



ANNUAL REPORT

The Texas State Library and Archives Commission



AUSTIN, TEXAS

AUGUST 31, 1983

TEXAS STATE LIBRARY

LORENZO DE ZAVALA STATE ARCHIVES AND LIBRARY BUILDING
BOX 12927, AUSTIN, TEXAS 78711



Texas State Library
and Archives Commission



Dorman H. Winfrey
Director and Librarian

December 21, 1983

Honorable Mark White
Governor of Texas
State Capitol
Austin, Texas

Dear Governor White:

In accordance with the requirements in Article V, Section 50 of Senate Bill No. 179, enacted by the 68th Legislature, Regular Session, I am respectfully submitting the Texas State Library and Archives Commission's Annual Financial Report for the fiscal year ending August 31, 1983.

This report presents the fiscal activities of the Texas State Library and incorporates exhibits, schedules, and fiscal notes as prescribed by the State Auditor.

Sincerely,

A handwritten signature in cursive script that reads "Dorman H. Winfrey".

Dorman H. Winfrey
Director and Librarian

DHW/jmf

cc: State Auditor
Legislative Budget Board
Comptroller of Public Accounts

AN EQUAL OPPORTUNITY EMPLOYER



1836-1986

Administration (512) 475-2166 (STS 822-2166)
Administrative Division (512) 475-1519 (STS 475-1519)
Archives Division (512) 475-2445 (STS 822-2445)
Information Services Division (512) 475-2996 (STS 822-2996)

Library Development Division (512) 475-4119 (STS 822-4119)
Division for the Blind and Physically Handicapped (512) 475-4758 (STS 822-4758)
Records Management Division (512) 454-2705 —

ANNUAL FINANCIAL REPORT

TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

Austin, Texas

Year Ended August 31, 1983

TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

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TEXAS STATE LIBRARY AND ARCHIVES COMMISSION
Austin, Texas

EXHIBIT I

COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS
August 31, 1983
(With Comparative Memorandum Totals - August 31, 1982)

	Governmental Fund Type		Fiduciary Fund Type
	General	Special	Agency
	(Exh. A-1)	(Exh. B-1)	(Exh. C-1)
	\$	\$	\$
<u>ASSETS</u>			
Current Assets:			
Cash on Hand for Deposit	266.34		
Cash in Banks	4,365.00	2,881.73	
Legislative Appropriations	1,464,298.51	35,224.53	
Cash in State Treasury	18,057.77	6,381.43	326,361.87
Accounts Receivable	49,507.05	498.00	351,986.32
Prepaid Expenses	50,980.04		
Total Current Assets	1,587,474.71	44,985.69	678,348.19
Fixed Assets:			
Land			
Buildings			
Other Improvements			
Equipment and Furniture			
Books, Publications and Audio Visual Materials			
Total Fixed Assets	-	-	-
Other Debits:			
Resources to be Provided in Future Years	-	-	-
Total Assets	1,587,474.71	44,985.69	678,348.19

<u>Account Groups</u>		Memorandum Totals	
General Fixed Assets (Exh. D-1)	General Long-Term Obligations	1983	August 31, 1982
\$	\$	\$	\$
		266.34	9,730.67
		7,246.73	3,531.87
		1,499,523.04	1,060,110.31
		350,801.07	327,797.37
		401,991.37	687,085.24
		50,980.04	42,440.20
<hr/>	<hr/>	<hr/>	<hr/>
-	-	2,310,808.59	2,130,695.66
<hr/>	<hr/>	<hr/>	<hr/>
220,655.77		220,655.77	220,655.77
1,350,387.58		1,350,387.58	1,350,387.58
44,111.35		44,111.35	44,111.35
2,841,231.10		2,841,231.10	2,785,055.43
2,565,209.99		2,565,209.99	2,457,854.56
<hr/>	<hr/>	<hr/>	<hr/>
7,021,595.79		7,021,595.79	6,858,064.69
<hr/>	<hr/>	<hr/>	<hr/>
-	139,168.68	139,168.68	137,220.13
<hr/>	<hr/>	<hr/>	<hr/>
7,021,595.79	139,168.68	9,471,573.06	9,125,980.48
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TEXAS STATE LIBRARY AND ARCHIVES COMMISSION
Austin, Texas

EXHIBIT I

COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS
August 31, 1983
(With Comparative Memorandum Totals - August 31, 1982)
(concluded)

	Governmental Fund Type		Fiduciary
	General	Special	Fund Type
	(Exh. A-1)	Revenue (Exh. B-1)	Agency (Exh. C-1)
	\$	\$	\$
<u>LIABILITIES AND FUND EQUITY</u>			
Current Liabilities:			
Accounts Payable	103,450.10	1,031.80	
Grant Funds Due Subrecipients	798,274.00		266,241.37
Employees Savings Bond Deposits			37.50
Due To Grantor			239,738.62
Deferred Revenue		39,655.77	
Unallocated and Undistributed Receipts			172,300.70
	901,724.10	40,687.57	678,318.19
Long-Term Liabilities:			
Compensable Leave Balances of Employees	-	-	
	901,724.10	40,687.57	678,318.19
Fund Equity:			
Investment in Fixed Assets			
Fund Balances -			
Reserved for -			
Inventory of Consumable Supplies and Postage	16,874.78		
Inventory of Publications Held for Resale	34,105.26		
Encumbrances (Exhibit III)	97,753.47		
Travel Advance Fund	4,500.00		
Petty Cash and Revolving Fund	500.00		
Library Conference Account (Exhibit III)	319.36		
Staff Association Account (Exhibit III)	22.09		
Unencumbered Appropriations -			
Available for Future Expenditure (Exhibit III)	11,715.09		
Subject to Lapse (Exhibit III)	519,960.56		
Unreserved - Undesignated (Exhibit III)		4,298.12	
	685,750.61	4,298.12	
Total Fund Balances (Exhibit II)	685,750.61	4,298.12	
Total Fund Equity	685,750.61	4,298.12	
Total Liabilities and Fund Equity	1,587,474.71	44,985.69	678,318.19

<u>Account Groups</u>		<u>Memorandum Totals</u>	
<u>General</u>	<u>General</u>	<u>August 31,</u>	
<u>Fixed</u>	<u>Long-Term</u>	<u>1983</u>	<u>1982</u>
<u>Assets</u>	<u>Obligations</u>		
<u>(Exh. D-1)</u>			
<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>
		104,481.90	288,870.85
		1,064,515.37	815,512.44
		37.50	-
		239,738.62	190,049.57
		39,655.77	87,293.21
		172,300.70	146,678.83
		<u>1,620,729.86</u>	<u>1,528,404.90</u>
	139,168.68	139,168.68	137,220.13
	139,168.68	1,759,898.54	1,665,625.03
7,021,595.79		7,021,595.79	6,858,064.69
		16,874.78	13,456.73
		34,105.26	28,983.47
		97,753.47	135,170.08
		4,500.00	4,500.00
		500.00	500.00
		319.36	1,479.43
		22.09	149.95
		11,715.09	52,343.44
		519,960.56	362,129.05
		4,298.12	3,578.61
		<u>690,048.73</u>	<u>602,290.76</u>
7,021,595.79		7,711,644.52	7,460,355.45
<u>7,021,595.79</u>	<u>139,168.68</u>	<u>9,471,543.06</u>	<u>9,125,980.48</u>

TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

EXHIBIT II

COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES -
 ALL GOVERNMENTAL FUND TYPES
 Year Ended August 31, 1983
 (With Comparative Memorandum Totals - Year Ended August 31, 1982)

