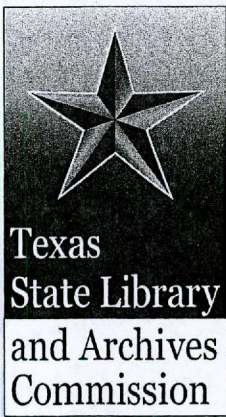


TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

ANNUAL REPORT OF NONFINANCIAL DATA

FOR THE YEAR ENDED AUGUST 31, 2012

Peggy D. Rudd
Director and Librarian



28 December 2012

The Honorable Rick Perry, Governor of Texas
Mr. John Keel, CPA, State Auditor
Ms. Ursula Parks, Director, Legislative Budget Board

Dear Governor Perry, Mr. Keel and Ms. Parks:

I am pleased to submit the Texas State Library and Archives Commission *Annual Report of Nonfinancial Data* for the year ending August 31, 2012, 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, director of Administrative Services, at (512) 463-5440 or dosborne@tsl.state.tx.us.

Sincerely,

Peggy D. Rudd
Director and Librarian

cc: Legislative Reference Library

Enclosure

Lorenzo de Zavala
State Archives and
Library Building

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

1201 Brazos Street
Austin, Texas
78701

www.tsl.state.tx.us

Commission Chairman
Michael C. Waters

Members
Sharon T. Carr
Martha Doty Freeman
F. Lynwood Givens
Larry G. Holt
Wm. Scott McAfee
Sandra J. Pickett

Director and Librarian
Peggy D. Rudd

Assistant State Librarian
Edward Seidenberg

*Preserving yesterday,
informing today,
inspiring tomorrow.*

TEXAS STATE LIBRARY AND ARCHIVES COMMISSION
AGENCY 306

2012 Nonfinancial Data Report

Table of Contents

<u>Information Schedule</u>	<u>Page</u>
Professional and Consulting Fees	1
State-Owned Vehicles Used by State Employees	2
Space Occupied	3
Appropriation Item Transfers	4
Indirect Cost Schedule	5
HUB Strategic Plan Progress Report	6
HUB Expenditure Analysis	7
Agency Report of Recycled, Remanufactured and Environmentally Sensitive Purchases	8
Schedule of Itemized Purchases	9
Schedule of Bonded Employees	9
Schedule of Aircraft Operations	9
Schedule of Vehicles Purchased	9

Unaudited

Texas State Library and Archives Commission (306)

SCHEDULE OF PROFESSIONAL AND CONSULTING FEES

For the Fiscal Year Ended August 31, 2012

Name	Services Performed	Total
CPR Resources, Inc.	CPR Training for staff	\$20.00
Kathleen M. Burnside	Meeting and facilitation services	\$960.00
MicroAssist	E-rate course; training services	\$16,261.00
ÖCLC Online Computer Library Center Inc.	Webjunction Partner Program	\$45,000.00
Tara Sidwell	Webinar Presentation	\$100.00
	TOTAL, Education/Training Services	\$62,341.00
Clifton Gunderson, LLP	Internal audit services	\$16,377.12
Rupert & Associates	Prepare agency's AFR report	\$10,000.00
	TOTAL, Financial/Accounting Services	\$26,377.12
American Assn for State & Local History	Connecting to Collections Coord. Svcs.	\$158,022.00
Amigos Library Services	C2C Grant advisory committee services	\$1,000.00
Bruce Hale	Speaking fees	\$500.00
Library of Congress	Travel reimbursement THO meeting	\$630.19
Conservation Ctr for Art & Historic Artifacts	Advisory Committee services	\$2,000.00
Deer Oaks Mental Health Associates	Employee Assistance Program	\$5,170.88
Devona Carpenter	Presenter fees; preparation of videos	\$4,200.00
Ferkam Management Corporation	Building material survey for asbestos	\$1,095.00
Heritage Preservation	C2C Grant assistance	\$38,931.22
JRM Consulting, Inc.	Facilitator Services	\$14,000.00
Janette Larson	Authoring Services	\$750.00
Julie B. Todaro	handbook revision; workshop	\$8,709.00
Kouba Graphics, Inc.	design & layout services	\$2,500.00
Librarians on Demand	Basic update to the Library Laws of TX	\$4,500.00
Lyrasis	C2C Grant advisory committee services	\$2,500.00
Morningside Research & Consulting, Inc.	LSTA Evaluation & 5-year report	\$53,793.78
Randall H Silverman	C2C Grant advisory committee services	\$2,000.00
Region XX Education Service Center	Training/support K-12 Databases	\$50,624.00
Texas Facilities Commission	Analysis/Survey Rec Ctr space/mech	\$16,330.00
University of Texas at Austin	Texas Public Library Study	\$70,494.81
University of Texas at El Paso	Train to Share travel expenses	\$2,804.99
UNT Libraries	THO Migration & Software	\$37,020.00
William Marsh Rice University	Train to Share travel expenses	\$400.00
	TOTAL, Other Professional Services	\$477,975.87
Hartman & Phillips Consulting, LLC	Harvest/normalize metadata Trn to Share	\$4,500.00
Survey Gizmo	Data Processing Services	\$441.00
UNT Libraries	Blue Angel Project Services	\$10,000.00
	TOTAL, Information Technology Services	\$14,941.00
Department of Information Resources	Data Center Services chargeback	\$260,873.15
	TOTAL, Computer Services (DCS)	\$260,873.15
	TOTAL, ALL PROFESSIONAL SERVICES	\$842,508.14
		\$842,508.14

