assessment	14,339.66	
	Unemployment	2,448.92	
	<b>Total Payroll-related Costs</b>	<b>\$ 2,574,750.76</b>	
	Workers' Compensation	\$ 18,087.88	
	Benefit Replacement Pay	16,244.93	
	<b>Total Workers' Compensation and BRP</b>	<b>\$ 34,332.81</b>	
<b>B.</b>	<b>Indirect Costs</b>		
	<i>(not reported on operation statements)</i>		
	Retiree Health Insurance Assessment	\$ 103,476.59	
	SWCAP Paid to Comptroller	46,448.09	
	SWCAP Paid to Comptroller (Pymt processed after AFR)	84,532.00	
	<b>Total Indirect Costs (not reported on operating statements)</b>	<b>\$ 234,456.68</b>	
<b>C.</b>	<b>Indirect Costs - FY 2018 Statewide Full Cost Allocation Plan</b>		
	Building Depreciation	\$ 425,532.00	
	CPA Fiscal and ITD	157,774.00	
	CPA Purchasing & Support (TPASS)	16,564.00	
	CPA Rebates	(1,816.00)	
	Department of Public Safety - Capitol Security	22,773.00	
	OOG BPP & Financial Accountability	379.00	
	TFC Planning and Real Estate Management	471,640.00	
	<b>Total Statewide Full Cost Allocation Plan</b>	<b>\$ 1,092,846.00</b>	
	<b>TOTAL INDIRECT COSTS</b>	<b>\$ 3,936,386.25</b>	

**Sources:** MGT of America Report for FY2018 SWCAP Report, 5/31/17  
 DAFR 8590 - TSLAC 2018 Annual Financial Report  
 USAS Screen 58 for Retiree Insurance Premium Assessed



*Unaudited*  
**Texas State Library and Archives Commission (306)**

**HUB STRATEGIC PLAN PROGRESS REPORT**

For the Fiscal Year Ended August 31, 2018

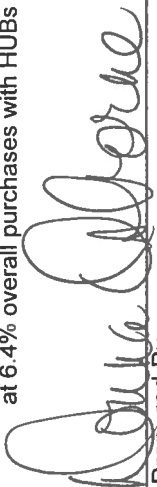
(Source: Texas Government Code, Section 2161.124)

Category	Actual for FY 17*	Actual for FY 18*	Goal for FY 18**
Heavy construction other than building contracts	0.00%	0.00%	11.20%
Building construction	0.00%	0.00%	21.10%
Special trade construction contracts	0.00%	2.50%	5.00%
Professional services contracts	72.78%	0.00%	25.00%
Other services contracts	0.10%	0.31%	2.00%
Commodities contracts	26.70%	15.01%	15.00%

\* **Actual** = Percent spent with HUB vendors from Comptroller's HUB report: FY 2017 and FY 2018.

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

Note: The agency procures online databases for statewide use within the TexShare and TexQuest programs. There are no HUB vendors in the marketplace, and the total procured during FY 18 was \$16,188,376, or 87% of the total agency expenditures in FY 18. If these procurements were excluded, the agency would be at 6.4% overall purchases with HUBs and at 4.64% for the Other services contracts category.

  
 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:** 2017 and 2018 HUB Consolidated Agency Report, CPA

*Unaudited*  
**Texas State Library and Archives Commission (306)**

**LIST OF HUB VENDORS REPORT**

For the Fiscal Year Ended August 31, 2018

VENDOR NAME	HUB/ ETH	DOLLAR AMOUNT	VENDOR NAME	HUB/ ETH	DOLLAR AMOUNT
<b>SPECIAL TRADE:</b>					
B Cardenas	HUB HI	\$4,624.40	AHI ENTERPRISES LLC *	HUB WO	\$1,195.40
<b>TOTAL SPECIAL TRADE</b>		<b>\$4,624.40</b>	CHECKPOINT SERVICES	HUB WO	\$66.00
<b>PROFESSIONAL SERVICES:</b>					
			EAGLE PRIDE SUPPLY	HUB BL	\$102.94
<b>TOTAL PROFESSIONAL SERVICES</b>		<b>\$0.00</b>	GTS TECHNOLOGY SOLUT	HUB WO	\$45,083.53
			ICAUGHT INCORPORATED	HUB WO	\$17,886.22
			PRECISION CAMERA	HUB WO	\$63.60
			SHARON RUTH PIKE DBA	HUB WO	\$114.00
<b>OTHER SERVICES:</b>					
AMBONARE, INC	HUB AS	\$38,609.00	SHI GOVERNMENT SOLUT	HUB AS	\$1,619.58
AMTEX SCALE & SYSTEM	HUB WO	\$250.00	SPECTRUM TECHNOLOGIES	HUB HI	\$4,755.56
ICAUGHT INCORPORATED	HUB WO	\$2,032.09	V QUEST OFFICE MACHINES	HUB WO	\$7,416.93
LANGUAGE USA INC	HUB WO	\$241.08	<b>TOTAL COMMODITIES</b>		<b>\$78,303.76</b>
PRECISION MICROGRAPH	HUB WO	\$7,018.17	<b>Subcontracting Expenditures</b>		
SHARON RUTH PIKE DBA	HUB WO	\$20.00	SUZANNE M. MCGARRAUGH	HUB WO	\$10,942.64
SHI GOVERNMENT SOLUT	HUB AS	\$5,692.50	<b>TOTAL SUBCONTRACTING</b>		<b>\$10,942.64</b>
<b>TOTAL OTHER SERVICES</b>		<b>\$53,862.84</b>	<b>TOTAL SPENT WITH HUB VENDORS</b>		
					<b>\$147,733.64</b>

Note: Two AHI procurements were also state term contracts (\$447.76), so this total does not match summary amount on page 6.

