



TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

ANNUAL REPORT OF NONFINANCIAL DATA

FOR THE YEAR ENDED AUGUST 31, 2024

Gloria Meraz
Director and Librarian



December 16, 2024

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

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

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

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

We are pleased to submit the Texas State Library and Archives Commission *Annual Report of Nonfinancial Data* for the year ended August 31, 2024, 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,

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

2024 Nonfinancial Data Report

Table of Contents

Information Schedule	Page
Professional and Consulting Fees	1
State-Owned Vehicles Used by State Employees	2
Space Occupied	3
Appropriation Item Transfers	4
HUB Strategic Plan Progress Report	5
HUB Vendor List	6
Schedule of Vehicles Purchased	7
Schedule of Itemized Purchases	8
Schedule of Bonded Employees	9
Schedule of Aircraft Operations	9
Agency Report of Recycled, Remanufactured	9
Indirect Cost Schedule *	9
- No Longer Required	

APPENDIX

GLO 2024 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, 2024

Name	Services Performed	DAFR8590	Total
TOTAL, 7242 - Computer Consulting Services			-
Kristin Crawford	Facilitation Services	\$8,368.36	
Liberty Volunteer Fire Department	First Aid/CPR Training for Staff	\$220.00	
Lloyd Gosselink Rochelle & Townsend PC	Harassment Training for Staff	\$3,000.00	
Queen of Hearts CPR LLC	CPR Training for Staff	\$2,800.00	
Scannx Inc	Webex Training	\$250.00	
Society of American Archivists	Training	\$299.00	
TOTAL, 7243 - Education/Training Services			\$14,937.36
Weaver and Tidwell LLP	Internal Auditing Services	\$82,633.75	
TOTAL, 7245 - Financial/Accounting Services			\$82,633.75
Amtex Scale & Systems	Floor Scale Inspection	\$840.00	
Education Service Ctr Region 20	E-Resource Training & TexQuest Help Desk support	\$637,495.56	
Kristin Crawford	Employee Assessments	\$1,836.00	
M Ann Attal	Staff Conference Registration	\$4,590.00	
Rebecca Elder-Cultural Heritage Preservation LLC	Preservation Assessment	\$2,331.38	
Scott Jennings Art Conservation	Art Conservation	\$7,120.00	
Texas Library Association	Conference Booth and Program Session Space & Equipment Rental	\$52,875.01	
Tharseo Group LLC	Meeting Facilitation Services	\$9,900.00	
The University of Texas at Austin	Grants Financial Management	\$15,000.00	
The University of Texas at Austin	Texas Digital Navigator Program Evaluation	\$25,000.00	
The University of Texas at Austin	Survey of Employment Engagement	\$2,419.00	
The University of Texas at Austin	Reimbursement Expenses for LSTA Outcomes Services	\$7,245.00	
The University of Texas at Austin	Mandatory Federal Evaluation of Agency's Five Year Plan for LSTA Programs	\$4,312.50	
Workers Assistance Program Inc.	Employee Assistance Program	\$5,715.90	
TOTAL, 7253 - Other Professional Services			\$776,680.35
Bansar Technologies Inc	Temporary IT Personnel	\$209,664.00	
TOTAL, 7275 - Computer Programming Services			\$209,664.00
Texas Department of Information Resources	Monthly Telephone and Data Center Services	\$352,608.01	
TOTAL, 7285 - Computer Svcs, Statewide Tech Ctr			\$352,608.01
TOTAL, ALL PROFESSIONAL SERVICES		\$1,436,523.47	\$1,436,523.47

Source: DAFR 8960

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, 2024

Vehicle	Authorized Driver	Job Title	Reason for Authorization
1201 Brazos - Austin	Pierce, Robert	Facility & Security Manager	Support Services
2014 Ford Cargo Van License 116-4594 VIN# 1FTNE1EW2EDA14329	Salazar, Jon	Support Services Technician	Support Services
	Crowley, Benjamin	Receiving & Asset Management Technician	Support Services
	Occasional Driver		
2022 Toyota Sienna License: 1497589 VIN#: 5TDYRKECONS133904	Chubb, Jelain	Division Director	Staff traveling on approved state business
	Price, Peggy	Education Outreach Coordinator	Staff traveling on approved state business
	Floyd, Susan	Communications Officer	Staff traveling on approved state business
	Gleisner, Tim	Assistant State Librarian	Staff traveling on approved state business
	Martinez, Jason	Multimedia Communications Specialist	Staff traveling on approved state business
	Meraz, Gloria	Director & Librarian	Staff traveling on approved state business
	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
	Hoffman, Katherine	Government Information Analyst I	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
1011 FM 650 - Liberty			
2022 Toyota Sienna License 1497588 VIN#: 5TDKRKECONS135349	Inman, Alana	Manager, Sam Houston Center	Staff traveling on approved state business
	Elliott, Steve	Building Maintenance Worker	Serves as primary mail technician for the Facility
	Hammer, Theresa	Administrative Assistant	Staff traveling on approved state business
2009 Ford Cargo Van VIN#: 1FTNE24L49DA93795	Meisch, Lisa	Archivist II	Mail Services and transportation of large items
	Mott, Darlene	Reading Room Supervisor	Mail Services and transportation of large items

