



TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

ANNUAL REPORT OF NONFINANCIAL DATA

FOR THE YEAR ENDED AUGUST 31, 2020

Mark Smith
Director and Librarian



December 22, 2020

Lorenzo de Zavala
State Archives and
Library Building
1201 Brazos Street
Austin, Texas
78701

P.O. Box 12927
Austin, Texas
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www.tsl.texas.gov
Commission Chair
Martha Wong

Members
David C. Garza
F. Lynwood Givens
Larry G. Holt
Arthur T. Mann
Bradley S. Tegeler
Darryl Tocker

Director and Librarian
Mark Smith

Assistant State Librarian
Gloria Meraz

TSLAC
*Preserving yesterday
Informing today
Inspiring tomorrow*

The Honorable Greg Abbott, Governor
Ms. Lisa Collier, CPA, First Assistant State Auditor
Mr. Jerry McGintry, 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, 2020, 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

2020 Nonfinancial Data Report

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

Unaudited

Texas State Library and Archives Commission (306)

SCHEDULE OF PROFESSIONAL AND CONSULTING FEES

For the Fiscal Year Ended August 31, 2020

Name	Services Performed	DAFR 8960	Total
Central Texaas Library System	EDGE Assessments	\$3,900.00	
	TOTAL, 7240- Consultant Services-Other		\$3,900.00
American Society for Training & Development	Staff Registration Fee	\$695.00	
Deque Systems Inc	Subscription Renewal	\$90.00	
Amigos Library Services	Course Registration for Staff	\$210.00	
Future Now Inc	Conference Registration Fee-MERV	\$695.00	
Society of American Archivists	Registration and Exam Fees	\$1,090.40	
	TOTAL, 7243 - Education/Training Services		\$2,780.40
Weaver and Tidwell LLP	Internal Auditing Services	\$3,598.77	
	TOTAL, 7245 - Financial/Accounting Services		\$3,598.77
Education Service Center-Region 20	TxQuest Support Services	\$287,597.64	
Workers Assistance Program Inc	Employee Assistance Program	\$4,638.62	
Texas Computer Educaation Association	Conference Hosting Costs	\$5,000.00	
UT-Austin , School of Social Work	Survey of Employee Engagement	\$1,829.00	
Texas Library Association	Speaker Fee-TCAL Conference	\$1,500.00	
Weaver & Tidwell LLP	Internal Audit Services	\$95,497.50	
Amigos Library Services	Conference coordination	\$2,800.00	
Karolyn E Cullars	Back Flow Preventer Testing	\$250.00	
Edge of your seat Consulting	Facilitation Service	\$3,000.00	
	TOTAL, 7253 - Other Professional Services		\$402,112.76
Techcenter Design Inc	Cubicle Design Services	\$1,700.00	
	TOTAL, 7256 - Architect/Engineering Services		\$1,700.00
Network Solutions Inc	Texas Talking Books,Org Web	\$199.95	
Dataxport Net LLC	Support Hours	\$591.05	
Amigos Library Services	E-Reads Application and Annual Fees	\$44,624.99	
	TOTAL, 7275 - Computer Programming Services		\$45,415.99
Texas Department of Information Resources	Data Center Services	\$431,127.33	
	TOTAL, 7285 - Computer Svcs, Statewide Tech Ctr		\$431,127.33
			\$890,635.25
TOTAL, ALL PROFESSIONAL SERVICES		\$890,635.25	

Source: USAS DAFR8960 PY2020; DAFR 8590 from AFR

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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, 2020

Vehicle	Authorized Driver	Job Title	Reason for Authorization
1201 Brazos - Austin 2014 Ford Cargo Van License 116-4594 VIN# 1FTNE1EW2EDA14329	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
	Virginia Vara	Inventory and Print Coordinator	Runner for agency; backup mail technician
	Occasional Drivers		
	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 TBP materials
1011 FM 650 - Liberty 2002 Chevrolet Cargo Van License 1279091 VIN#1GCFG25M221235865	Alana Inman	Manager, Sam Houston Center	Runner for agency; backup mail technician
	Kayla Burns	Admin. Assistant	Administrative assistant
	Terry Carroll	Bldg. Maintenance Worker	Serves as primary mail technician for the Facility
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	Riley, Dee	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
	Holmes, Richard	Records Center Specialist	Regular circulation of records to and from the State Records Center
2009 FORD E250 Cargo Van License 107-1293 VIN# 1FTNE24L49DA93795	Jarmon, Donovan	Records Center Specialist	Regular circulation of records to and from the State Records Center
	Leshar Roper	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
2000 Ford 3-ton Truck with box License 1189037 VIN# 3FDF6527YMA49318	Thompson, Jeanna	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
	Petrich, Rick	Inventory Coordinator	Regular circulation of records to and from the State Records Center
2014 Ford Cargo Van License 116-4595 VIN# 1FTNE1EW0EDA14328	Bruton, Zachary	Circulation Lead	Regular circulation of records to and from the State Records Center
	Wright, Ralph	Admin. Assistant	Occasional circulation of records to and from State Records Center
2014 Ford Cargo Van License 116-4596 VIN# 1FTNE1EW9EDA14327			