Source: USAS DAFR8960 PY2012

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, 2012

Vehicle	Authorized Driver	Job Title	Reason for Authorization
1201 Brazos 2002 Chevrolet Cargo Van License 839-417	Jasper Winters	Printing Services Technician	Runner for agency; backup mail technician
	Reymund Paramo	Mail/Receiving Technician	Serves as primary mail technician for the Commission
	Jeremiah Barefield	Support Services Coordinator	Serves as occasional backup for mail technician
	Occasional Drivers		
	Laura Saegert	Asst. Director, Archives	Occasional circulation of records
	Rebecca Romanchuk	Archivist	Occasional circulation of records
	John Anderson	Archivist	Occasional circulation of records
4400 Shoal Creek	Drivers below are authorized to drive any vehicle listed for Shoal Creek facility.		
2010 FORD E250 Cargo Van License 107-1292	Shea, Michael	Records Center Manager	Occasional circulation of records to and from State Records Center
	Simmons, Sibley	Records Center Coordinator	Occasional circulation of records to and from State Records Center
	Wright, Ralph	Records Center Coordinator	Occasional circulation of records to and from State Records Center
2009 FORD E250 Cargo Van License 107-1293	Holmes, Richard	Records Center Driver	Regular circulation of records to and from the State Records Center
	Bruton, Zachary	Records Center Driver	Regular circulation of records to and from the State Records Center
	Herrera, Gilberto	Records Center Driver	Regular circulation of records to and from the State Records Center
2000 Ford 3-ton Truck with box License 789-514	Petrich, Rick	Records Center Driver	Regular circulation of records to and from the State Records Center
	Puentes, Andres Jr.	Records Center Driver	Regular circulation of records to and from the State Records Center
	Wachsmann, Royce	Records Center Driver	Regular circulation of records to and from the State Records Center
2002 Chevrolet Cargo Van License 827-921	Burton, Christopher	Records Center Driver	Regular circulation of records to and from the State Records Center
2003 Ford Cargo Van License 854-519			
2003 Ford Cargo Van License 854-520			

Unaudited

Texas State Library and Archives Commission (306)

SCHEDULE OF SPACE OCCUPIED

For the Fiscal Year Ended August 31, 2012

The Texas State Library and Archives Commission occupies rent-free floor space in state-owned buildings. The buildings listed below were in use at August 31, 2012. 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	120.65
Austin	Records Center and TBP Warehouse, 4400 Shoal Creek Boulevard	4,466	101,310	27,189	132,965	44.23
Liberty	Sam Houston Regional Library & Depository 650 FM 1011	8,454	9,336	-	17,790	4.63
Total Floor Space Occupied		<u>32,529</u>	<u>172,049</u>	<u>32,090</u>	<u>236,668</u>	<u>169.50</u>

FTE's 169.50

Net Usable Square Footage/FTE 191.91

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.