4400 Shoal Creek - Austin			
Drivers below are authorized to drive any vehicle listed for Shoal Creek facility.			
2000 Ford 3-ton Truck 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
2014 Ford Cargo Van 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
2014 Ford Cargo Van License 116-4596 VIN# 1FTNE1EW9EDA14327	Wachsmann, Royce	Records Center Specialist	Regular circulation of records to and from the State Records Center
	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
2021 Chevy Silverado 6500 VIN#: 1HTKHPVM1MY451910	French, Bobby	Customer System Specialist	Occasional circulation of records to and from State Records Center
	Jacobs, Jacqueline	Imaging Supervisor	Occasional circulation of records to and from State Records Center
2022 Chevrolet Express Van VIN# 1GCVGAFP4N1187485	Jarmon, Donovan	Inventory Coordinator	Occasional circulation of records to and from State Records Center
2022 Chevrolet Express Van VIN# 1GCVGAFP9N 1187465			

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Texas State Library and Archives Commission (306)

SCHEDULE OF SPACE OCCUPIED

For the Fiscal Year Ended August 31, 2024

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, 2024. 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	151.500
Austin	Records Center and TBP Warehouse, 4400 Shoal Creek Boulevard	4,466	101,310	27,189	132,965	29.75
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	5.75
Total Floor Space Occupied		<u>32,704</u>	<u>193,286</u>	<u>32,542</u>	<u>258,532</u>	<u>188.000</u> **

Authorized FTE's 180.50 * Based on 9/1/2024 appropriation
Net Usable Square Footage/FTE 181.19

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
2024 FTE's Per Floor Per Building: F:\FACILITIES (Agreements, Contracts and Corr)\TFC Space Use Reports and Info__2024 TFC Space Use Docs
8/31/2024 Staffing Charts from HR: F:\HUMAN RESOURCES\Agency Staffing Reports\FY2024
188.00 FTE
(7.50)-5-OSDO; LDN Over 1, Exec Over .5; Admin Over .5; ARIS over .5
180.5

Includes all Vacant positions*

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Texas State Library and Archives Commission (306)

APPROPRIATION ITEM TRANSFERS*

For the Fiscal Year Ended August 31, 2024

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.	13003	Library Resource Sharing Svcs	\$ 15,174,786	\$(14,980,794)	\$ 193,992
A.2.1.	13004	Disabled Services	203,860	(207,233)	(3,373)
Total, Goal A Improve Library/Info Svcs.			<u>\$ 15,378,646</u>	<u>\$(15,188,027)</u>	<u>\$ 190,619</u>
B. Goal: Public Access to Government Information					
Strategies:					
B.1.1	13005	Provide Access to Info & Archives	\$ 944,619	\$ (840,302)	\$ 104,317
Total, Goal B Access to Gov. Info.			<u>\$ 944,619</u>	<u>\$ (840,302)</u>	<u>\$ 104,317</u>
C. Goal: Cost-effective State/Local Records Management					
Strategies:					
C.1.1.	13006	Manage State/Local Records	225,276	(129,104)	96,172
Total, Goal C Records Management			<u>\$ 225,276</u>	<u>\$ (129,104)</u>	<u>\$ 96,172</u>
D. Goal: Indirect Administration			<u>\$ 493,084</u>	<u>\$ (360,910)</u>	<u>\$ 132,174</u>
NET APPROPRIATION ITEM TRANSFERS			<u>\$ 17,041,625</u>	<u>\$(16,518,342)</u>	<u>\$ 523,283 *</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 2024

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Texas State Library and Archives Commission (306)

HUB STRATEGIC PLAN PROGRESS REPORT

For the Fiscal Year Ended August 31, 2024

(Source: Texas Government Code, Section 2161.124)

Category	Actual for FY 23*	Actual for FY 24*	Goal for FY 25**
Heavy construction other than building contracts	0.00%	0.00%	11.20%
Building construction	0.00%	0.00%	21.10%
Special trade construction contracts	10.27%	11.00%	32.90%
Professional services contracts	0.00%	0.00%	23.70%
Other services contracts***	0.91%	96.00%	26.00%
Commodities contracts	40.61%	21.71%	21.10%

* **Actual** = Percent spent with HUB vendors from Comptroller's HUB report: FY 2023 and FY 2024.

** **Goal** = The goal percentages shown for FY 25 are adjusted targets requested. Prior year goals shown were based on statewide goals.

*** **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 24 in this category, 94.27% were for online resources. If these online subscriptions were excluded (as was done historically), agency performance would be **15.95%** for this category.



