



**TEXAS STATE LIBRARY AND ARCHIVES COMMISSION**

**ANNUAL REPORT OF NONFINANCIAL DATA**

**FOR THE YEAR ENDED AUGUST 31, 2025**

**Gloria Meraz  
Director and Librarian**



December 16, 2025

Lorenzo de Zavala  
State Archives and  
Library Building

1201 Brazos Street  
Austin, Texas  
78701

P.O. Box 12927  
Austin, Texas  
78711-2927

512-463-5437

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

*Commission Chair*  
Martha Wong

*Members*

David C. Garza  
David Iglesias  
Arthur T. Mann  
Nancy Painter Paup  
Bradley S. Tegeler  
Darryl Tocker

*Director and Librarian*  
Gloria Meraz

*Assistant State Librarian*  
Tim Gleisner

The Honorable Greg Abbott, Governor of Texas  
The Honorable Kelly Hancock, Acting Comptroller of Public Accounts  
Mr. Jerry McGinty, Director, Legislative Budget Board  
Ms. Lisa R. Collier, State Auditor, State Auditor's Office

Dear Gov. Abbott, Comptroller Hancock, Director McGinty, and State Auditor Collier:

We are pleased to submit the Texas State Library and Archives Commission's *Annual Report of Nonfinancial Data* for the year ended August 31, 2025, 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,

A handwritten signature in cursive script that reads "Gloria Meraz".

Gloria Meraz  
Director and Librarian

xc: Legislative Reference Library

**TSLAC**

*Preserving yesterday  
Informing today  
Inspiring tomorrow*

TEXAS STATE LIBRARY AND ARCHIVES COMMISSION  
AGENCY 306

**2025 Nonfinancial Data Report**

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GLO 2025 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, 2025

<b>Name</b>	<b>Services Performed</b>	<b>SIRS</b>	<b>Total</b>
Kristin Crawford	Facilitation Services	\$9,797.50	
<b>TOTAL, 7243 - Education/Training Services</b>			<b>\$9,797.50</b>
Weaver and Tidwell LLP	Internal Auditing Services	\$93,686.25	
<b>TOTAL, 7245 - Financial/Accounting Services</b>			<b>\$93,686.25</b>
Alliance Work Partners	Employee Assistance Program	\$5,328.44	
E Rate Central	Consulting Services	\$245,625.00	
Michael Hurd	Speaker for Public Event	\$300.00	
Rebecca Elder-Cultural Heritage Preservation LLC	Preservation Assessment	\$3,473.27	
Region 20 Education Service Ctr	E-Resource Training & TexQuest Help Desk support	\$560,408.11	
Texas Library Association	Speaker Fee	\$1,500.00	
Textile Preservation Services of Texas	Preservation Assessment	\$4,860.00	
The University of Texas at Austin	LDN Outcomes Services	\$6,629.36	
<b>TOTAL, 7253 - Other Professional Services</b>			<b>\$828,124.18</b>
Bansar Technologies Inc	Temporary IT Personnel	\$208,416.00	
Synegen Inc	Managed Service Hours for LMS Project	\$135,125.00	
<b>TOTAL, 7275 - Computer Programming Services</b>			<b>\$343,541.00</b>
Texas Department of Information Resources	Monthly Telephone and Data Center Services	\$389,294.70	
<b>TOTAL, 7285 - Computer Svcs, Statewide Tech Ctr</b>			<b>\$389,294.70</b>
<b>TOTAL, ALL PROFESSIONAL SERVICES</b>		<b>\$1,664,443.63</b>	<b>\$1,664,443.63</b>