Unaudited
Texas State Library and Archives Commission (306)

APPROPRIATION ITEM TRANSFERS*
For the Fiscal Year Ended August 31, 2012

ITEM OF APPROPRIATION

			<u>Transfers-In</u>	<u>Transfers-Out</u>	<u>Net Transfers</u>
A. Goal: Improve the Availability of Library and Information Services					
Strategies:					
A.1.1.	13001	Library Resource Sharing Svcs	\$ 4,963,790	\$ (5,006,519)	\$ (42,729)
A.1.2.	13002	Aid to Local Libraries	109,000	(20,000)	89,000
A.2.1.	13004	Disabled Services	50,000	(61,110)	(11,110)
Total, Goal A Improve Library/Info Svcs.			<u>\$ 5,122,790</u>	<u>\$ (5,087,629)</u>	<u>\$ 35,161</u>
B. Goal: Public Access to Government Information					
Strategies:					
B.1.1	13005	Provide Access to Info & Archives	\$ 44,000	\$ (86,031)	\$ (42,031)
Total, Goal E Access to Gov. Info.			<u>\$ 44,000</u>	<u>\$ (86,031)</u>	<u>\$ (42,031)</u>
C. Goal: Cost-effective State/Local Records Management					
Strategies:					
C.1.1.	13006	Manage State/Local Records	20,000	(29,713)	(9,713)
Total, Goal C Records Management			<u>\$ 20,000</u>	<u>\$ (29,713)</u>	<u>\$ (9,713)</u>
D. Goal: Indirect Administration			<u>\$ 627,250</u>	<u>\$ (566,491)</u>	<u>\$ 60,759</u>
NET APPROPRIATION ITEM TRANSFERS			<u>\$ 5,814,040</u>	<u>\$ (5,769,864)</u>	<u>\$ 44,176</u>

*Note: This schedule does not include Benefit Replacement Pay transfers, Employee Benefit Transfers or Rider Reduction transfers.

Source: Custom-requested download from ACO at Comptroller

Unaudited

Texas State Library and Archives Commission (306)

INDIRECT COST SCHEDULE

For the Fiscal Year Ended August 31, 2012

Payroll-Related Costs

FICA Employer Matching Contribution	\$	456,869.26	
Group Health Insurance		830,386.67	
Retirement		333,826.38	
Unemployment		49,153.67	
Total Payroll-related Costs			\$ 1,670,235.98

Workers' Compensation	\$	5,562.21	
Benefit Replacement Pay		36,282.39	
Total Workers' Compensation and BRP			\$ 41,844.60

Indirect Costs - FY 2010 Statewide Full Cost Allocation Plan

Building Depreciation	\$	8,990.00	
Comptroller of Public Accounts			
CPA Administration		153,828.00	
CPA Fiscal and ITD		46,867.00	
CPA Purchasing & Support (TPASS)		11,900.00	
CPA Rebates		(19,801.00)	
Department of Information Resources		-	
Department of Information Resources - Rollforward Adjustment		-	
Department of Public Safety - Capitol Security		108,118.00	
Governor's Office of Budget & Planning		1,367.00	
State Office of Risk Management		-	
State Office of Risk Management - Rollforward Adjustment		-	
State Senate		884.00	
House of Representatives		1,100.00	
Legislative Council		842.00	
Legislative Budget Board		7,295.00	
Legislative Reference Library		896.00	
Sunset Advisory Board		1,153.00	
Texas Facility Commission		-	
Administration		-	
Building & Utilities		550,923.00	
Facilities & Space Management		4,651.00	
Total Statewide Full Cost Allocation Plan			\$ 879,013.00
TOTAL INDIRECT COSTS			<u>\$ 2,591,093.58</u>

Source: MGT of America Report for FY2012 SWCAP Report

Unaudited
Texas State Library and Archives Commission (306)

HUB STRATEGIC PLAN PROGRESS REPORT


For the Fiscal Year Ended August 31, 2012

(Source: Texas Government Code, Section 2161.124)