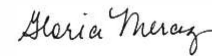
Prepared By

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: 2023 and 2024 Agency Spending Information Report, CPA (www.window.state.tx.us/)

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Texas State Library and Archives Commission (306)

LIST OF HUB VENDORS REPORT

For the Fiscal Year Ended August 31, 2024

VENDOR NAME	HUB/	ETH	DOLLAR AMOUNT
BUILDING CONSTRUCTION			
TOTAL BUILDING CONSTRUCTION			\$0
PROFESSIONAL SERVICES:			
TOTAL PROFESSIONAL SERVICES			\$0
SPECIAL TRADE:			
SouthEast Texas DRYW	HUB	HI	\$2,550
Stark Elevator LLC	HUB	WO	\$3,190
TOTAL SPECIAL TRADE			\$5,740
OTHER SERVICES:			
Queen of Hearts CPR	HUB	HI	\$2,800
Amtex Scale and SYST	HUB	WO	\$840
Bansar Technologies	HUB	AS	\$209,664
Captionsource LLC	HUB	WO	\$8,070
Dataxport Net LLC	HUB	HI	\$6,337
GTS Technology Solut	HUB	WO	\$1,993
Metro Golf Cars INC	HUB	WO	-\$5,661
Red's Safe and Lock	HUB	BL	\$362
Rightway Connections	HUB	HI	\$1,000
Shi Government Solut	HUB	AS	\$12,752
Universe Technical T	HUB	WO	\$530
TOTAL OTHER SERVICES			\$238,687

Source Documents:

HUB_CONSOLIDATED_AGENCY_RPT from CPA

HUB_AGENCY_REPORT from CPA

VENDOR NAME	HUB/	ETH	DOLLAR AMOUNT
COMMODITY PURCHASING :			
Ahi Enterprises LLC	HUB	WO	\$3,833
Bullchase Inc	HUB	WO	\$30,507
Commonwealth Trading	HUB	BL	\$3,966
Con10gency Consulting	HUB	HI	\$3,120
Darlene Casias Inter	HUB	HI	\$489
Dream Ranch Office S	HUB	WO	\$210
General Office Suppl	HUB	WO	\$651
GTS Technology Solutions	HUB	WO	\$9,069
HIED INC	HUB	WO	\$166,684
Industrial Solutions	HUB	WO	\$2,668
Just Papers	HUB	WO	\$1,470
Longhorn Office Products	HUB	WO	\$1,063
Metro Golf Cars INC	HUB	WO	\$5,661
Microassist INC	HUB	AS	\$5,821
Perry Office Product	HUB	WO	\$1,898
Satori Marketing	HUB	WO	\$19,281
SCM Consultants INC	HUB	AS	\$2,988
SHI Government Solut	HUB	AS	\$23,354
TOTAL COMMODITIES			\$282,733
Subcontracting Expenditures			
TOTAL SUBCONTRACTING			\$0
TOTAL SPENT WITH HUB VENDORS			\$527,160

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Texas State Library and Archives Commission (306)

SCHEDULE OF VEHICLE PURCHASES

For the Fiscal Year Ended August 31, 2024

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

*Purchased in FY 2024 paid for in FY 2025

UNAUDITED
Texas State Library and Archives Commission (306)

SCHEDULE OF ITEMIZED PURCHASE

August 31, 2024

<u>Vendor Name</u>	<u>Product Purchased</u>	<u>Amount</u>
SirsiDynix	Cataloging inventory system	\$89,906.60
<i>Justification</i>	This contract is considered proprietary from the original contract # 306-17-8075. The system is used by the Cataloging team to inventory the agency's book collections. These items are considered assets and the system has been adapted over the years to track and report on the agency's book collections.	
ProQuest LLC	TexShare subscription for hosting the ProQuest Sanborn maps and 20th Century American and English poetry databases	\$29,449.00
<i>Justification</i>	This is payment for hosting services that are proprietary information owned by the agency and made available through the TexShare program and that cannot be provided by another vendor. Previously purchased TexShare resources are made available to participating libraries using this hosting platform.	
Collaborative Summer Library Program	2024 Collaborative Summer Library Program materials for various libraries.	\$80,000.00
<i>Justification</i>	TSLAC is a member of the CSLP and has paid for the membership fee for the accredited Texas libraries. The Summer Reading Program is used by Texas libraries for accreditation and the program is divided by reading levels and audiences. These programs help ensure the children continue to maintain and build literary and other school readiness skills during the summer. Participation in this program is used to measure the agency's performance and to IMLS.	
West Publishing Corporation	West Complete Library Subscription includes the Vernon's Texas Statutes and Codes Annotated, Texas Administrative Code	\$27,026.04
<i>Justification</i>	This subscription is directly published by the vendor and the books are added to the agency collection as assets.	

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Texas State Library and Archives Commission (306)

SCHEDULE OF BONDED EMPLOYEES

August 31, 2024

Not Applicable

SCHEDULE OF AIRCRAFT OPERATION

August 31, 2024

Not Applicable

Recycled, Remanufactured and Environmentally Sensitive Purchases Report

No Longer Required for Fiscal Year 2024

Indirect Cost Schedule-Attachment D

Not required for Fiscal Year 2024

Appendix

Fiscal Year 2024 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 #

XX Yes, the information contained in the Master File Report dated 11/20/24,
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. Note: **All corrections have been
entered into the GLO system.**

Donna Osborne

Property Manager
(please print or type)




Signature

11/20/2024

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.

11/20/2024
Date



Heather Knight
State Real Property Inventory Manager