	General Revenue (Exh. A-2) \$	Special Revenue (Exh. B-2) \$	Memorandum Totals Year Ended August 31	
			1983 \$	1982 \$
Revenues:				
General Revenue Fund Legislative Appropriations	8,135,265.00		8,135,265.00	7,954,603.00
Additional Legislative Appropriations - S.B. 1, 67th Leg., Salary Increases			-	11,085.00
Federal Grants and Contracts	277,502.29	4,933.24	282,435.53	510,895.49
Grant Refunds	20,420.40		20,420.40	63,429.24
Gifts and Grants from Nonprofit Organizations	3,353.10	43,602.20	46,955.30	22,690.00
Sale of Photocopies and Publications	259,565.58		259,565.58	231,341.10
Computer Services			-	622.77
Grazing Lease		628.00	628.00	-
Miscellaneous	8,594.96	106.51	8,701.47	2,114.30
	<u>8,704,701.33</u>	<u>49,269.95</u>	<u>8,753,971.28</u>	<u>8,796,780.90</u>
Expenditures:				
Current Operating -				
Salaries and Wages	3,432,274.42		3,432,274.42	2,990,393.36
Professional Fees and Services	141,858.16	36,677.04	178,535.20	519,166.62
Retirement Contributions and Related Costs			-	2,483.22
Social Security Contributions - Regular			-	1,045.54
S.B. 20, 65th Leg.			-	915.54
State Insurance Contributions			-	1,152.00
Supplies and Materials	188,058.17	2,952.92	191,011.09	170,382.93
Utilities	56,761.07		56,761.07	56,779.88
Telephone	108,968.60	138.22	109,106.82	106,360.06
Postage	31,163.30		31,163.30	34,225.31
Travel	72,814.78	906.41	73,721.19	59,635.04
Subscriptions and Periodicals	21,641.23		21,641.23	21,445.52
Rentals	28,850.86		28,850.86	9,488.91
Data Processing Services	5,155.77		5,155.77	-
Information Services	244,388.25		244,388.25	-
Reproduction Services	38,825.49		38,825.49	36,402.28

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TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

EXHIBIT II

COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES -
 ALL GOVERNMENTAL FUND TYPES
 Year Ended August 31, 1983
 (With Comparative Memorandum Totals - Year Ended August 31, 1982)
 (concluded)

	General	Special	Memorandum Totals	
	(Exh. A-2)	Revenue (Exh. B-2)	Year Ended August 31	
	\$	\$	1983	1982
	\$	\$	\$	\$
Expenditures: (concluded)				
Current Operating - (concluded)				
Machine Copier	12,121.44		12,121.44	12,224.77
Repair and Maintenance	128,695.78		128,695.78	171,694.98
Miscellaneous	40,480.78	5,600.85	46,081.63	120,224.79
Total Current Operating	<u>4,552,058.10</u>	<u>46,275.44</u>	<u>4,598,333.54</u>	<u>4,314,020.75</u>
Other Expenditures -				
Grants to Cities	3,631,058.00		3,631,058.00	3,894,972.00
Total, Other Expenditures (Sch. 3)	<u>3,631,058.00</u>		<u>3,631,058.00</u>	<u>3,894,972.00</u>
Acquisition of Fixed Assets (Exh. D-1)	318,253.70	2,275.00	320,528.70	312,662.46
Total Expenditures (Exhibit III)	<u>8,501,369.80</u>	<u>48,550.44</u>	<u>8,549,920.24</u>	<u>8,521,655.21</u>
Excess (Deficit) of Revenues over Expenditures	<u>203,331.53</u>	<u>719.51</u>	<u>204,051.04</u>	<u>275,125.69</u>
Other Financing Sources (Uses):				
Increase in Prepaid Expenses	8,539.84		8,539.84	4,447.96
Total Other Financing Sources (Uses)	<u>8,539.84</u>		<u>8,539.84</u>	<u>4,447.96</u>
Excess (Deficit) of Revenues over Expenditures and Other Financing Sources (Uses)	211,871.37	719.51	212,590.98	279,573.65
<u>Fund Balances</u> - Beginning	598,712.15	3,578.61	602,290.76	430,813.81
Lapses of Appropriations (Exh. III)	(124,832.91)		(124,832.91)	(108,096.70)
<u>Fund Balances</u> - Ending (Exh. I)	<u>685,750.61</u>	<u>4,298.12</u>	<u>690,048.73</u>	<u>602,290.76</u>

TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

EXHIBIT III

COMPARISON OF FUNDS BUDGETED TO FUNDS APPLIED AND ENCUMBERED -
 BY APPROPRIATED ACTIVITY
Year Ended August 31, 1983

<u>Appropriated Activity</u>	<u>Appropriations or Balances</u>	<u>Adjustments to Bring Estimated Revenues to Actual</u>	<u>Transfers Between Appropriations</u>	<u>Funds Additional Appropriations or Revenues</u>
	\$	\$	\$	\$
General Fund:				
Legislative Appropriations - Original - Administration -				
Per Diem of Commissioners	720.00			
Director - Librarian	42,600.00			
Assistant State Librarian	40,000.00			
Other Administrative Services	859,535.00	(6,611.00)		(340.77)
State Archives	634,736.00		41.20	5,500.28
Blind and Physically Handicapped	843,210.00			1,524.37
Statewide Library Development	7,915,322.00	(1,120,746.24)	35.02	358,824.23
Information Services	575,947.00		94.76	11,415.09
Records Management	717,356.00		32,819.60	145,482.03
Utilities	114,833.00			
Restoration and Conservation of Capitol Complex Paintings - State Property			51,957.00	
<u>Total Legislative Appropriations - Original</u>	<u>11,744,259.00</u>	<u>(1,127,357.24)</u>	<u>84,947.58</u>	<u>522,405.23</u>
Other Appropriations -				
Gifts of Money - State Archives			878.73	1,173.40
Gifts of Money - Blind and Physically Handicapped			6,060.96	2,133.50
Gifts of Money, Statewide Library Development			.15	
Gifts of Money, Information Services			242.14	161.20
Staff Association Account			149.95	213.54
Library Conferences Account			1,479.43	4,669.93
Prior Year Appropriated Activities	552,049.26	651,229.00	(109,761.21)	(632,690.90)
<u>Total Other Appropriations</u>	<u>552,049.26</u>	<u>651,229.00</u>	<u>(100,949.85)</u>	<u>(624,339.33)</u>
<u>Total - General Funds</u>	<u>12,296,308.26</u>	<u>(476,128.24)</u>	<u>(16,002.27)</u>	<u>(101,934.10)</u>

Budgeted Adjustments For Flow Through Federal Grants	Funds Applied and Encumbered						Excess of Funds Budgeted over Funds Applied
	Totals	Expenditures	Encumbrances	Lapsed	Due to Grantor	Totals	
\$	\$	\$	\$	\$	\$	\$	\$
	720.00	540.00				540.00	180.00
	42,600.00	42,600.00				42,600.00	-
	40,000.00	39,999.96				39,999.96	.04
	852,583.23	832,465.94	19,118.38			851,584.32	998.91
	640,277.48	619,677.96	6,196.07			625,874.03	14,403.45
	844,734.37	830,041.78	10,440.95			840,482.73	4,251.64
(2,442,272.02)	4,711,162.99	4,422,040.93	22,399.25			4,444,440.18	266,722.81
	587,456.85	570,220.67	8,249.03			578,469.70	8,987.15
	895,657.63	831,222.23	26,959.09			858,181.32	37,476.31
	114,833.00	56,493.79				56,493.79	58,339.21
	51,957.00	50,747.47	500.70			51,248.17	708.83
(2,442,272.02)	8,781,982.55	8,296,050.73	93,863.47			8,389,914.20	392,068.35
	2,052.13	149.72				149.72	1,902.41
	8,194.46						8,194.46
	.15						.15
	403.34	26.51				26.51	376.83
	363.49	341.40				341.40	22.09
	6,149.36	1,940.00	3,890.00			5,830.00	319.36
(3,219.02)	457,607.13	202,861.44		124,832.91	779.33	328,473.68	129,133.45
(3,219.02)	474,770.06	205,319.07	3,890.00	124,832.91	779.33	334,821.31	139,948.75
(2,445,491.04)	9,256,752.61	8,501,369.80	97,753.47	124,832.91	779.33	8,724,735.51	532,017.10
(Sch. 4)		(Exh. II)	(Exh. I)	Exh. II)			

TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

EXHIBIT III

COMPARISON OF FUNDS BUDGETED TO FUNDS APPLIED AND ENCUMBERED -
 BY APPROPRIATED ACTIVITY
 Year Ended August 31, 1983

 (concluded)

Appropriated Activity	Appropriations or Balances	Adjustments to Bring Estimated Revenues to Actual	Transfers Between Appropriations	Funds Additional Appropriations or Revenues
	\$	\$	\$	\$
Special Revenue Funds:				
Texas State Occupational Information Committee Grant	1,416.39			898.00
General Services Administration - Historical Records Assessment and Reporting Project				4,035.24
Sam Houston Regional Library and Depository Fund	2,162.22			734.51
Moody Foundation Grant				6,014.38
Brown Foundation Grant				27,610.72
O'Connor Foundation Grant				9,977.10
 Total Special Revenue Funds	3,578.61	_____	_____	49,269.95

Note A: The Statewide Library Development and other Administrative Services Programs include \$ 3,500,103.00 in appropriated federal funds from the Federal Public Library Service Fund.