Category	Actual for FY 11*	Actual for FY 12*	Goal for FY 13**
Heavy construction other than building contracts	N/A	N/A	N/A
Building construction	N/A	N/A	N/A
Special trade construction contracts	0.00%	0.00%	0.00%
Professional services contracts	18.51%	14.41%	20.00%
Other services contracts	0.78%	1.88%	33.00%
Commodities contracts	42.14%	14.20%	12.60%

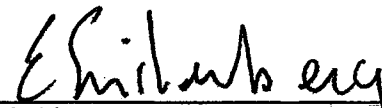
* Actual = Percent spent with HUB vendors from Comptroller's HUB report.

** Goal = Statewide HUB goals for each relevant category.


 Prepared By

Donna Osborne, Chief Fiscal Officer
 Printed Name

512-463-5440
 Phone Number


 APPROVED BY (Signature Required)

Edward Seidenberg
 Printed Name

512-463-5460
 Phone Number

Source: 2012 HUB Consolidated Agency Report, CPA

Unaudited
Texas State Library and Archives Commission (306)

HUB STRATEGIC PLAN PROGRESS REPORT

For the fiscal Year Ended August 31, 2012

COMPARISON TO STATEWIDE HUB PROCUREMENT GOALS

A. Fiscal Year 2011-2012 HUB Expenditure Information

Procurement Category	Statewide HUB Goals	Adjusted HUB Expenditures FY 2011		Total Expenditures FY 2011		Adjusted HUB Expenditures FY 2012		Total Expenditures FY 2012		<i>FY 2012 Other Services Detail</i>	
		HUB %	HUB \$			HUB %	HUB \$			% of Total	Other Services
Heavy Construction	11.9%	0.00%	\$0	\$0	0.00%	\$0	\$0	85.2%	\$6,583,511	Shared Databases	
Building Construction	26.1%	0.00%	\$0	\$0	0.00%	\$0	\$0	6.2%	\$481,655	Inter-library Loans	
Special Trade	57.2%	0.00%	\$0	\$12,304	0.00%	\$0	\$30,204	2.7%	\$212,451	Government/non-profits	
Professional Services	20.0%	18.51%	\$10,000	\$54,017	14.41%	\$10,000	\$69,373	1.1%	\$87,682	Software Licenses	
Other Services	33.0%	0.78%	\$66,251	\$8,538,063	1.88%	\$145,120	\$7,731,332	0.7%	\$51,781	Library-specific, non-books	
Commodities	12.6%	42.14%	\$279,652	\$663,696	14.20%	\$114,976	\$809,651	0.2%	\$15,373	Insurance, SORM contracted	
Total Expenditures		3.84%	\$355,903	\$9,268,080	3.13%	\$270,097	\$8,640,561	3.9%	\$298,879.16	Other	

B. Assessment of Fiscal Year 2011 - 2012 Efforts to Meet HUB Procurement Goals Attainment:

The agency attained or exceeded one of the applicable statewide HUB procurement goals in FY 2011 and 2012.

The agency met the statewide goal for the "Commodities" category in fiscal year 2012 and achieved three-times the goal in FY 2011.

The largest expenditures of the agency involve the purchase of statewide access to electronic databases (84.9% of total 2012 category expenditures).

The next largest in "Other Services" is for interlibrary loan payments (6.2%), which are fees reimbursed to libraries who participate in the program and do not provide a competitive opportunity. The interagency contracts, insurance, library items, and software license present the same issues.

Because these items are proprietary, and there are no HUB vendors available, these purchases skew the overall numbers.

If these items were exempted, the total spent in the category would be \$298,879.16 and the agency would have achieved 48.55% with HUBS, and exceeded the goal.

Applicability:

The "Heavy Construction" and "Building Construction" categories was not applicable to agency operations in either fiscal 2011 or 2012.

Factors Affecting Attainment:

Most of the "Special Trades" category involves expenditures for the agency's facilities in Liberty, Texas, and there are few HUB vendors in this location.