Source: Exp by coding block (CAPPS) and SIRS Report

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, 2025

Vehicle	Authorized Driver	Job Title	Reason for Authorization
<b>1201 Brazos - Austin</b>	Pierce, Robert	Facility & Security Manager	Support Services
<b>2022 Toyota Sienna</b> License: 1497589 VIN#: 5TDYRKECONS133904	Robertson, Lauren	Support Services Specialist	Support Services
	<b>Occasional Driver</b>		
<b>2024 Toyota Camry</b> VIN#: 4T1C31AK2RU631084	Chubb, Jelain	Division Director	Staff traveling on approved state business
	Price, Peggy	Education Outreach Coordinator	Staff traveling on approved state business
<b>2024 Toyota Rav4</b> VIN# 4T3LWRFV2RU156908	Floyd, Susan	Communications Officer	Staff traveling on approved state business
	Gleisner, Tim	Assistant State Librarian	Staff traveling on approved state business
<b>2024 Toyota Tacoma</b> VIN# 3TYJDAH3RT008624	Martinez, Jason	Multimedia Communications Specialist	Staff traveling on approved state business
	Meraz, Gloria	Director & Librarian	Staff traveling on approved state business
<b>2024 Toyota Sienna</b> VIN# 5TDKRKEC6RS184710	Santos, Michele	Coordinator, Center for the Book	Staff traveling on approved state business
	Adelberg, Katherine	Library Management Consultant	Staff traveling on approved state business
	Ashcroft, Vanessa	School Program Coordinator	Staff traveling on approved state business
	Davis, Warren	Community Engagement and Outreach Coordinator	Staff traveling on approved state business
	Karnes, Sarah	Division Director	Staff traveling on approved state business
	Madu, Promise	Data and Project Coordinator	Staff traveling on approved state business
	Selvidge, Jeremy	Statewide Resource Sharing Manager	Staff traveling on approved state business
	Stokes, Henry	Digital Opportunity Program Coordinator	Staff traveling on approved state business
	Taylor, Christina	Library Management Consultant	Staff traveling on approved state business
	Arafat-Ray Sahar	Government Information Analyst	Staff traveling on approved state business
	Carey, Megan	Manager, Records Management Assistance	Staff traveling on approved state business
	Hanna, Rebecca	Government Information Analyst	Staff traveling on approved state business
	Kelso, Craig	Division Director	Staff traveling on approved state business
	Loza Peralta, Sebastian	Government Information Analyst	Staff traveling on approved state business
	Poulos, Anne	Government Information Analyst	Staff traveling on approved state business
	Wilson-Lang, Erica	Government Information Analyst	Staff traveling on approved state business
	Minner, Anne	TBP Director	Staff traveling on approved state business
	Owusu, Jacklyn	Program Engagement Manager	Staff traveling on approved state business
<b>1011 FM 650 - Liberty</b>			
<b>2022 Toyota Sienna</b> License 1497588 VIN#: 5TDKRKECONS135349	Inman, Alana	Manager, Sam Houston Center	Staff traveling on approved state business
	Steve Ozan	Building Maintenance Worker	Serves as primary mail technician for the Facility
	Hammer, Theresa	Administrative Assistant	Staff traveling on approved state business
<b>2014 Ford Cargo Van</b> License 116-4594 VIN# 1FTNE1EW2EDA14329	Meisch, Lisa	Archivist II	Mail Services and transportation of large items
	Mott, Darlene	Reading Room Supervisor	Mail Services and transportation of large items

<b>4400 Shoal Creek - Austin</b>			
<b>Drivers below are authorized to drive any vehicle listed for Shoal Creek facility.</b>			
<b>2000 Ford 3-ton Truck</b> with box License 1189037 VIN# 3FDF6527YMA49318	Builion, Chris	Records Center Specialist	Regular circulation of records to and from State Records Center
	Burton, Christopher	RCS Supervisor	Regular circulation of records to and from State Records Center
	Kisoso, Nicholas	Records Center Specialist	Regular circulation of records to and from the State Records Center
	Long, Brian	Records Center Specialist	Regular circulation of records to and from the State Records Center
<b>2014 Ford Cargo Van</b> License 116-4595 VIN# 1FTNE1EW0EDA14328	Nua, Laki	Records Center Specialist	Regular circulation of records to and from the State Records Center
	Roper, Leshar	Records Center Specialist	Regular circulation of records to and from the State Records Center
	Suarez, Jody	Records Center Specialist	Regular circulation of records to and from the State Records Center
<b>2014 Ford Cargo Van</b> License 116-4596 VIN# 1FTNE1EW9EDA14327	Wright, Ralph	Records Center Specialist	Occasional circulation of records to and from the State Records Center
	Bruton, Zachary	State Records Center Manager	Occasional circulation of records to and from State Records Center
	French, Bobby	Customer System Specialist	Occasional circulation of records to and from State Records Center
<b>2021 Chevy Silverado 6500</b> VIN#: 1HTKHPVM1MY451910	Jacobs, Jacqueline	Imaging Supervisor	Occasional circulation of records to and from State Records Center
	Jarmon, Donavan	Inventory Coordinator	Occasional circulation of records to and from State Records Center
<b>2022 Chevrolet Express Van</b> VIN# 1GCWGAFP4N1187485			
<b>2022 Chevrolet Express Van</b> VIN# 1GCWGAFP9N 1187465			

Unaudited

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

**SCHEDULE OF SPACE OCCUPIED**

For the Fiscal Year Ended August 31, 2025

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, 2025. 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	145.660
Austin	Records Center and TBP Warehouse, 4400 Shoal Creek Boulevard	4,466	101,310	27,189	132,965	31.25
Austin	Records Center Annex 4404 Promontory Point	175	21,237	452	21,864	1.00
Liberty	Sam Houston Regional Library & Depository 650 FM 1011	8,454	9,336	-	17,790	6.00
Total Floor Space Occupied		<u>32,704</u>	<u>193,286</u>	<u>32,542</u>	<u>258,532</u>	<u>183.910</u> **

**Authorized FTE's**    **180.50** \* Based on 9/1/2025 appropriation  
**Net Usable Square Footage/FTE**    **181.19**

\*Includes all Vacant positions

\*\* Agency currently has 4 FTEs working in the de Zavala Building included in the total that are temporary and funded with BDO grant funds.