Note B: Federal Grant Revenues	\$ 3,115,921.34
Less: Special Revenue Fund, Federal Earned Allotment, Federal Estimated Revenues, General Appropriations Act, 67th Leg., Regular Session	(400.00) (91,546.58) (3,500,103.00)
Total Adjustments to Bring Estimated Revenues to Actual	(476,428.24)

Budgeted Adjustments For Flow Through Federal Grants	Funds Applied and Encumbered					Totals	Excess of Funds Budgeted over Funds Applied
	Totals	Expenditures	Encumbrances	Lapsed	Due to Grantor		
\$	\$	\$	\$	\$	\$	\$	\$
	2,314.39	898.00				898.00	1,416.39
	4,035.24	4,035.24				4,035.24	-
	2,896.73	15.00				15.00	2,881.73
	6,014.38	6,014.38				6,014.38	-
	27,610.72	27,610.72				27,610.72	-
	9,977.10	9,977.10				9,977.10	-
	<u>52,848.56</u>	<u>48,550.44</u>				<u>48,550.44</u>	<u>4,298.12</u>
		(Exhibit II)					(Exhibit I)

Note C: Fund Balances: (Exh. I)

Library Conference Account	\$ 319.36
Staff Association Account	22.09
Unencumbered Appropriations	
Available for Future Expenditure	11,715.09
Subject to Lapse	519,960.56
Excess of Funds Budgeted over Funds Applied	<u>532,017.10</u>

TEXAS STATE LIBRARY AND ARCHIVES COMMISSIONNOTES TO THE FINANCIAL STATEMENTSNOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIESA. Basis of Presentation

The accompanying financial statements have been prepared in conformity with generally accepted accounting principles as established by the National Council on Governmental Accounting and by the American Institute of Certified Public Accountants. The accompanying statements include those funds and account groups controlled by the Texas State Library and Archives Commission. The Combined Statement of Revenues, Expenditures and Changes in Fund Balances - All Governmental Fund Types is a statement of financial activity for the reporting period and does not purport to present results of operations as would a conventional statement of income and expense.

B. Fund Structure

The accounts of the Texas State Library and Archives Commission are presented on the basis of funds and account groups, each of which is considered to be a separate accounting entity. Resources received are allocated to an operation reported in an individual fund based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The funds and account groups used to reflect the Commission's transactions are as follows:

General Funds - The General Fund, representing a Governmental Fund type, accounts for the general operating funds of the Commission. It includes all financial resources not required to be accounted for in other fund types. The Commission's operations are financed principally from appropriations authorized

TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

by the Legislature. These appropriations are funded through the State's General Revenue Fund and transfers from the Agency Fund to cover operating expenditures of the Federal Public Library Service program.

Special Revenue Funds - As a Governmental Fund type, the Special Revenue Fund accounts for the proceeds of specific federal and other revenue sources that are legally restricted to expenditures for specified purposes as opposed to general operating expenditures of the Commission.

Agency Funds - Agency Funds, which are a Fiduciary Fund type, are used to account for assets held by the Texas State Library and Archives Commission as an agent for individuals and other funds. Agency Funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

Account Groups - A General Fixed Asset Account Group is maintained to account for the accumulation of capital expenditures and other activities affecting the Commission's fixed assets. These accounts are concerned only with the measurement of financial position and not with measurement of results of operations.

A General Long-Term Obligation Account Group is maintained for long-term liabilities expected to be financed from governmental funds.

C. Basis of Accounting

Basis of accounting determines the timing of measurements made of revenues and expenditures in the accounts and financial statements. The funds of the Texas State Library and Archives Commission are accounted for using a modified

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accrual basis of accounting. Revenues are recognized when they become measurable and available. Expenditures are recognized when the related liability has been incurred. One exception to the general rule for expenditure recognition concerns accumulated unpaid vacation and sick leave of employees. The expense for accumulated unpaid vacation and sick leave of employees is recognized at the time events occur which make payments necessary. Accumulated vacation and sick leave is discussed in more detail in Note 2.

D. Budgets and Budgetary Accounting

The Commission's budget is prepared on a modified accrual basis. Encumbrance accounting is utilized for budgetary control purposes. Encumbrances outstanding are reported as a reservation of fund balance for subsequent year expenditures and represent the estimated cost of merchandise or services ordered, but not received until after year-end. Legislative appropriations from the State's General Revenue Fund, unexpended and unencumbered at year-end, are subject to being lapsed. Exhibit III presents budget information for the Commission's General and Special Revenue Funds. The budget information has been incorporated into this statement format to facilitate budget comparisons in the format adopted by the Legislature for the General Funds and by grant program for the Special Revenue Funds.

- E. Prepaid Expenses - Prepaid expenses generally represent the cost of postage, consumable supplies, and publications on hand at fiscal year-end. The cost of these items is reflected as an expenditure at the time of purchase. Reported inventories at year-end are equally offset by a fund balance reserve which indicates that they do not constitute "available spendable resources" even though they are a component of net current assets.

TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

- F. Fixed Assets - Purchases of fixed assets are included in expenditures of the period and are capitalized at cost in the General Fixed Assets account group with an off-set shown as "invested" fund equity. Donated fixed assets are recorded at an appraised market value. There is no provision for depreciation of fixed assets.
- G. Comparative Memorandum Total Columns - The comparative memorandum total amounts presented in the Combined Balance Sheet - All Fund Types and Account Group and the Combined Statement of Revenues, Expenditures and Changes in Fund Balances - All Governmental Fund Types are included for supplementary analysis purposes. This data is not essential to an understanding of those statements nor is such data comparable to a consolidation.
- H. Grant Funds - The Commission operates programs that involve federal pass-through grants and General Revenue Fund appropriation grants to recipients. Through these two sources of funding, the Commission provides recipients with program funds as well as fixed assets. These federal pass-through grants have been separately classified in Exhibit C-1, Combining Statement of Changes in Assets and Liabilities - All Agency Funds, and the general revenue grants and fixed asset purchases have been separately classified in Exhibit II, Combined Statement of Revenues, Expenditures and Changes in Fund Balances - All Governmental Fund Types to distinguish these expenditures from the Commission's operational expenditures.

NOTE 2 - CHANGES IN GENERAL LONG-TERM OBLIGATIONS

Under the provisions of S.B. 345, 64th Leg., Reg. Sess. (1975), the Commission became liable to pay for all unused vacation time accrued by its employees in the event of their resignation, dismissal or separation from state employment, provided the employees have had continuous employment with the State

TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

for six months. Under General Appropriation Act rider, the Commission must either grant regular employees equivalent time off for overtime worked or, at the discretion of the Commission, pay them at a rate of one and one-half times their regular hourly rate of pay. The amount of these liabilities at August 31, 1983, are reflected in the General Long-Term Obligation Account Group since resources from the current fiscal year will not be expended to liquidate them. While their total may be significant, the probable effect on any given year's operation is not expected to be material.

