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STATE OF NEW HAMPSHIRE
DEPARTMENT of NATURAL and CULTURAL RESOURCES
NH STATE LIBRARY

20 Park Street CONCORD, NEW HAMPSHIRE 03301
Phone: (603) 271-2393 Fax: (603) 271-6826

July 29, 2021

The Honorable Ken Weyler, Chairman
Fiscal Committee of the General Court
and
His Excellency, Governor Christopher T. Sununu
and the Honorable Executive Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Pursuant to RSA 14:30-a, VI, authorize the Department of Natural and Cultural Resources, New Hampshire State Library, to **Retroactively** amend Fiscal Item #FIS 21-122 approved on May 21, 2021 and Governor and Executive Council Item #56 approved on May 19, 2021 by extending the end date from June 30, 2021 to June 30, 2023 effective upon Fiscal Committee and Governor and Executive Council approval for the period July 1, 2021 through June 30, 2023. 100% Federal Funds.

EXPLANATION

Through the Institute of Museum and Library Services, Library Services and Technology Act (IMLS), the NH State Library has been awarded a grant from the American Rescue Plan Act (ARPA) funds of $2,297,692. The IMLS ARPA funds were allocated to each state library agency based on the formula used for the annual LSTA funding distribution. These funds are to be used for the following purposes (per IMLS notification, 4/9/2021) by September 30, 2022: to support digital inclusion efforts to enable libraries to reach residents; to provide rapid emergency relief to libraries across the country allowing them to safely respond to the pandemic and implement public health protocols; to support library services that meet the needs of communities throughout the US; and to reach tribal and museum partners best positioned to assist with pandemic response efforts. Expenditures of these funds must dovetail with the stated goals and activities in the NH State Library LSTA 5 year plan 2017-2022.

The original grant amount of $2,297,692 was approved through June 30, 2021 by Governor and Executive Council on May 19, 2021, as well as, by the Joint Legislative Fiscal Committee on May 21, 2021 through the end of the Fiscal Year 20-21 Biennium. However, the funds were not entirely encumbered or spent by June 30, 2021. This request reflects the remainder of the funds not encumbered or spent by June 30, 2021. Funds spent in FY 21 were $164,324 for direct sub-grants to 174 public libraries across the state.

Respectfully submitted,

Sarah Stewart

Sarah L. Stewart
Commissioner

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STATE OF NEW HAMPSHIRE
DEPARTMENT of NATURAL and CULTURAL RESOURCES
NH STATE LIBRARY

20 Park Street CONCORD, NEW HAMPSHIRE 03301
Phone: (603) 271-2393 Fax: (603) 271-6826

April 29, 2021

The Honorable Ken Weyler, Chairman
Fiscal Committee of the General Court
and
His Excellency, Governor Christopher T. Sununu
and the Honorable Executive Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Pursuant to RSA 14:30-a, VI, the Department of Natural and Cultural Resources, New Hampshire State Library, requests authorization to accept and expend American Rescue Plan Act funds in the amount of $2,297,692 from the Institute of Museum and Library Services through the Library Services and Technology Act to promote continuous improvement in library services in all types of libraries to better serve the people of New Hampshire, effective upon Fiscal Committee and Governor and Executive Council approvals through June 30, 2021. 100% Federal Funds.

Funds are to be budgeted in the following account:

Federal Library Programs					
03-035-035-353010-25540000					
Class	**Description**	**Account**	**FY21 Current Adjusted Authorized**	**Requested Action**	**Revised FY21 Adjusted Authorized**
Revenue					
000	Federal Funds	404341	(3,322,480)	(2,297,692)	(5,620,172)
		Totals:	(3,322,480)	(2,297,692)	(5,620,172)
Expense					
010	Personal Services - Permanent	500100	727,347	0	727,347
018	Overtime	500106	1,000	0	1,000
020	Current Expenses	500200	143,647	0	143,647
022	Rent-Leases Other Than State	500257	41,010	0	41,010
024	Maintenance Other Than B&G	500228	1,794	0	1,794
026	Organizational Dues	500251	12,057	23,400	35,457
028	Transfers to General Services	582814	135,527	0	135,527
030	Equipment New/Replacement	500300	119,156	70,000	189,156
039	Telecommunications	500191	3,283	40,000	43,283
040	Indirect Costs	500800	419,804	0	419,804
041	Audit Fund Set Aside	500801	7,782	0	7,782
042	Additional Fringe Benefits	500620	156,128	0	156,128
050	Personal Services - Temporary	500109	144,017	0	144,017