In both fiscal year 2011 and 2012 the goal of "Other Services" was not met since this category contains multiple contracts for electronic subscriptions and on-line databases that are made available to libraries throughout Texas. These databases contain proprietary information, and there are currently no HUB vendors available for these services. In addition, the agency contracts with Amigos Services for various library-specific services that are not available from another source. Finally, the agency contracts for training services and has encouraged eligible vendors to become certified HUBS; unfortunately, most vendors have expressed the belief that the process is too time consuming and invasive and do not see a benefit to becoming certified.

The goal of the "Professional Services" category was not met in either fiscal year 2011 or 2012 as this reflects the agency's contract for internal auditing services. We have used the same internal auditor for several years, and the contractor does not qualify to be certified as a HUB. The agency has rebid the services several times but has been unable to locate a qualified HUB vendor for these services. The contractor for the Annual Financial Report is a certified HUB, but this contract only represents 14.41% of the total spent in the category despite being 50% of the contracts awarded.

Unaudited

Texas State Library and Archives Commission (306)

FY 2012 Agency Report of Recycled, Remanufactured and Environmentally Sensitive Purchases				
Agency No. 306	Agency Name: Texas State Library and Archives Commission			
Point of Contact:	Jill Sutherland			
Phone Number:	(512) 463-2774			
E-Mail Address:	jsutherland@tsl.state.tx.us			
E1, E2 or E3	Description	Total Expenditures		
		Non-Delegated	Delegated	Total
Total E1 Including 1st Choice	Recycled	\$ 437.78	\$ 8,114.70	\$ 8,552.48
Total E2 Including 1st Choice	Remanufactured	\$ -	\$ 1,800.80	\$ 1,800.80
Total E3 Including 1st Choice	Environmentally Sensitive	\$ -	\$ -	\$ -
Total of E1, E2 and E3 includes Recycled 1st Choice Targeted Totals		\$ 437.78	\$ 9,915.50	\$ 10,353.28
1st Choice Targeted Commodities	Expenditures			% Spent on 1st Choice Products 100 * [A/(A+B)]
	1st Choice Products (A)	Virgin Counterpart (B)	Total (A+B)	
Motor Oil & Lubricants	\$ -	\$ -	\$ -	0%
Toilet Paper, Toilet Seat Covers & Paper Towels	\$ -	\$ -	\$ -	0%
Printing Paper, Copier Paper & Computer Paper	\$ -	\$ -	\$ -	0%
Business Envelopes	\$ -	\$ -	\$ -	0%
Plastic Trash Bags	\$ -	\$ -	\$ -	0%
Plastic Covered Binders	\$ 117.78	\$ -	\$ 117.78	100%
Recycling Containers	\$ -	\$ -	\$ -	0%
Photocopiers	\$ -	\$ -	\$ -	0%
Total 1st Choice Targeted Commodities	\$ 117.78	\$ -	\$ 117.78	100%
Summary of Total Number of FY 2012 Justification Letters	Total Cost	Total Quality	Total Not Available	Total Other
Motor Oil & Lubricants	\$ -	\$ -	\$ -	\$ -
Toilet Paper, Toilet Seat Covers & Paper Towels	\$ -	\$ -	\$ -	\$ -
Printing Paper, Copier Paper & Computer Paper	\$ -	\$ -	\$ -	\$ -
Business Envelopes	\$ -	\$ -	\$ -	\$ -
Plastic Trash Bags	\$ -	\$ -	\$ -	\$ -
Plastic Covered Binders	\$ -	\$ -	\$ -	\$ -
Recycling Containers	\$ -	\$ -	\$ -	\$ -
Photocopiers	\$ -	\$ -	\$ -	\$ -
Total Number(s)	\$ -	\$ -	\$ -	\$ -

Source: 2012 Recycle Report, CPA

UNAUDITED

Texas State Library and Archives Commission (306)

SCHEDULE OF ITEMIZED PURCHASES

August 31, 2012

Not Applicable

SCHEDULE OF BONDED EMPLOYEES

August 31, 2012

Not Applicable

SCHEDULE OF AIRCRAFT OPERATION

August 31, 2012

Not Applicable

SCHEDULE OF VEHICLES PURCHASED

August 31, 2012

Not Applicable