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  
 2025 FTE's Per Floor Per Building; F:\FACILITIES (Agreements, Contracts and Corr)\TFC Space Use Reports and Info\\_\_2025 TFC Space Use Docs  
 8/31/2025 Staffing Charts from HR: F:\HUMAN RESOURCES\Agency Staffing Reports\FY2025

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

**APPROPRIATION ITEM TRANSFERS\***  
For the Fiscal Year Ended August 31, 2025

**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.	13003	Library Resource Sharing Svcs	\$ 15,688,203	\$ (15,026,281)
A.2.1.	13004	Disabled Services	371,162	(291,216)
			<u>\$ 16,059,365</u>	<u>\$ (15,317,498)</u>
<b>Total, Goal A:</b>		<b>Improve Library/Info Svcs.</b>	<u>\$ 16,059,365</u>	<u>\$ (15,317,498)</u>
<b>B. Goal: Public Access to Government Information</b>				
Strategies:				
B.1.1	13005	Provide Access to Info & Archives	\$ 1,075,865	\$ (1,123,476)
			<u>\$ 1,075,865</u>	<u>\$ (1,123,476)</u>
<b>Total, Goal B:</b>		<b>Access to Gov. Info.</b>	<u>\$ 1,075,865</u>	<u>\$ (1,123,476)</u>
<b>C. Goal: Cost-effective State/Local Records Management</b>				
Strategies:				
C.1.1.	13006	Manage State/Local Records	356,341	(164,962)
			<u>\$ 356,341</u>	<u>\$ (164,962)</u>
<b>Total, Goal C:</b>		<b>Records Management</b>	<u>\$ 356,341</u>	<u>\$ (164,962)</u>
<b>D. Goal: Indirect Administration</b>			<u>\$ 573,013</u>	<u>\$ (411,113)</u>
			<u>\$ 18,064,583</u>	<u>\$ (17,017,049)</u>
<b>NET APPROPRIATION ITEM TRANSFERS</b>			<u>\$ 18,064,583</u>	<u>\$ (17,017,049)</u>
			<u>\$ 1,047,534</u>	<u>\$ 1,047,534</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 2025

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

**HUB STRATEGIC PLAN PROGRESS REPORT**

For the Fiscal Year Ended August 31, 2025

(Source: Texas Government Code, Section 2161.124)

Category	Actual for FY 24*	Actual for FY 25*	Goal for FY 26**
Heavy construction other than building contracts	0.00%	0.00%	N/A
Building construction	0.00%	0.00%	N/A
Special trade construction contracts	11.00%	11.46%	N/A
Professional services contracts	0.00%	0.00%	N/A
Other services contracts***	0.96%	1.91%	N/A
Commodities contracts	21.71%	13.63%	N/A

\* **Actual** = Percent spent with HUB vendors from Comptroller's HUB report: FY 2024 and FY 2025.

\*\* **Goal** = Goal percentages for FY 26 will be determined after the HUB program rules are finalized.

\*\*\* **Note:** The agency competitively procures subscriptions to online databases for statewide use within the TexShare and TexQuest programs and these expenditures are part of the "other services contracts" category. There are no HUB vendors in the marketplace. Of the expenditures during FY 25 in this category, 85.9% were for online resources. If these online subscriptions were excluded (as was done historically), agency performance would be **13.53%** for this category.