057	Books Periodicals Subscriptions	500534	479,252	141,152	620,404
060	Benefits	500601	438,429	0	438,429
070	In-State Travel Reimbursement	500705	19,580	0	19,580
072	Grants – Federal	502627	36,598	1,653,640	1,690,238
080	Out of State Travel Reimburse	500710	12,116	0	12,116
102	Contracts for Program Services	500731	398,276	369,500	767,776
103	Contracts for Op Services	502664	23,839	0	23,839
211	Catastrophic Casualty Insurance	501530	1,839	0	1,839
		Totals:	3,322,481	2,297,692	5,620,172

EXPLANATION

Through the Institute of Museum and Library Services, Library Services and Technology Act, the NH State Library has been awarded a grant from the American Rescue Plan Act funds of $2,297,692. The IMLS ARPA funds were allocated to each state library agency based on the formula used for the annual LSTA funding distribution. These funds are to be used for the following purposes (per IMLS notification, 4/9/2021) by September 30, 2022: to support digital inclusion efforts to enable libraries to reach residents; to provide rapid emergency relief to libraries across the country allowing them to safely respond to the pandemic and implement public health protocols; to support library services that meet the needs of communities throughout the US; and to reach tribal and museum partners best positioned to assist with pandemic response efforts. Expenditures of these funds must dovetail with the stated goals and activities in the NH State Library LSTA 5 year plan 2017-2022.

The following appropriation authorities are being requested:

Class 026 – Organizational dues for all NH public libraries in United for Libraries (Trustee organization).

Class 030 – New equipment purchases for digitization kits and in-house machine.

Class 039 – Telecommunications equipment and wiring for upgrade to NHSL 2nd floor wifi.

Class 057 – Books, periodicals, and subscriptions for the benefit of NH public libraries statewide.

Class 072 – Grants federal for subgrants (both entitlement and discretionary) to NH public libraries.

Class 102 – Contracts for Program Services including microfilming, workshop presenters, etc.

In the event that Federal Funds become unavailable, General Funds will not be requested.

Respectfully submitted,

Sarah Stewart

Sarah L. Stewart
Commissioner

State of New Hampshire
Department of Natural and Cultural Resources
New Hampshire State Library

FISCAL SITUATION

03-035-035-353010-25540000 Federal Library Programs

Beginning Balance 07/01/20	$ 1,989,666.06
FY21 Estimated Revenue	$ 2,948,935.94
Total Budgeted Funding FY21	$ 4,938,602.00
Less: Budgeted Expenditures	($2,105,068.00)
Less: Current Requested Action	($2,297,692.00)
Projected Fund Balance as of 06/30/21	$ 535,842.00

Official Award Notification for Grants and Cooperative Agreements
Institute of Museum and Library Services

Action Taken: Award **Date of Action:** 4/9/2021 **Award Date:** 4/9/2021

FEDERAL AWARD INFORMATION

Federal Award ID Number (FAIN)	LS-250225-OLS-21
Award Recipient	Cultural Resources, New Hampshire Department of
Award Recipient Unique Entity Identifier	808590178 TIN: 026000618
Award Period	4/8/2021 - 9/30/2022
Budget Period	4/8/2021 - 9/30/2022
Assistance Listing Number/Title	45.310 State Library Program
Does the award support research and development?	No
Project Title	LSTA ARPA State Grants
Project Description	The New Hampshire State Library will use funds under the American Rescue Plan Act to help communities respond directly and immediately to the pandemic, as well as to related economic and community needs through equitable approaches in digital inclusion and library services. They will continue to support the goals of their Five-Year Plan for FY 2018-2022. In New Hampshire, specific goals address 1) Increasing the equity of access to library and information services for New Hampshire residents of all abilities and backgrounds by providing resource sharing, electronic resources, and continuing access to historic materials through direct services as well as coordination of linkages among and between libraries and partnerships with other agencies and organizations; 2) Increasing the equity of service to New Hampshire residents by providing professional development resources and opportunities to librarians throughout the state so that they can learn about best practices and library initiatives that will help them better serve their constituents, especially children, older residents, and rural populations; and 3) Inspiring lifelong learning and advancing the equity of innovative services and programming by developing projects for use by the state's libraries, including scalable pilot projects, to anticipate and meet the changing needs of New Hampshire's residents for library services and information.
Grant Program and Office	LSTA State Grants, Office of Library Services