The following schedule, shown in hours, presents the changes in Compensable Leave Balances of Employees which reflect employees' accrued rights to future compensated absences for vacation and compensatory time:

	<u>Annual Leave Hours</u>	<u>Sick Leave Hours</u>	<u>Comp. Time Hours</u>	<u>Total Hours</u>
Compensable Leave Hours 9-1-82	15,480.75	31,463.00	2,409.75	49,353.50
Leave Hours Earned	20,750.50	18,766.00	9,869.50	49,386.00
Leave Hours Compensated				
By Time Off	(18,488.50)	(14,294.75)	(11,740.25)	(44,523.50)
By Monetary Payment, including Accounts Payable	(888.25)	-0-	-0-	(888.25)
Leave Hours Lost or Cancelled				
Accumulated Hours in excess of Maximum Balances	(318.25)	-0-	(516.00)	(834.25)
Leave Balances Cancelled by Employee Terminations	-0-	(3,856.00)	(23.00)	(3,879.00)
Other Changes or Adjustments:				
Leave Transferred (to)/from Other State Agencies	(9.75)	79.50	-0-	69.75
Adjustment from Prior Period	21.50	147.50	-0-	169.00
Compensable Leave Hours 8-31-83	<u>16,548.00</u>	<u>32,305.75</u>	<u>-0-</u>	<u>48,853.75</u>

The agency's monetary liabilities for compensable future absences as of August 31, 1983, as computed by multiplying the above ending balances times the year ending average salary rate for all employees, (\$8.41) were as follows:

Annual Leave	\$139,168.68
Compensatory Time	<u>-0-</u>
Total (Exh. I)	<u>\$139,168.68</u>

TEXAS STATE LIBRARY AND ARCHIVES COMMISSIONNOTE 3 - LEASE-PURCHASE COMMITMENT

Included in the purchases of fixed assets were monthly installment payments made during the period on a lease-purchase agreement for a photocopy machine. The following schedule shows the commitments for future installment payments (annualized).

<u>Year Ended August 31,</u>	<u>Payment</u>
1984	\$ 1,925.76
1985	1,925.76
1986	481.44
Total	<u>\$ 4,332.96</u>

The agreements provide that the obligations to pay monthly installments are subject to the appropriation of funds by the Legislature.

The Commission did not elect to follow statement 5, of the National Council on Governmental Accounting in capitalizing these fixed assets for fiscal year ending August 31, 1983. The Commission will be changing the procedure for capitalizing these assets so as to comply with Statement 5 for the fiscal year ending August 31, 1984.

NOTE 4 - FEDERAL FUNDS DUE TO GRANTOR

The Commission has determined, and the U.S. Department of Education has confirmed, that \$190,050 is due to be returned to the U. S. Department of Education due to misinterpretation of Federal Regulations pertaining to prior year Title I and Title III Library Services and Construction Act grant funds.

The Commission has received \$48,909.29 in refunds from sub-grantees and equipment sales during Fiscal Year 1983 which is also due to be returned to the U. S. Department of Education, pending audit verification.

TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

In addition, Fiscal Years 1980 and 1981 grants have been closed and the cash balance on hand of \$779.33 for those years is due to be refunded to the U. S. Department of Education. (Exhibit I)

NOTE 5 - OTHER OPERATING COSTS

In addition to direct expenditures as reflected on Exhibit II, certain costs were paid from appropriations to other state agencies out of the State's General Revenue Fund on behalf of the Commission. Listed below are these indirect costs for the year ended August 31, 1983:

Social Security Contributions:

Payments by State on Behalf of Employees Pursuant to Senate Bill No. 20, Sixty-fifth Legislature	\$167,402.27
Regular Social Security Contributions	227,766.92
Group Insurance Premiums (Active)	139,660.26
Group Insurance Premiums (Retired)	9,769.89
Retirement Contributions and Related Costs	275,774.95
Workers' Compensation Payments	16,734.00
Unemployment Compensation Benefits	4,098.00
	<hr/>
Total	838,206.29

NOTE 6 - EMPLOYEES' RETIREMENT PLAN

The State has joint contributory retirement plans for substantially all its employees. The plan in which the Commission participates is administered by the Employees Retirement System of Texas. An annual financial report, containing audited financial statements and actuarial assumptions, is prepared by the System.

The Employees Retirement System does not separately account for each of its component governmental agencies, since the Retirement System itself bears sole responsibility for retirement commitments beyond contributions fixed by the State Legislature. As of August 31, 1983, the actuarially computed value of pension

TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

liability exceeded the total assets of the System. However, contribution rates of employee members and employing agencies have been set by the State Legislature at levels which, according to an independent actuary, will amortize the unfunded liability over a period of 28.6 years. During the year ended August 31, 1983, the contributory percentages of participant salaries provided by the State and by each participant were eight percent and six percent, respectively. The expense to the Commission for employee retirement was \$276,178.56 for fiscal year 1983.

NOTE 7 - DEFERRED COMEPNSATION

Employees of the Commission may participate in the State's Deferred Compensation Program as authorized in Tex. Rev. Civ. Stat. Ann. art. 6252-3b (Vernon Supp. 1982). At August 31, 1983, there were twelve employees participating in the program. During the year \$28,289.40 was invested by all participating employees through monthly payroll deductions. A total of \$106,746.74 had been contributed by the employees participating at August 31, 1983.

NOTE 8 - CONTINUANCE SUBJECT TO REVIEW

The Texas State Library and Archives Commission is subject to the provisions of the "Texas Sunset Act." This Act provides for the termination of the Commission effective September 1, 1995, unless specifically continued by Legislative action. If terminated in accordance with this Act, the Commission would continue in existence until September 1, 1996, to conclude its business.

TEXAS STATE LIBRARY AND ARCHIVES COMMISSIONNOTE 9 - CONTINGENT LIABILITIES

Under a General Appropriations Act rider, the Texas State Library and Archives Commission is contingently liable to pay, to the estate of an employee dying while employed by the Commission a lump sum for the employee's accrued annual leave and one-half the employee's accrued sick leave, up to 336 hours of sick leave. The amount of this contingent liability at August 31, 1983, has not been determined. While it may be material in total, the effect on any given year's operation is not believed to be significant.

As contractor with the U. S. Department of Education, the Commission is held responsible for costs incurred by each subrecipient under contract and becomes contingently liable to refund the cash value of disallowed costs to the granting agency. Although the Commission in turn requests a refund from the subrecipient, this collection cannot be assured.

TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

EXHIBIT A-1

COMBINING BALANCE SHEET - ALL GENERAL FUNDS
 August 31, 1983
 (With Comparative Totals - August 31, 1982)

	General Revenue Fund \$ _____	Federal Public Library Service Fund \$ _____	Totals Year Ended August 31, 1983 (Exh. I) 1982 \$ _____	\$ _____
<u>ASSETS</u>				
Current Assets:				
Cash on Hand for Deposit	266.34		266.34	9,730.67
Cash in Banks -				
Petty Cash Revolving Fund	500.00		500.00	500.00
Travel Advance Fund	3,865.00		3,865.00	869.65
Legislative Appropriations	1,464,298.51		1,464,298.51	981,031.62
Cash in State Treasury		18,057.77	18,057.77	110,500.07
Accounts Receivable	49,507.05		49,507.05	42,892.53
Prepaid Expenses	50,980.04		50,980.04	42,440.20
	<u>1,569,416.94</u>	<u>18,057.77</u>	<u>1,587,474.71</u>	<u>1,187,964.74</u>
<u>LIABILITIES AND FUND EQUITY</u>				
Current Liabilities:				
Accounts Payable	85,392.33	18,057.77	103,450.10	287,684.59
Grant Funds Due Subrecipients	798,274.00		798,274.00	301,568.00
	<u>883,666.33</u>	<u>18,057.77</u>	<u>901,724.10</u>	<u>589,252.59</u>
Fund Equity:				
Fund Balances -				
Reserved For -				
Prepaid Expenses	50,980.04		50,980.04	42,440.20
Encumbrances (Exhibit III)	97,753.47		97,753.47	135,170.08
Travel Advance Fund	4,500.00		4,500.00	4,500.00
Petty Cash and Revolving Fund	500.00		500.00	500.00
Library Conference Account	319.36		319.36	1,479.43
Staff Association Account	22.09		22.09	149.95
Unencumbered Appropriations -				
Available for Future Expenditure	11,715.09		11,715.09	52,343.44
Subject to Lapse	519,960.56		519,960.56	362,129.05
	<u>685,750.61</u>	<u>18,057.77</u>	<u>685,750.61</u>	<u>598,712.15</u>
Total Fund Equity	<u>685,750.61</u>	<u>18,057.77</u>	<u>685,750.61</u>	<u>598,712.15</u>
Total Liabilities and Fund Equity	<u>1,569,416.94</u>	<u>18,057.77</u>	<u>1,587,474.71</u>	<u>1,187,964.74</u>

TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

EXHIBIT A-2

COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN
 FUND BALANCES - ALL GENERAL FUNDS
 Year Ended August 31, 1983
 (With Comparative Totals - Year Ended August 31, 1982)

	General Revenue Fund	Federal Public Library Service Fund	Totals Year Ended August 31, 1983 (Exh. II)	
	\$	\$	\$	\$
Revenues:				
General Revenue Fund				
Legislative Appropriations	8,135,265.00		8,135,265.00	7,954,603.00
Additional Legislative Appropriations - Longevity Reimbursements				
S.B. 1, 67th Leg. - Salary Increases				11,085.00
Federal Grants and Contracts		277,502.29	277,502.29	503,775.77
Grant Refunds	20,420.40		20,420.40	63,429.24
Gifts and Grants from Nonprofit Organizations				4,167.10
Sale of Photocopies and Publications	259,565.58		259,565.58	231,341.10
Computer Services				622.77
Miscellaneous	8,594.96		8,594.96	1,906.62
	<u>8,427,199.04</u>	<u>277,502.29</u>	<u>8,704,701.33</u>	<u>8,770,930.60</u>
Expenditures:				
Current Operating -				
Salaries and Wages	3,427,479.54	4,794.88	3,432,274.42	2,990,393.36
Professional Fees and Services	103,636.05	38,222.11	141,858.16	495,531.76
Retirement Contributions and Related Costs				2,483.22
Social Security Contributions - Regular				1,045.54
S.B. 20, 65th Leg.				915.54
State Insurance Contributions				1,152.00
Supplies and Materials	187,320.67	737.50	188,058.17	169,670.59
Utilities	56,761.07	-	56,761.07	56,779.88
Telephone	108,968.60	-	108,968.60	106,294.79
Postage	31,163.30	-	31,163.30	33,975.31
Travel	72,814.78	-	72,814.78	58,654.89
Subscriptions and Periodicals	21,641.23	-	21,641.23	21,445.52

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TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

EXHIBIT A-2

COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN
 FUND BALANCES - ALL GENERAL FUNDS
 Year Ended August 31, 1983
 (With Comparative Totals - Year Ended August 31, 1982)

	General Revenue Fund <u> </u> \$	Federal Public Library Service Fund <u> </u> \$	Totals <u>Year Ended August 31,</u> 1983 (Exh. II) \$	
Expenditures: (concluded)				
Current Operating - (concluded)				
Rentals	28,850.86	-	28,850.86	9,488.91
Data Processing Services	5,155.77	-	5,155.77	-
Information Services	20,373.25	224,015.00	244,388.25	-
Reproduction Services	38,825.49	-	38,825.49	36,402.28
Machine Copier	12,121.44	-	12,121.44	12,224.77
Repair and Maintenance	128,695.78	-	128,695.78	167,594.98
Miscellaneous	39,911.28	569.50	40,480.78	120,224.79
Total Current Operating	<u>4,283,719.11</u>	<u>268,338.99</u>	<u>4,552,058.10</u>	<u>4,284,278.13</u>
Other Expenditures -				
Grants to Cities	<u>3,631,058.00</u>		<u>3,631,058.00</u>	<u>3,894,972.00</u>
Acquisition of Fixed Assets -				
Equipment and Furniture	221,364.46	-	221,364.46	221,869.81
Books and Publications	87,725.94	9,163.30	96,889.24	90,792.65
Total Acquisition of Fixed Assets	<u>309,090.40</u>	<u>9,163.30</u>	<u>318,253.70</u>	<u>312,662.46</u>
Total Expenditures	<u>8,223,867.51</u>	<u>277,502.29</u>	<u>8,501,369.80</u>	<u>8,491,912.59</u>
Excess of Revenues over Expenditures	203,331.53	-	203,331.53	279,018.01
Other Financing Sources:				
Increase in Prepaid Expenses	8,539.84		8,539.84	4,447.96
Excess of Revenues over Expenditures and Other Financing Sources	211,871.37		211,871.37	283,465.97
<u>Fund Balances - Beginning</u>	598,712.15		598,712.15	423,342.88
Lapses of Appropriations	(124,832.91)		(124,832.91)	(108,096.79)
<u>Fund Balances - End (Exh. A-1)</u>	<u>685,750.61</u>	<u>-</u>	<u>685,750.61</u>	<u>598,712.15</u>

TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

EXHIBIT B-1

COMBINING BALANCE SHEET - ALL SPECIAL REVENUE FUNDS
 Year Ended August 31, 1983
 (With Comparative Totals - Year Ended August 31, 1982)

	<u>Federal Grants Funds</u> \$	<u>Foundation Grants</u> \$	<u>Sam Houston Regional Library and Depository Funds</u> \$
<u>ASSETS</u>			
Current Assets:			
Cash in Banks -			
Demand Account			798.53
Savings Account			2,083.20
Legislative Appropriations		35,224.53	
Cash in State Treasury	6,879.43		
Total Assets	<u>6,879.43</u>	<u>35,224.53</u>	<u>2,881.73</u>
<u>LIABILITIES AND FUND EQUITY</u>			
Current Liabilities:			
Accounts Payable	498.00	533.80	
Deferred Revenue	4,965.04	34,690.73	
Total Liabilities	5,463.04	35,224.53	
Fund Equity:			
Fund Balances -			
Unreserved - Undesignated (Exhibit B-2)	1,416.39		2,881.73
Total Liabilities and Fund Equity	<u>6,879.43</u>	<u>35,224.53</u>	<u>2,881.73</u>

Totals	
<u>Year Ended August 31,</u>	
1983	1982
<u>(Exh. I)</u>	<u></u>
\$	\$

798.53	185.53
2,083.20	1,976.69
35,224.53	79,078.69
6,879.43	10,817.17
<u>44,985.69</u>	<u>92,058.08</u>

1,031.80	1,186.26
39,655.77	87,293.21
<u>40,687.57</u>	<u>88,479.47</u>

4,298.12	3,578.61
<u> </u>	<u> </u>

<u>44,985.69</u>	<u>92,058.08</u>
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TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

EXHIBIT B-2

COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN
FUND BALANCES - ALL SPECIAL REVENUE FUNDS

Year Ended August 31, 1983

(With Comparative Totals - Year Ended August 31, 1982)

	<u>Federal Grants Funds</u>	<u>Sam Houston Regional Library and Depository Fund</u>	<u>Foundation Grants</u>
	\$	\$	\$
Revenues:			
Federal Grants and Contracts -			
General Services Administration - Historical			
Historical Records Assessment			
and Reporting Project	4,035.24		
Texas State Occupational Information			
Coordinating Committee	898.00		
Gifts and Grants from Nonprofit Organizations			43,602.20
Grazing Lease		628.00	
Miscellaneous		106.51	
	<u>4,933.24</u>	<u>734.51</u>	<u>43,602.20</u>
Total Revenues			
Expenditures:			
Current Operating -			
Professional Fees and Services	3,201.76	15.00	33,460.28
Supplies and Materials	588.85		2,364.07
Telephone	138.22		
Postage			
Travel	906.41		
Repair and Maintenance			
Miscellaneous	98.00		5,502.85
	<u>4,933.24</u>	<u>15.00</u>	<u>41,327.20</u>
Total Current Operating			
Acquisition of Fixed Assets			2,275.00
	<u>4,933.24</u>	<u>15.00</u>	<u>43,602.20</u>
Total Expenditures			
Excess (Deficit) of Revenues over Expenditures		719.51	
<u>Fund Balances - Beginning</u>	<u>1,416.39</u>	<u>2,162.22</u>	<u>-</u>
Fund Balances - Ending (Exh. B-1)	<u>1,416.39</u>	<u>2,881.73</u>	<u>-</u>

Totals	
<u>Year Ended August 31,</u>	
1983	1982
<u>(Exh. II)</u>	<u></u>
\$	\$

4,035.24	7,119.72
898.00	
43,602.20	18,522.90
628.00	-
106.51	207.68
<u>49,269.95</u>	<u>25,850.30</u>

36,677.04	23,634.86
2,952.92	712.34
138.22	65.27
	250.00
906.41	980.15
	4,100.00
5,600.85	
<u>46,275.44</u>	<u>29,742.62</u>
2,275.00	-
<u>48,550.44</u>	<u>29,742.62</u>
719.51	3,892.32
3,578.61	7,470.93
<u>4,298.12</u>	<u>3,578.61</u>