Prepared By

**Donna Osborne, Chief Fiscal Officer**

Printed Name

**512-463-5440**

Phone Number



APPROVED BY

*(Signature Required)*

**Gloria Meraz, Director and Librarian**

Printed Name

**512-463-5460**

Phone Number

**Sources:** 2024 and 2025 Agency Spending Information Report, CPA ([www.window.state.tx.us/](http://www.window.state.tx.us/))

Unaudited

Texas State Library and Archives Commission (306)

LIST OF HUB VENDORS REPORT

For the Fiscal Year Ended August 31, 2025

VENDOR NAME	HUB/	ETH	DOLLAR AMOUNT
<b>BUILDING CONSTRUCTION</b>			
<b>TOTAL BUILDING CONSTRUCTION</b>			<b>\$0</b>
<b>PROFESSIONAL SERVICES:</b>			
<b>TOTAL PROFESSIONAL SERVICES</b>			<b>\$0</b>
<b>SPECIAL TRADE:</b>			
STARK ELEVATOR LLC	HUB	WO	\$4,165
<b>TOTAL SPECIAL TRADE</b>			<b>\$4,165</b>
<b>OTHER SERVICES:</b>			
3AGPROCUREMENT LLC	HUB	WO	\$86
BANSAR TECHNOLOGIES	HUB	AS	\$208,416
CAPTIONSOURCE LLC	HUB	WO	\$1,309
DB COMPUTER SOLUTION	HUB	AI	\$1,581
MACWATSON ENTERPRISE	HUB	WO	\$500
SATORI MARKETING	HUB	WO	\$77,843
TANCHES GLOBAL MANAG	HUB	AS	\$9,881
UNIVERSE TECHNICAL T	HUB	WO	\$137
<b>TOTAL OTHER SERVICES</b>			<b>\$299,752</b>

Source Documents:

HUB\_CONSOLIDATED\_AGENCY\_RPT from CPA

HUB\_AGENCY\_REPORT from CPA

<https://comptroller.texas.gov/data/purchasing/hub/fy25/>

VENDOR NAME	HUB/	ETH	DOLLAR AMOUNT
<b>COMMODITY PURCHASING :</b>			
3AGPROCUREMENT LLC	HUB	WO	\$5,200
ABACUS COMPUTERS INC	HUB	AS	\$822
ACACHI LLC	HUB	BL	\$3,879
AHI ENTERPRISES LLC	HUB	WO	\$75
ASTERISK DOT ASTERIS	HUB	HI	\$2,147
BEEPSMART COMMUNICAT	HUB	AS	\$283
BULLCHASE INC	HUB	BL	\$1,777
CAN-AM WIRELESS LLC	HUB	AS	\$13,875
COMMONWEALTH TRADING	HUB	BL	\$2,743
DATAEXPORT NET LLC	HUB	HI	\$5,184
DB COMPUTER SOLUTION	HUB	AI	\$7,576
DREAM RANCH OFFICE S	HUB	BL	\$225
EPROCUREMENT CONSULT	HUB	BL	\$850
HIED INC	HUB	WO	\$62,688
INDUSTRIAL SOLUTIONS	HUB	WO	\$102
JUST PAPERS	HUB	WO	\$2,881
LONGHORN OFFICE PROD	HUB	WO	\$539
MACWATSON ENTERPRISE	HUB	WO	\$436
PERRY OFFICE PRODUCT	HUB	WO	\$892
STATE PARK SUPPLIES	HUB	HI	\$652
<b>TOTAL COMMODITIES</b>			<b>\$112,827</b>

Subcontracting Expenditures

**TOTAL SUBCONTRACTING** \$0

**TOTAL SPENT WITH HUB VENDORS** **\$416,744**

UNAUDITED

## Texas State Library and Archives Commission (306)

### SCHEDULE OF VEHICLE PURCHASES

For the Fiscal Year Ended August 31, 2025

Make and Model	Purchase Price	Type of Use	Fuel Efficiency
*2024 Toyota Rav4 LE Hybrid	\$33,919.00	Mail Services and transporting items between Austin Facilities	Estimated at 27 MPG
*2024 Toyota Camry Hybrid	\$30,150.00	Agency Business travel by staff	Estimated at 51 MPG
*2024 Toyota Tacoma XT	\$35,822.00	Facility & Security Manager	Estimated at 21 MPG
*2024 Toyota Sienna Hybrid	\$39,961.00	Agency Business travel by staff	Estimated at 36 MPG

\*Purchased in FY 2024 paid for in FY 2025

UNAUDITED

Texas State Library and Archives Commission (306)

**SCHEDULE OF ITEMIZED PURCHASES**

August 31, 2025

Not Applicable

**SCHEDULE OF BONDED EMPLOYEES**

August 31, 2025

Not Applicable

**SCHEDULE OF AIRCRAFT OPERATION**

August 31, 2025

Not Applicable

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

Not Required for Fiscal Year 2025

**Indirect Cost Schedule-Attachment D**

Not required for Fiscal Year 2025

## **Appendix**

**Fiscal Year 2025 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 #

  X   Yes, the information contained in the Master File Report dated   11/4/2025  , 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

11/5/2025

\_\_\_\_\_  
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.

  11/05/2025  

Date



Heather Knight

State Real Property Inventory Manager