AWARD AMOUNTS

Funds Obligated by this Action	$2,297,692.00
Total Outright Award Amount	$2,297,692.00
Total Cost Share	$0.00
Total Project Costs	$2,297,692.00
Indirect Cost Rate	

RECIPIENT CONTACTS

Role	Name	Affiliation
Authorizing Official	Mr. Michael York(MYork) michael.york@dncr.nh.gov	State Librarian Cultural Resources, New Hampshire Department of
Grant Administrator	Ms. Lori A Fisher(LFisher) lori.fisher@dncr.nh.gov	Assistant State Librarian/Administrator of Library Cultural Resources, New Hampshire Department of
Project Director	Mr. Michael York(MYork) michael.york@dncr.nh.gov	State Librarian Cultural Resources, New Hampshire Department of

REMARKS

1. The Institute of Museum and Library Services (IMLS) provides this grant support pursuant to the provisions of the American Rescue Plan Act (Public Law 117-2) and the IMLS authorization statute (20 U.S.C. § 9101 et seq.).

2. Matching requirements for these funds are waived.

3. To achieve the American Rescue Plan Act's purposes with respect to Grants to States, this funding is to be used in helping communities respond directly and immediately to the pandemic, as well as to related economic and community needs through equitable approaches. Spending priorities are as follows:

Official Award Notification for Grants and Cooperative Agreements
Institute of Museum and Library Services

a. First, to support digital inclusion efforts to enable libraries to reach residents such as through internet hotspots, accessible Wi-Fi, and digital content and related resources, particularly in support of education, health, and workforce development needs. The following types of data, among others, can inform efforts to reach underserved populations:

- Poverty/Supplemental Nutrition Assistance Program (SNAP)
- Unemployment
- Broadband availability;

b. Second, to provide rapid emergency relief to libraries across the country, allowing them to safely respond to the pandemic and implement public health protocols;

c. Third, to support library services that meet the needs of communities throughout the U.S., including costs such as personnel, technology, training, materials, supplies, equipment, and associated indirect costs; and

d. With respect to (a), (b), or (c), reach tribal and museum partners best positioned to assist with pandemic response efforts, in addition to traditionally eligible library entities, where appropriate.

4. The administration of this grant and the expenditure of grant funds are subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards regulations (Uniform Guidance) promulgated by the Office of Management and Budget (2 C.F.R. part 200) and related IMLS guidance.

5. All SLAAs receiving these funds must comply with existing certifications and assurances for the Grants to States program in FY 2021.

6. The SLAA's first request for payment using ARPA funds will indicate the SLAA's acceptance of the award and compliance with its provisions, the American Rescue Plan Act, and IMLS statutory and regulatory requirements, including the above referenced certifications and assurances for the Grants to States program in FY 2021.