UNAUDITED

## Texas State Library and Archives Commission (306)

### SCHEDULE OF VEHICLE PURCHASES

For the Fiscal Year Ended August 31, 2018

The Texas State Library and Archives Commission did not purchase any new vehicles in Fiscal Year 2018.

Make and Model	Purchase Price	Type of Use	Fuel Efficiency
----------------	----------------	-------------	-----------------

**SCHEDULE OF ITEMIZED PURCHASE**

August 31, 2018

<b>Vendor Name</b>	<b>Product Purchased</b>	<b>Amount</b>
<b>American Chemical Society</b> <i>Justification</i>	Annual on-line database subscription for TexShare members participating in specific TexSelect purchase of ACS license	\$665,718.00
	TexShare members are provided an opportunity to voluntarily participate in reduced rate online database subscription. TSLAC collects fees and pays vendor; no state funds are used by TSLAC for this procurement.	
<b>Collaborative Summer Library Program</b> <i>Justification</i>	2018 Collaborative Summer Reading Program printed materials and other collateral items for Summer Reading Program	\$8,900.00
	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.	
<b>GTS Technology Solutions, Inc</b> <i>Justification</i>	One-year subscription to Hindenburg ABC at Non-profit rate; includes processing fee	\$2,872.59
	Hindenburg software is product chosen by National Library Services for Blind and Physically Handicapped to facilitate electronic duplication of online books provided to the Texas Talking Book Program for distribution to program patrons.	
<b>Image Retrieval, Inc.</b> <i>Justification</i>	One-year support for Copibook technical support services	\$430.00
	Technical services agreement for IIRISA Copibook application; includes telephone support of IIRISA license and software updates; coverage from 4/23/18 - 4/22/19	
<b>Image Permanence Institute</b> <i>Justification</i>	PEM2 temperature and humidity datalogger monitor; includes shipping costs	\$2,114.00
	The agency uses the PEM2 devices to monitor and record temperature and humidity levels in all areas where archival records are stored. This ensures levels are maintained at sufficient levels to provide optimal conditions for preservation of archival documents and artifacts.	
<b>Image Permanence Institute</b> <i>Justification</i>	One-year subscription to Professional Plus eClimate Notebook online software.	\$900.00
	This software records temperature and humidity levels captured by PEM2 monitors and allows agency to quickly review conditions to ensure sufficient levels are maintained to provide optimal conditions for preservation of archival documents and artifacts.	
<b>Internet Archive</b> <i>Justification</i>	One-year subscription to Archive-It Web harvesting services for the period 9/1/17 - 8/31/18	\$10,000.00
	The agency uses this software application to harvest information on other state agency websites that is then made available via the TRAIL system maintained by TSLAC.	

<p><b>Libraries are Essential Justification</b></p> <p>Three webinars with Kathy Dempsey as the presenter TSLAC provides webinars on library-specific topics to librarians across the state as part of our Library Development initiatives. These webinars are provided at no to low cost and are on topics relevant to all libraries and librarians.</p>	<p>One-year license and fees for Texas Digital Archive storage; includes Glacier and Cloud storage in the Amazon Government Cloud.</p>	<p><b>\$1,500.00</b></p>
<p><b>Preservica, Inc.</b></p> <p><b>Justification</b></p> <p>The Texas Digital Archive uses the Preservica on-line service to store and make available to the public archival documents and images that record and preserve the history of Texas.</p>	<p>Annual monitoring of Ansil Sapphire fire suppression system in Sam Houston Center and the Center's renovated museum</p>	<p><b>\$80,781.43</b></p>
<p><b>Simplex Grinnell</b></p> <p><b>Justification</b></p> <p>This is the state-of-the-art fire protection system for historical documents, and the system is installed throughout the Sam Houston Center. The controls are proprietary to this vendor, so monitoring services are proprietary.</p>	<p>SirsiDynix Symphony SaaS subscription including Symphony Core, test system, SmartPORT, and NCIP</p>	<p><b>\$3,372.66</b></p>
<p><b>SirsiDynix</b></p> <p><b>Justification</b></p> <p>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.</p>		<p><b>\$74,035.55</b></p>

UNAUDITED

Texas State Library and Archives Commission (306)

**SCHEDULE OF BONDED EMPLOYEES**

August 31, 2018

Not Applicable

**SCHEDULE OF AIRCRAFT OPERATION**

August 31, 2018

Not Applicable

**Recycled, Remanufactured and Environmentally Sensitive Purchases Report**

No Longer Required for Fiscal Year 2018

**Appendix**

**Fiscal Year 2018 Nonfinancial Data Report**

**Texas State Library and Archives Commission**

MASTER FILE REPORT VERIFICATION FORM

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

Yes, the information contained in the Master File Report dated 8/28/18 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

10/30/18

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.

Shaun Seale

Shaun Seale State Real Property Inventory Manager

11-26-18

Date