Source: 2020 List of Agency Drivers
2020 List of Agency Vehicles
Staffing Chart as of 08/31/2020

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Texas State Library and Archives Commission (306)

SCHEDULE OF SPACE OCCUPIED

For the Fiscal Year Ended August 31, 2020

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, 2020. 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	129.25
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	5.75
	Total Floor Space Occupied	<u>32,529</u>	<u>172,049</u>	<u>32,090</u>	<u>236,668</u>	<u>170.50</u>

Authorized FTE's **170.50** * Based on 9/1/2019 appropriation
Net Usable Square Footage/FTE **190.79**

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 2020 Space Utilization Report
8/31/2020 Staffing Charts from HR

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Texas State Library and Archives Commission (306)

APPROPRIATION ITEM TRANSFERS*

For the Fiscal Year Ended August 31, 2020

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	\$ 16,370,748	\$ (18,185,130)	\$ (1,814,382)
A.1.2. 13002 Aid to Local Libraries	128,732	(1,267,885)	(1,139,153)
A.2.1. 13004 Disabled Services	153,385	(333,177)	(179,791)
Total, Goal A: Improve Library/Info Svcs.	<u>\$ 16,652,866</u>	<u>\$ (19,786,192)</u>	<u>\$ (3,133,326)</u>
B. Goal: Public Access to Government Information			
Strategies:			
B.1.1 13005 Provide Access to Info & Archives	\$ 926,035	\$ (1,254,950)	\$ (328,914)
Total, Goal B: Access to Gov. Info.	<u>\$ 926,035</u>	<u>\$ (1,254,950)</u>	<u>\$ (328,914)</u>
C. Goal: Cost-effective State/Local Records Management			
Strategies:			
C.1.1. 13006 Manage State/Local Records	74,861	(722,876)	(648,015)
Total, Goal C: Records Management	<u>\$ 74,861</u>	<u>\$ (722,876)</u>	<u>\$ (648,015)</u>
D. Goal: Indirect Administration	<u>\$ 424,278</u>	<u>\$ (454,242)</u>	<u>\$ (29,965)</u>
NET APPROPRIATION ITEM TRANSFERS	<u>\$ 18,078,040</u>	<u>\$ (22,218,259)</u>	<u>\$ (4,140,220) *</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 2019

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Texas State Library and Archives Commission (306)

INDIRECT COST SCHEDULE

For the Fiscal Year Ended August 31, 2020

Fiscal Year 2020

Indirect Cost Schedule not required for Agency 306

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Texas State Library and Archives Commission (306)

HUB STRATEGIC PLAN PROGRESS REPORT

For the Fiscal Year Ended August 31, 2020

(Source: Texas Government Code, Section 2161.124)

Category	Actual for FY 19*	Actual for FY 20*	Goal for FY 20**
Heavy construction other than building contracts	0.00%	0.00%	11.20%
Building construction	0.00%	100.00%	21.10%
Special trade construction contracts	28.63%	0.00%	32.90%
Professional services contracts	34.78%	32.08%	23.70%
Other services contracts	0.12%	0.37%	26.00%
Commodities contracts	17.53%	37.52%	15.00%

* **Actual** = Percent spent with HUB vendors from Comptroller's HUB report: FY 2019 and FY 2020.

** **Goal** = Goals shown 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 20 was \$18,763,515.34, or 88.78% of the total agency expenditures in FY 20. If these procurements were excluded, the agency would be at 6.21% overall purchases with HUBs and at 6.76% for the Other Services 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: 2019 and 2020 Agency Spending Information 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, 2020

