



State of New Hampshire  
DEPARTMENT OF NATURAL & CULTURAL RESOURCES  
STATE LIBRARY

20 Park Street Concord, New Hampshire 03301  
Phone: 603-271-2392 Fax: 603-271-6826  
TDD Access: Relay NH 1-800-735-2964  
nhsl.dncr.nh.gov



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July 8, 2024

His Excellency, Governor Christopher T. Sununu  
and the Honorable Executive Council  
State House  
Concord, New Hampshire 03301

**REQUESTED ACTION**

The Department of Natural and Cultural Resources, New Hampshire State Library, requests **Retroactive** renewal of a membership with the Council of State Libraries in the Northeast (VC #154755), Atlanta, GA in the amount of \$3,000 effective upon Governor and Council approval for the period July 1, 2024 through June 30, 2025. 25% General Fund, 75% Federal Fund.

Funds are available in accounts, Central Library Services and Federal Library Programs, as follows:

	<u>FY 2025</u>
03-035-035-353010-25510000-026-500251- Organizational Dues	\$750
03-035-035-353010-25540000-026-500251- Organizational Dues	<u>\$2,250</u>
<b>Total</b>	<b>\$3,000</b>

**EXPLANATION**

This item is **Retroactive** because, it is COSLINE’s practice to send a NET-30 invoice on July 1 of the renewal year. New Hampshire State Library (State Library) is requesting permission to **Retroactively** renew its membership with the Council of State Libraries in the Northeast (COSLINE), an independent organization of state libraries. The State Library has been a member of COSLINE since its inception and has included the expense in its budget approved by the legislature. Administrative personnel changes at the Department of Natural and Cultural Resources have led to an extended approval process for some items submitted at the end of the Fiscal Year. These delays are not anticipated to continue for future items.

Following is a completed questionnaire developed for organizational dues and membership requests. A copy of the invoice is also attached.

1. **How long has this organization been in existence and how long has this agency been a member of this organization?** COSLINE has been in existence for 39 years and the State Library is a charter member.
2. **Is there any other organization which provides the same or similar benefits which your agency belongs to?** No, COSLINE is the only regional association for state libraries in the Northeast.
3. **How many other states belonging to this organization and is your agency the sole New Hampshire state agency that is a member?** 13 Northeastern and Mid-Atlantic states are all members. No other NH state agency is a member of COSLINE.

4. **How is the dues structure established?** All members pay \$3,000 annually.
5. **What benefit does the state receive from participating in this membership?** COSLINE is one of three regional, national organizations for state libraries. By joining together with other state libraries, New Hampshire becomes eligible for additional federal funds.
6. **Are training or educational/ research materials included in the membership? If so, is the cost included? Explain in detail.** Membership in COSLINE gives each member access to its peers around the country through an electronic listserv (at no additional cost). The listserv provides an easily accessible source of information about state-based programs, current issues and solutions.
7. **Is the membership required to receive any federal grants or required in order to receive or participate in licensing or certification exams?** Membership is not required to receive any federal grants or to participate in licensing or certification exams. However, the membership does allow for opportunities for additional funding from Institute of Museum and Library Services (IMLS) for regional activities.
8. **Is there any travel included with this membership fee? Explain in detail any travel to include the number of employees involved, the number of trips, destination if known and purposes of membership supported trips.** COSLINE covers the lodging expenses for attendance at the annual meeting held in a different state each year. It also covers conference expenses for State Library personnel to attend specialized seminars and workshops.
9. **Which state agency employees are directly involved with this organization? Indicate if they are members, voting members, committee members, and/or officers of the organization.** Each State Library is a voting member of the organization; State Librarians may also serve as officers or on the Board of Directors.
10. **Explain in detail any negative impact to the State if the Agency did not belong to this organization.** If the State Library did not belong to the organization, it would not have the ability to share in consulting services regarding the IMLS grant and five-year evaluation plan.

Respectfully submitted,

(15M)



Sarah L. Stewart  
Commissioner



# INVOICE

Number
0817374-IN

3390 Peachtree Road., NE / Suite 400 / Atlanta, GA 30326  
 Phone 404.892.0943 / Toll Free 800.999.8558 / Fax 404.892.7879

ACCOUNT TYPE: OPEN

PAYMENT TERMS: 30 DAYS

To:

New Hampshire State Library 20 Park Street  Concord, NH 03301
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LYRASIS  
CL#900077  
P.O. Box 100125  
Columbia, SC 29202-3125

FEIN: 23-1365979

DATE	PURCHASE ORDER NO.	SYMBOL	Please refer to invoice number when paying. Payment is due within 30 days.
7/3/2023		NHS	
QUANTITY	DESCRIPTION		AMOUNT
1	COSLINE	COSLINE Membership Dues Subscription Term: 07/01/2023 - 06/30/2024	\$3,000.00

<b>BALANCE DUE:</b>	<b>\$3,000.00</b>
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To pay using funds from your deposit account, please visit <http://www.lyrasis.org/DAFTR>



# INVOICE

NUMBER
0829643-IN

3390 PEACHTREE RD, NE / SUITE 400 / ATLANTA, GA 30328  
 PHONE 404.892.0943 / TOLL FREE 800.999.8658 / FAX 404.892.7879

ACCOUNT NO: 00 9808500  
 ACCOUNT TYPE: OPEN  
 PAYMENT TERMS: 30 Days

TO: 

New Hampshire State Library 20 Park Street Concord, NH 03301-6318
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LYRASIS  
 CL#900077  
 PO Box 100125  
 Columbia, SC 29202-3125

FEIN: 23-1365979

DATE	PURCHASE ORDER NO.	SYMBOL	Please refer to invoice number when paying. Payment is due in USD within 30 days.																									
7/1/2024		NHS																										
QUANTITY	DESCRIPTION		AMOUNT																									
1.00	Membership COSLINE COSLINE Membership Dues Subscription Term: 07/01/2024 - 06/30/2025		3,000.00																									
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Vendor #		Remit	Inv #																									
PO #		Ln#	\$																									
AU		Acct	500																									
Activity		Acct Cat	J																									
Signature		Date	/ /																									
			Sales Tax	0.00																								
				0.00																								

ACH: TD Bank, N.A., Greenville, SC, ABA#053902197, LYRASIS A/C#4339288080  
 Wire: TD Bank, N.A., Wilmington, DE, ABA#031101266, LYRASIS A/C#4339288080, Swift: NRTHUS33XXX

BALANCE DUE \$ 3,000.00