AWARDING OFFICIAL

Teresa A. DeVoe
Associate Deputy Director, Grants to States

	Summary Description	Scope/Audience	Timeline	Cost	NHSL IMLS LSTA 5 Yr Goal	NHSL IMLS LSTA 5 Yr Project
Subgrants						
Round 1 - Formulaic	All public libraries in NH to receive a base amount ($1K) plus an amount determined by percentage of NH population served. Libraries in counties with a 9% or greater poverty rate per the SAIPE will receive $1675 additionally (Carroll, Cheshire, Coos, Grafton, and Sullivan)	Provides immediate monies to all public libraries in the state in the most equitable way. Application, Grant Agreement, and Final Report required	Checks cut to all libraries by 6/30/2021	$504,335	Equity of Access, Equity of Service, Equity of Innovation	Varies by library
Round 2 - Competitive	Projects must fall within IMLS LSTA ARPA guidelines and NHSL LSTA 5 Year plan goals; applications reviewed and ranked by review panel of NH public librarians.	All NH public libraries. Projects must be completed by 8/31/2022. Application, Grant Agreement, and Final Report required.	Grant opens 9/1/2021, closes 10/30/2021. Review period 11/2021. Awards announced and checks cut 12/2021.	$500,000	Equity of Access, Equity of Service, Equity of Innovation	Varies by library
Round 3 - Formulaic	Formula to be determined once we know how much funds are available	All NH public libraries. Projects must fit within ARPA grant priorities & NHSL 5 year plan goals and be completed by 8/31/2022. Application, Grant Agreement, and Final Report required.	Grant opens 4/1/2022, closes 5/27/2022. Review period if needed 6/2022. Awards announced and checks cut 7/2022.	$144,755	Equity of Access, Equity of Service, Equity of Innovation	Varies by library
Automate NH Libraries with no ILS	Implement a local ILS in NH public libraries that participate in NHAIS ILL and currently maintain their holdings in the Union Catalog because they have no ILS	22 libraries active in NHAIS ILL have reported no automation system. Would include migration to Koha with go-live date between 1/22 & 8/22. Each library would need to sign an agreement committing to the annual support and maintenance costs ($2650/yr starting 2023) and data-load fees for their system (ave cost $650), and	Grant opens 5/24/21; closes 6/30/21. Implementation 7/21 - 8/22.	$112,000	Equity of Access	Open Source ILL Solution for Small Libraries
Automate NH Libraries - ILS not robust enough for Z-Target	Implement a local ILS in NH public libraries that participate in NHAIS ILL and do not have an ILS system robust enough to be a Z-target	30 active libraries in NHAIS ILL cannot become Z-targets. Same scope as above.	Grant opens 5/24/21; closes 6/30/21. Implementation 7/21 - 8/22.	$150,150	Equity of Access	Open Source ILL Solution for Small Libraries
Digital NH Town Reports	Allow UNH access to paper town reports for digitization that fill in gaps within the UNH digital collection of town reports (covers 214 of 234 towns). UNH is missing town reports from 20 towns in this digital archive.	UNH would be subgranted monies for this digitization; NHSL would provide access to UNH collection by adding URL links to town report records in NHSL catalog, as well as in OCLC reocrds	Project must be completed prior to 9/1/2022	$242,400	Equity of Access	Born Digital State Publications

	Summary Description	Scope/Audience	Timeline	Cost	NHSL IMLS LSTA 5 Yr Goal	NHSL IMLS LSTA 5 Yr Project
Statewide Projects						
Digitization in a Box	Purchase digitization equipment such as flatbed scanners, photo scanners, and overhead scanners to loan to publicl libraries and state agencies	Many small public libraries and various state agencies do not have the monies to purchase equipment for digitization. These kits would be loaned for a specific period. Training would be provided	Spec and order equipment by 9/2021. Kits in place by January 2022 and ready to loan	$35,000	Equity of Innovation	Digitization Infrastructure
NHDB - statewide ebook/audio content	Purchase digital ebooks and audiobooks for the NH Downloadable Books consortium collection	NHDB provides popular reading material for a very cost effective price to over 200 NH public libraries. These monies would purchase content that is not licensed, and therefore would not expire	Ongoing - Quarterly purchases of $10,000 each between 7/1/2021 and 6/30/2022	$40,000	Equity of Access	NHDB
NHDB - magazine collection	Purchase access to OverDrive magazine collection (replaces Ebsco collection discontinued June 2021)	All patrons of public libraries who are members of NHDB would have access to to thousands of popular digital magazine titles	Subscription needs to begin by 9/1/2021, and must end by 9/1/2022	$39,000	Equity of Access	NHDB
Big NH Read	Create a statewide Big Read for NH that utilizes both print and digital copies of the book available to the public	The funds would allow purchase of multiple simultaneous use digital copies of a book, print copies, and fund some programming initiatives statewide	Planning/purchasing through fall 2021; Big Read between January 2022 and March 2022	$4,000	Equity of Access	NHDB
Large Print Collection at NH Talking Books	Create a new Large Print book collection for sight impaired NH residents	Large Print books were discontinued from TB in 2010; there is a greater demand now among NH residents and among public libraries to borrow large print materials.	Establish initial collection by 10/2021, with funds used to augment collection through 9/2/2022. Collection available to any public library for InterLibrary Loan	$10,000	Equity of Access	NH Talking Books Services
READsquared	1 year subscription to a virtual reading program that is vital for reaching those who cannot get to the library in person for summer reading, school-coordinated reading programs during the academic year, and 1000 books before kindergarten participants	All NH public libraries	Ongoing; we paid for a one year subscription 5/31/2020-5/31/2021, so this would be a continuation of a very popular and needed subscription, especially for our smaller libraries	$24,550	Equity of Service	Statewide Literacy Projects
Food Literacy	Collaboration with NH Food Pantry and UNH Extension	Food sub-grants and materials for food literacy programs in NH publi clibraries.	7/1/2021 - 9/1/2022	$7,000	Equity of Service	Statewide Literacy Projects