EXHIBIT C-1

COMBINING STATEMENT OF CHANGES IN ASSETS AND LIABILITIES -
ALL AGENCY FUNDS
Year Ended August 31, 1983

	Balances September 1, 1982	Additions	Deductions	Balances, August 31, 1983 (Exh. I)
	\$	\$	\$	\$
<u>Federal Pass-through Funds</u>				
<u>Assets</u>				
Cash in State Treasury	206,480.13	3,115,521.34	2,995,677.10	326,324.37
Grant Funds Receivable	644,192.71	341,791.96	644,192.71	341,791.96
Due from Subrecipients	-	10,164.36	-	10,164.36
	<u>850,672.84</u>	<u>3,467,477.66</u>	<u>3,639,869.81</u>	<u>678,280.69</u>
<u>Liabilities</u>				
Grant Funds Due Subrecipients	513,944.44	266,241.37	513,944.44	266,241.37
Due to Grantor	190,049.57	239,738.62	190,049.57	239,738.62
Unallocated and Undistributed Receipts	146,678.83	2,823,284.95	2,797,663.08	172,300.70
	<u>850,672.84</u>	<u>3,329,264.94</u>	<u>3,501,657.09</u>	<u>678,280.69</u>
<u>Employee Savings Bond Account</u>				
<u>Assets</u>				
Cash in State Treasury	-	4,500.00	4,462.50	37.50
<u>Liabilities</u>				
Employees' Savings Bond Deposits	-	4,500.00	4,462.50	37.50

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EXHIBIT C-1

COMBINING STATEMENT OF CHANGES IN ASSETS AND LIABILITIES -
ALL AGENCY FUNDS
Year Ended August 31, 1983
(concluded)

	<u>Balances</u> September 1, 1982	<u>Additions</u>	<u>Deductions</u>	<u>Balances,</u> August 31, 1983 (Exh. I)
	\$	\$	\$	\$
<u>Totals - Agency Funds</u>				
<u>Assets</u>				
Cash in State Treasury	206,480.13	3,120,021.34	3,000,139.60	326,361.87
Grant Funds Receivable	644,192.71	341,791.96	644,192.71	341,791.96
Due from Subrecipients	-	10,164.36	-	10,164.36
	<u>850,672.84</u>	<u>3,471,977.66</u>	<u>3,644,332.31</u>	<u>678,318.19</u>
Total Assets				
<u>Liabilities</u>				
Grant Funds Due Subrecipients	513,944.44	266,241.37	513,944.44	266,241.37
Employees' Savings Bond Deposits	-	4,500.00	4,462.50	37.50
Due to Grantor	190,049.57	239,738.62	190,049.57	239,738.62
Unallocated and Undistributed Receipts	146,678.83	2,823,284.95	2,797,663.08	172,300.70
	<u>850,672.84</u>	<u>3,333,764.94</u>	<u>3,506,119.59</u>	<u>678,318.19</u>
Total Liabilities				

The Notes to the Financial Statements are an integral part of this exhibit.

TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

EXHIBIT D-1

STATEMENT OF CHANGES IN GENERAL FIXED ASSETS
 Year Ended August 31, 1983
 (With Comparative Totals - Year Ended August 31, 1982)

	<u>Land</u>	<u>Buildings</u>	<u>Other Im- provements</u>
	\$	\$	\$
<u>Balances - Beginning</u>	220,655.77	1,350,387.58	44,111.35
Additions:			
Purchases			
Donations			
Interagency Transfers			
Reclassification of Prior Year Expenditures			
Total Additions	-	-	-
Deletions:			
Book Value of Items -			
Obsolete and Worn-out			
Stolen or Lost			
Sold			
Items Valued Under \$250.00			
Placed in State Archives			
Interagency Transfers			
Destroyed by Fire (Capitol)			
Trade - In and Refunds			
Reclassification of Prior Year Expenditures			
Total Deletions	-	-	-
Net Increase	-	-	-
<u>Balances - Ending (Exhibit I)</u>	<u>220,655.77</u>	<u>1,350,387.58</u>	<u>44,111.35</u>

Note A: Balance of Equipment and Furniture at August 31, 1983 includes the following assets on permanent loan:

To Cities and Counties for Public Library Services (Schedule 5)	\$144,674.96
To Other Agencies (Schedule 6)	209,740.50
Total Permanent Loans	<u>354,415.46</u>

The accompanying Notes to the Financial Statements are an integral part of this exhibit.

Equipment and Furniture	Books Publications and Audio Visual Materials	Totals	
		Year ended August 31,	
		1983	1982
\$	\$	\$	\$
2,785,055.43	2,457,854.56	6,858,064.69	6,320,725.01
253,971.29	97,074.89	351,046.18	312,662.46
1,287.00	21,073.80	21,073.80	42,334.43
30,506.51		1,287.00	336,306.98
		30,506.51	1,030.68
285,764.80	118,148.69	403,913.49	692,334.55
1,575.84	10,777.26	12,353.10	45,025.97
864.00		864.00	5,586.20
204,431.64		204,431.64	97,522.77
15.65		15.65	1,859.93
			5,000.00
8,127.00		8,127.00	-
50.00		50.00	-
7,800.00	16.00	7,816.00	-
6,725.00		6,725.00	-
229,589.13	10,793.26	240,382.39	154,994.87
56,175.67	107,355.43	163,531.10	537,339.68
2,841,231.10	2,565,209.99	7,021,595.79	6,858,064.69

(Note A)

TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

ADDENDUM I

ORGANIZATION, FUNCTIONS AND GENERAL COMMENTS

In keeping with Tex. Rev. Civ. Stat. Ann. art 5434b (Vernon Supp. 1982) the name of the Texas State Library and Historical Commission was changed to the Texas State Library and Archives Commission effective August 27, 1979, without materially affecting the Library's operations or responsibilities.

The Library's operations are supervised by a six-member commission as specified in Tex. Rev. Civ. Stat. Ann. art 5434 (Vernon Supp. 1982). The members are appointed by the Governor, with the advice and consent of the Senate, and serve overlapping six-year terms.

The general responsibilities of the Commission are stated as follows:

"The appointed members of the Commission shall be responsible for the adoption of all policies, rules and regulations so as to aid and encourage libraries, collect materials relating to the history of Texas and the adjoining states, preserve, classify and publish the manuscript archives and such other matters as it may deem proper, diffuse knowledge in regard to the history of Texas, encourage historical work and research, mark historic sites and houses and secure their preservation, and aid those who are studying the problems to be dealt with by legislation."

A list of Commission members at August 31, 1983, follows:

<u>Commission Members</u>	<u>Address (Texas)</u>	<u>Term Expires</u> <u>September 28,</u>
Chilton O'Brien, Chairman	Beaumont	1983
Mrs. Ed Palm, Vice-Chairman	Fort Worth	1985
C. Stanley Eanks, Sr.	San Antonio	1983
Honorable Price Daniel, Sr.,	Liberty	1985
John Ben Sheppard	Odessa	1987
Mrs. Ann Walker Cragg	McAllen	1987

TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

Assisting in the management of the Library is the Director and Librarian who is appointed by and serves at the will of the Commission. The Director and Librarian and key personnel serving at August 31, 1983, were:

<u>Name and Title</u>	<u>Annual Salary at August 31, 1983 (Note A)</u>
	\$
Dr. Dorman H. Winfrey, Director-Librarian	42,600.00
William D. Gooch, Assistant State Librarian	40,000.00
William H. Carlton, Fiscal and Personnel Director	38,724.00
Joe P. Meyer, Director, Administrative Services Division	33,936.00
Dale Propp, Director, Blind and Physically Handicapped Division	32,844.00
Raymond W. Hitt, Director, Library Development Division	38,724.00
Allan S. Quinn, Director, Information Services Division	35,076.00
Dr. David B. Gracy II, Director, Archives Division	35,076.00
William L. Dyess, Director, Records Management Division	35,076.00
Marilyn Von Kohl, Director, Regional Resource Depository and Local Records Division	33,936.00

Note A: The annual salary rates include legislature salary increases but do not include any longevity pay entitlements.