VENDOR NAME	HUB/	ETH	DOLLAR AMOUNT
BUILDING CONSTRUCTION			
Techcenter Design INC	HUB	WO	\$37,011.09
TOTAL BUILDING CONSTRUCTION			\$37,011.09
PROFESSIONAL SERVICES:			
Techcenter Design INC	HUB	WO	\$1,700.00
TOTAL PROFESSIONAL SERVICES			\$1,700.00
OTHER SERVICES:			
Brightleaf Group	HUB	WO	\$45,348.69
Contessa Gallery	HUB	HI	\$260.00
Dataxport NET LLC	HUB	HI	\$3,238.79
East End Transfer	HUB	WO	\$1,150.00
Microassist	HUB	AS	\$6,336.00
Pro Graphix	HUB	WO	\$160.00
Rightway Connections	HUB	HI	\$2,571.42
SHI Government Solutions	HUB	AS	\$6,387.40
Techcenter Design Inc	HUB	WO	\$9,405.00
Universe Technical	HUB	WO	\$420.46
TOTAL OTHER SERVICES			\$75,277.76

VENDOR NAME	HUB/	ETH	DOLLAR AMOUNT
COMMODITY PURCHASING :			
AHI Enterprises LLC	HUB	WO	\$606.64
GTS Technology Solutions	HUB	WO	\$184,527.49
Icaught Incorporated	HUB	WO	\$19,974.71
Just Papers	HUB	WO	\$1,982.40
Microassist	HUB	AS	\$9,864.00
Miller Imaging	HUB	WO	\$574.56
SHI Government Solutions	HUB	AS	\$84,213.18
Techcenter Design INC	HUB	WO	\$34,109.20
V Quest Office Machines	HUB	WO	\$5,412.11
TOTAL COMMODITIES			\$341,264.29

Subcontracting Expenditures

TOTAL SUBCONTRACTING	\$0.00
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TOTAL SPENT WITH HUB VENDORS	\$455,253.14
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Source Documents:

HUB_CONSOLIDATED_AGENCY_RPT from CPA

306 Agency Details-generated by TSLAC Purchasing Dept

HUB_AGENCY_REPORT from CPA

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Texas State Library and Archives Commission (306)

SCHEDULE OF VEHICLE PURCHASES

For the Fiscal Year Ended August 31, 2020

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
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SCHEDULE OF ITEMIZED PURCHASE

August 31, 2020

<u>Vendor Name</u>	<u>Product Purchased</u>	<u>Amount</u>
<p>Aaron J Burkel DBA Analogue Imaging LLC <i>Justification</i></p>	<p>Archive Writer 16 mm and 35mm heads.</p> <p>Analogue Imaging LLC is the only authorized sales and service center for SMA GmbH products in North America. These specific products will work in our existing SMA51 Archives Writer equipment.</p>	<p>\$18,000.00</p>
<p>Urban Libraries Council <i>Justification</i></p>	<p>Subscription renewal of Urban Libraries Edge Initial Program for Texas Libraries Provide a subscription to the Edge program for all Texas public libraries for one year. The Edge program is unique; there are no other national public library technology benchmark programs.</p>	<p>\$60,000.00</p>
<p>Collaborative Summer Library Program <i>Justification</i></p>	<p>2020 Collaborative Summer Library Program materials for various libraries.</p> <p>CSLP is the only source for the program resources sought by TSLAC. The Collaborative is an exclusive sole source for materials and program manuals provided in the CSLP catalog, which is available only to members of the Collaborative through the CSLP incentive catalog</p>	<p>\$80,000.00</p>
<p>Urban Libraries Council <i>Justification</i></p>	<p>Subscription of the Edge Initiation Program for Texas Libraries The Edge program is a technology management and leadership tool, helping libraries create a path for continuous growth and development of their public technology services. There are no other national p[ublic library technology benchmark programs</p>	<p>\$20,000.00</p>
<p>Education Services Region 20 <i>Justification</i></p>	<p>Connect libraries in the San Antonio area to its fiber ring to increase their broadband speeds.</p> <p>This project will assist public libraries in the San Antonio area to connect to the existing FIBER20 broadband internet network consortium created by ESB20 to provide a point of access for high-speed internet in their communities. This will enable public libraries in suburban and rural areas around San Antonio to secure faster internet speeds.</p>	<p>\$79,334.01</p>

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Texas State Library and Archives Commission (306)

SCHEDULE OF BONDED EMPLOYEES

August 31, 2020

Not Applicable

SCHEDULE OF AIRCRAFT OPERATION

August 31, 2020

Not Applicable

Recycled, Remanufactured and Environmentally Sensitive Purchases Report

No Longer Required for Fiscal Year 2020

MASTER FILE REPORT VERIFICATION FORM

Texas State Library and Archives
Commission 306

**NAME OF
AGENCY**

AGENCY #

XX Yes, the information contained in the Master File Report dated 11/12/2020, 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)



Signature

11/12/2020

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.

11.12.20

Date

Inventory Manager



Shaun Seale
State Real Property