	Summary Description	Scope/Audience	Timeline	Cost	NHSL IMLS LSTA 5 Yr Goal	NHSL IMLS LSTA 5 Yr Project
Social Emotional Mindful Learning (SEML)	Educational training for public librarians on helping children & youth undersand and manage emotions, establish positive relationships, and demonstrate empathy for others	Resources for public libraries and training for librarians to offer programming	7/1/2021 - 9/1/2022	$4,602	Equity of SErvice	Statewide Literacy Projects
Professional Development Resources for Librarians	Money for outside speakers/trainers to provide virtual and in-person training to all NH librarians	More speakers and trainers are available to do virtual trainings, which means expanded resources for our NH libraries. This would be available to all NH libraries.	7/1/2021 - 9/1/2022	$20,000	Equity of Service	Professional Development to NH library workforce
Niche Academy	Statewide subscription for all NH librarians - professional development resources and platform for NHSL to share resources	All NH public libraries	We paid for a 1 year subscription using CARES $, so this would be an additional year subscription.	$12,000	Equity of Service	Professional Development to NH library workforce
United for Libraries membership	Statewide membership to United for Libraries for every public library in the state	Provides access to all of their resources, including video training (Short Takes series) for Library Trustees, Library Friends groups, and Library Foundations	6/1/2021 for 15 month membership.	$23,400	Equity of Service	Professional Development to NH library workforce
NHSL Projects						
In-House Digitization Equipment	Purchase large high-quality book/large object scanner	This would be used with NHSL collections, NH public library collections, as well as be available for use by other state agencies (we receive requests on a regular basis for this type of service - example recently is DES needs slides digitized and does not have equipment).	Order machine 7/2021; delivery and set up by 9/2021. One year maintenance included	$35,000	Equity of Innovation	Digitization Infrastructure
Expand/Upgrade 2nd Floor NHSL Internet Connectivity	Work with DoIT to upgrade existing switch panels and add wifi modems on 2nd floor of NHSL	The granite in the building prevents wifi reception in the Map Room and State Librarians office and conference room. Exisiting wifi in big conference room is poor. Upgrading and expanding will improve our ability to serve public librarians with training, with outside groups who use our facility for meetings/training and for other state agencies that use our facility.	Working now with Net Services in DoIT to do mapping and preliminary plan. Should be able to install by end of 2021.	$40,000	Equity of Service	Professional Development to NH library workforce

	Summary Description	Scope/Audience	Timeline	Cost	NHSL IMLS LSTA 5 Yr Goal	NHSL IMLS LSTA 5 Yr Project
Sargent Index Digitization	Create a searchable online database from the microfilm Sargent Index to Early Town Records	These records are currently not searchable because they are in handwritten script. But there is a Name Index (called the Sargent Index) of typed cards that would be digitized and coverted for OCR searching. This index is highly valuable to historians and geneaologists.	Contract with Advantage Preservation by 9/2021, with the goal of having the digitized files available online by Spring 2022.	$17,000	Equity of Access	Born-Digital State Publications
Microfilm NH Newspapers	Create microfilm copies of the NH newspapers held in our collection in paper format for which there is not currently microfilm available for purchase.	Currently have 651 boxes of newspapers awaiting filming.	Assessment for priority June/July 2021; contract with vendor by 9/2021. Microfilming between 9/2021 and 9/2022.	$332,500	Equity of Access	Collect, curate and protect historic NH printed materials
			TOTAL:	**$2,297,692**		
			ARPA Grant funds total:	**$2,297,692**		
			Difference:	**$0**		
			Percentage breakdown:			
			Subgrants ($1,653,640), 72%			
			Statewide ($219,552), 10%			
			NHSL ($424,500), 18%			