Operating functions are divided among the Library's divisions as follows:

1. The Administrative Services Division supports the other divisions with accounting, data processing, printing, office, and personnel services.
2. The Blind and Physically Handicapped Division provides recorded books, braille books, large-type books, and mechanical reading aids for those unable to use conventional reading matter.

TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

3. The Library Development Division administers federal grant funds under Titles I and III of the Library Services and Construction Act, and state funds under the Library Systems Act. These funds are distributed throughout the State as direct grants for library system and network development; to strengthen library services to more adequately serve the educationally and economically disadvantaged; and to encourage the sharing of resources through interlibrary cooperation. Other uses of these funds include purchasing books and audiovisual materials for use in state institutions.
4. The Information Services Division makes available to state and federal agencies and members of the Legislature technical services, assistance and lending material. Also, this division acquires and catalogs the Library's collections, which include such major assemblages as government publications, genealogy and Texana.
5. The Archives Division collects, preserves and makes available for research, permanent and valuable records concerning Texas history. Other activities include the preparation and distribution of archival publications and current events.
6. The Records Management Division stores state records and destroys such records after their period of usefulness pursuant to guidelines established by the State's Records Preservation Advisory Committee. The division also performs microfilming, data retrieval and reference services.

TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

7. The Regional Historical Resource Depository and Local Records Division was established as a separate division from the Archives Division in September 1982. This division collects, preserves and makes available for research, permanent and valuable records of cities, counties, school districts, local courts and other special districts. This division also assists local governments in establishing efficient and economical methods of preserving and managing their records.

Working with the Library in the area of records preservation is the Records Preservation Advisory Committee. This Committee provides guidelines for rules and regulations governing the preservation of essential state records. The Committee consists of specified state officials or their representatives. Committee members serve in an ex officio capacity. Following is the membership of this Committee at August 31, 1983:

<u>Name</u>	<u>Position</u>
Dr. Dorman H. Winfrey, Chairman	Director and Librarian, Texas State Library
John W. Fainter, Jr.	Secretary of State
George W. McNeil	State Auditor
Bob Bullock	State Comptroller
Jim Mattox	Attorney General
Betty King	Secretary of the Senate
Betty Murray	Chief Clerk of the House of Representatives

TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

The Library Services and Construction Act Advisory Council advises the Library on development of the State Plan, on policy in the administration of the State Plan, and on evaluation of activities under the State Plan. The Council is required for any state receiving funds under the federal Library Services and Construction Act. Members are appointed by the Commission to serve a three-year term, and include representatives of public, school, academic, special, and institutional libraries as well as representatives of libraries serving the handicapped. Users of libraries are represented by one-third of the Council membership and at least one member is to represent disadvantaged persons.

Members of the Library Services and Construction Act Advisory Council at August 31, 1983, are as follows:

<u>Name</u>	<u>Address (Texas)</u>	<u>Term Expires</u>
Myra McDaniel, Chair	Austin	9-1-1984
Norma Stanton	Irving	9-1-1983
Evelyn Benton	Deer Park	9-1-1984
Mary Frances Lampert	Austin	9-1-1984
Christene Green	Giddings	9-1-1985
Charles C. Cardenas	McAllen	9-1-1985
Jean Miller	Dallas	9-1-1985
Dorothy Hawthorne	Commerce	9-1-1985
Dr. Edward R. Johnson	Denton	9-1-1985
Kathryn Meharg	Houston	9-1-1985
Dorothy Progar	Waco	9-1-1983
James B. Stewart	Victoria	9-1-1983
William Stewart	Lubbock	9-1-1983

The members of the Texas Library Systems Act Advisory Board are appointed by the Commission to advise the Commission on the policy for the application of the Library Systems Act. The Board is made up of five librarians whose term of office is three years. The members of the Board serve without compensation but are reimbursed for actual and necessary expenses incurred in the performance of their

TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

official duties. No member may serve more than two consecutive terms. Members of the Texas Library Systems Act Advisory Board at August 31, 1983 were:

<u>Name</u>	<u>Address (Texas)</u>	<u>Term Expires</u>
Paul Vagt, Chairman	Fort Worth	9-1-1984
Irwin M. Sexton	San Antonio	9-1-1983
Christina B. Woll	El Paso	9-1-1983
Cynthia Bennett	Lewisville	9-1-1984
Dr. Brooke Sheldon	Denton	9-1-1985

The Library occupies rent-free floor space in state-owned buildings. The following buildings were in use at August 31, 1983:

	<u>Square Feet</u>	
	<u>Office</u>	<u>Storage</u>
Lorenzo de Zavala Archives and Library Building, Capitol Complex, Austin, Texas	31,842	45,807 (A)
Records Center Building, 4400 Shoal Creek Boulevard, Austin, Texas	8,845	41,116
Sam Houston Regional Library and Depository, Liberty, Texas	8,454	9,336
Total Floor Space Occupied	<u>49,141</u>	<u>96,259</u>

Note A: This space consists of the Library stacks plus other Library space in the building.

On November 1, 1982, the Library leased the following storage space to store reading materials for the Blind and Physically Handicapped Division, however the building was not available for occupancy until December 1, 1982, at which time the lease payments began.

Location: 2320 Beatrice Cove, Austin, Texas

Square Feet: 4,000 for storage only

Cost per square foot: \$0.3450/month

Cost per month: \$1,380.00

Cost - fiscal year ending August 31, 1983: \$12,420.00

Lessors: Karl J. Ameland and Clifford J. Woerner, Austin, Texas

TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

Old records are periodically reviewed and those considered to have no further value are destroyed in accordance with the State's suggested retention period guidelines. The date of the last request for the disposition of such records was October 29, 1982.

Library employees are covered by a public employee blanket position bond in the amount of \$10,000.00. The Library had 184 full-time and 15 part-time employees at August 31, 1983, as compared to 186 full-time and 14 part-time employees at August 31, 1982.

The State Purchasing and General Services Commission by statute requires written justification for purchase requisitions where specifications are proprietary to one vendor. During the year ended August 31, 1983, the Texas State Library and Archives Commission provided such written justification, all acceptable to the Commission, on three requisitions for word processing equipment totaling \$45,339.00

TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

Schedule 1

SUMMARY OF PROFESSIONAL FEES AND SERVICES
Fiscal Year Ending August 31, 1982

<u>Name</u>	<u>Location</u>	<u>Type of Service Rendered</u>	<u>Amount</u>
Harrington Library Consortium	Amarillo	Provided panelists for library workshop	530.00
Mark Donaldson	Austin	Artwork for Summer Reading Club materials	3,935.00
Bill Malone	Austin	Photography - current events	39,984.75
Billy Goodman	Austin	Developed slide presentation for workshop	65.00
Panhandle Plains Historical Museum	Canyon	Restored & preserved paintings	46,957.00
Carolyn Baker	Austin	Artwork for publications	198.74
Eva Hardeman	Austin	Artwork for certificates of appreciation	60.00
Texas A & M University	College Station	Developed job evaluation system	4,000.00
Rosemary Neff	Austin	Compiled <u>Directory of Licensed Occupations & Apprenticeship Programs in Texas</u>	800.00
Texas Archival Network	Austin	Planned for establishment of an archival network to create union catalog of archival holdings in Texas	2,401.76
Association of Higher Education of North Texas	Richardson	Developed program of conservation awareness in public libraries	18,148.00
Dallas County Community College District	Mesquite	Implemented a program for increased and improved library service to high school students in South Dallas County	20,074.11

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TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

Schedule 1

SUMMARY OF PROFESSIONAL FEES AND SERVICES
Fiscal Year Ending August 31, 1982
 (Continued)

<u>Name</u>	<u>Location</u>	<u>Type of Service Rendered</u>	<u>Amount</u>
Library of Congress	Washington D.C.	Planned & conducted Library meeting	278.00
Texas Dept. of Human Resources	Austin	Produced Slide/Sound Presentation	1,500.00
State Auditor	Austin	Annual audit of federal funds	10,367.88
Douglas Inglis	Austin	Analyzed, arranged & described the Nacogdoches Archives papers	33,460.28

The following persons planned & designed library workshops:

Jeri Baker	Dallas		600.00
Roberto Cabello- Argandano	Oakland, California		1,262.00
Martha Cotera	Austin		705.00
Ken Ferstl	Denton		900.00
Antonio Martinez	Victoria		383.00
Charles McClure	Norman, Oklahoma		3,215.00

The following persons made instructional presentations at library workshops:

Betty Anderson	Lubbock		70.00
Gilda Baeza	El Paso		33.00
Cesar Cabellero	El Paso		33.00
Alvin Cage	Nacogdoches		120.00
Jay Clark	Houston		120.00

TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

Schedule 1

SUMMARY OF PROFESSIONAL FEES AND SERVICES
Fiscal Year Ending August 31, 1982
 (Concluded)

<u>Name</u>	<u>Location</u>	<u>Type of Service Rendered</u>	<u>Amount</u>
<u>The following persons made instructional presentations at library workshops:</u>			
Maribelle Davis	Plano		229.52
Gloria Garcia	Corpus Christi		182.00
Allan Heindel	Hurst		240.42
Luis Herrera	El Paso		133.00
Maria Herrera	McAllen		85.00
Carlos Humpherys	El Paso		33.00
David Jones	Houston		123.45
Maurice Leatherby	San Antonio		210.25
Craig Likness	San Antonio		165.13
Roy Mersky	New York, New York		458.00
Bruce Miller	Austin		194.66
Jeanne Morlan	Baytown		70.00
Ramiro Salazar	Eagle Pass		245.00
Wayne Sellers	Palestine		70.00
James Stewart	Victoria		<u>247.13</u>
Total, Professional Fees and Services			<u>\$ 192,888.08</u>

TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

Schedule 2

SUMMARY OF FEDERALLY ASSISTED PROGRAMS
Year Ended August 31, 1983

<u>Grant Title</u>	<u>Grant Period</u>	<u>Grant Number</u>	<u>Fund Balances, Beginning</u> \$
Department of Education:			
Library Services and Construction Act -			
Title I	10-1-1979 - 9-30-1981	J008001043	776.65
Title I	10-1-1980 - 9-30-1982	W008101043	-
Title I	10-1-1981 - 9-30-1983	W008201043	-
Title III	10-1-1979 - 9-30-1981	J008001143	.66
Title III	10-1-1980 - 9-30-1982	W008101143	-
Title III	10-1-1981 - 9-30-1983	W008201143	-
National Occupational Information			
Coordinating Committee:			
Texas State Occupational Information			
Coordinating Committee Grants	4-01-1980 - 9-30-1980	004	1,416.39
	6-01-1983 - 9-15-1983	016	-
General Services Administration:			
Historical Records Assessment and Reporting Project	9-30-1981 - 9-30-1983	81-131	-
Totals			<u>\$ 2,103.70</u>

<u>Revenue</u>	<u>Expenditures</u>	<u>Transfers To Earned Allotment</u>	<u>Fund Balances Ending</u>
\$	\$	\$	\$
	39.95	736.70	-
4,873.53	4,831.39	41.97	.17
2,159,438.88	2,159,438.88		-
		.66	-
1,094.73	1,094.73		-
557,588.38	557,588.38		-
			1,416.39
898.00	898.00		-
<u>4,035.24</u>	<u>4,035.24</u>	<u> </u>	<u> </u>
<u>\$2,727,928.76</u>	<u>\$2,727,926.57</u>	<u>\$ 779.33</u>	<u>\$ 1,416.56</u>

TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

Schedule 3

GENERAL REVENUE FUND GRANTS FOR LIBRARY SERVICES
Year Ended August 31, 1983

<u>City/County</u>	<u>Amount</u>
Abilene	\$ 229,065.00
Amarillo	221,681.00
Austin	409,475.00
Corpus Christi	407,814.00
El Paso	206,829.00
Fort Worth	455,772.00
Houston	1,156,479.00
Lubbock	66,258.00
San Antonio	477,685.00
	<hr/>
Total General Revenue Fund Grants for Library Systems Services (Exh. A-2)	<u>\$3,631,058.00</u>

TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

Schedule 4

FEDERAL PUBLIC LIBRARY SERVICE FUND GRANTS FOR LIBRARY SERVICES
Year Ended August 31, 1983

<u>City/County</u>	<u>Amount</u>
Abilene	\$ 65,216.00
Amarillo	69,989.00
Austin	124,726.00
Corpus Christi	88,283.00
Dallas	1,105,528.00
El Paso	38,201.00
Fort Worth	108,003.00
Houston	212,721.00
Jeff Davis County	23,100.00
Lubbock	323,668.00
Motley County	23,124.00
Plano	68,398.00
Rains County	23,224.00
San Antonio	110,589.00
Wise County	20,000.00
	<hr/>
 Total Direct Grants to Cities and Counties	 \$2,404,770.00
 Purchases of Books and Audio-Visual Materials for State Institutions and Public Libraries	 \$ 40,721.04
 Total Federal Public Library Services Fund Grants to Cities, Counties and State Institutions (Exh. III)	 \$2,445,491.04

TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

Schedule 5

VALUE OF FIXED ASSETS ON PERMANENT LOAN TO CITIES AND COUNTIES
Year Ended August 31, 1983

<u>City/County</u>	<u>Equipment and Furniture</u>
Abilene	\$ 161.19
Amarillo	13,951.39
Aransas Pass	211.50
Austin	28,199.47
Bastrop	125.00
Baytown	594.48
Bonham	209.25
Bowie	125.21
Clyde	14.04
Comfort	202.48
Commerce	290.50
Corpus Christi	7,690.43
Corsicana	1,342.25
Crockett	159.77
Denison	1,776.00
Dumas	2,166.45
Eagle Pass	4,688.28
El Paso	10,129.39
Ennis	187.50
Fredricksburg	209.25
Galveston	330.73
Gatesville	209.25
Georgetown	28.35
Gladewater	193.84
Grand Saline	85.96
Greenville	1,378.65
Groveton	35.75
Hamilton	387.41
Harlingen	344.92
Houston	14,023.20
Kerrville	715.33
La Feria	586.40
Laredo	3,012.47
Livingston	45.40
Lockhart	587.87
Longview	4,044.11
Lubbock	2,253.65
Mount Pleasant	621.80
Orange	1,237.29

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TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

Schedule 5

VALUE OF FIXED ASSETS ON PERMANENT LOAN TO CITIES AND COUNTIES
Year Ended August 31, 1983
 (Concluded)

<u>City/County</u>	<u>Equipment and Furniture</u>
Pasadena	\$ 2,021.98
Pearsall	145.00
Perryton	139.50
Port Arthur	950.76
San Antonio	19,351.25
San Benito	219.50
Sour Lake	43.50
Waxahachie	2,142.01
Weslaco	5,036.39
Wheeler	946.40
Woodville	11.65
Hansford County	196.00
Hemphill County	433.25
Hutchinson County	980.57
Mason County	465.85
Swisher County	1,056.00
Val Verde County	6,132.48
Wharton County	948.26
Wilson County	898.40
TOTAL (Exh. D-1)	<u>\$144,674.96</u>

TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

Schedule 6

VALUE OF FIXED ASSETS ON PERMANENT LOAN TO OTHER AGENCIES
Year Ended August 31, 1983

<u>City/County</u>	<u>Equipment and Furniture</u>
Capitol Rotunda - First Floor	\$ 27,175.00
Capitol Rotunda - Second Floor	6,179.08
Capitol - Governors Reception Room	11,135.00
Capitol Rotunda - Third Floor	5,568.16
Capitol Lobby	14,239.50
Capitol - House of Representatives	48,675.00
Capitol - Senate	56,747.00
Capitol - Senate Page	2,000.00
Capitol - Governor's Office	18,792.00
Capitol - Secretary of State	1,650.00
Capitol - Lt. Governor's Office	50.00
Capitol Rotunda - Fourth Floor	2,052.76
Daughters of Republic Museum	5,552.00
Daughters of Confederacy Museum	25.00
Capitol - Legislative Budget Board	1,000.00
Governor's Mansion	1,990.00
Adjutant General's Department	1,000.00
Capitol - Legislative Reference Library	5,410.00
Texas Historical Commission	500.00
 TOTAL (Exh. D-1)	 <u>\$209,740.50</u>

