



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

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August 12, 2025

The Honorable Ken Weyler, Chairman
 Fiscal Committee of the General Court and

Her Excellency, Governor Kelly A. Ayotte
 and the Honorable Council
 State House
 Concord, New Hampshire 03301

REQUESTED ACTION

Pursuant to RSA 9:16-c, I, authorize the Department of Natural and Cultural Resources, New Hampshire State Library, to transfer funds in and among classes and establish new classes within an accounting unit in the amount of \$129,625 from the Institute of Museum and Library Services (IMLS) 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 Council approvals through June 30, 2027. 100% Federal Funds.

Funds are to be budgeted in the following account 03-35-35-353010-25540000 Federal Library Programs:

Class-Account	Class Description	FY26 Current Adjusted Authorized	Requested Action	Revised FY26 Adjusted Authorized
000-408053-16	Federal Funds	\$1,632,190	\$0	\$1,632,190
	Total Revenue	\$1,632,190	\$0	\$1,632,190
010-500100	Personal Services Perm Clas	\$425,148	\$0	\$425,148
018-500106	Overtime	\$500	\$4,500	\$5,000
020-500200	Current Expenses	\$15,000	\$10,000	\$25,000
022-500248	Rents-Leases Other Than State	\$10,000	\$0	\$10,000
024-500225	Maint.Other Than Build.- Grnds	\$2,465	\$0	\$2,465
026-500251	Organizational Dues	\$160,000	(\$129,125)	\$30,875
030-500300	Equipment New Replacement	\$0	\$59,475	\$59,475
039-500179	Telecommunications	\$1,000	(\$500)	\$500
040-500800	Indirect Costs	\$60,000	\$0	\$60,000
041-500801	Audit Fund Set Aside	\$15,500	\$0	\$15,500
042-500620	Additional Fringe Benefits	\$44,705	\$0	\$44,705
050-500109	Personal Service Temp Appoi	\$90,000	\$0	\$90,000
057-500531	Books, Periodicals, Subscripti	\$447,543	\$47,500	\$495,043
060-500601	Benefits	\$234,873	\$0	\$234,873
070-500704	In-State Travel Reimbursement	\$35,500	\$0	\$35,500

072-502627	Grants-Federal	\$10,000	\$0	\$10,000
080-500713	Out-Of State Travel	\$500	\$3,000	\$3,500
102-500731	Contracts For Program Services	\$69,045	\$5,150	\$74,195
103-500736	Contracts For Op Services	\$8,000	\$0	\$8,000
211-501530	Property And Casualty Insuranc	\$2,411	\$0	\$2,411
	Total Expenses	\$1,632,190	\$0	\$1,632,190

EXPLANATION

The IMLS LSTA annual federal allocation comes through the Grants to States program, which awards to every state library in the United States an allocation based on a formula and uses the monies to support statewide public library services. For more information on this program, visit [Purposes and Priorities of the Library Services and Technology Act | Institute of Museum and Library Services \(imls.gov\)](#).

At this time, we ask for approval to transfer monies between classes in this accounting unit in order to fulfill our responsibility to spend the monies under the purposes outlined in our current [IMLS LSTA 5-Year Plan, 2018-2022](#). Our new 5-Year Plan, 2023-2027 was submitted to IMLS in June 2022 and was approved in September 2022.

Class 018 – Overtime: We request an increase to this class to pay overtime to our part-time van drivers. With the additional time needed to seek and receive a waiver to hire, it is taking longer to hire new van drivers. In the interim, our existing staff need to work overtime so that we meet the purposes and goals stated in our approved 5-Year Plan as well as the expectations of the state’s libraries and their patrons.

Class 020 – Current Expenses: This class is used to pay for maintenance of a fleet of six vans used for the InterLibrary Loan van delivery service. In previous years, routine maintenance, including oil changes was done by a mechanic at Bear Brook. That position has been vacant and remains vacant, which requires us to pay commercial prices for routine maintenance, including oil changes.

Class 026 – Organizational Dues: In past years, this line included membership to the Online Computer Library Center (OCLC), a global library cooperative that allowed the State Library to obtain catalog records and metadata for NHSL as well as cataloging and metadata for the statewide public library NHU-PAC shared catalog. Following a Request for Bid process initiated by the State Library, the State Library is seeking approval from Governor and Council on August 27, 2025 to sign a contract with Baker and Taylor for a product called BTCat which will be paid out of Class 057.

Class 030 – Equipment New Replacement: These funds will be used to purchase a replacement van for the InterLibrary Loan van delivery service and new microfilm reader that will be located in the State Library. The current microfilm readers are at end of life and are so old, there are no replacement parts available for their printers.

Class 039 – Telecommunications: Historic data shows that this class has not had \$1,000 in expenditures for several years.

Class 057 – Books, Periodicals, Subscriptions: The increase in this line is due to the contract with Baker and Taylor for BTCat, which is referenced in Class 026 (pending approval by Governor and Council).

Class 080 – Out of State Travel: The increase in this line is due to anticipated travel that was previously covered through membership with COSLINE. Consideration of this membership was pulled off the June 18, 2025 Governor and Council agenda and at this point the State Library’s membership has expired.

Class 102 – Contracts for Program Services: The requested additional funds in this class will be used to create the New Hampshire Session Laws Index for 2025. Per NH RSA 20:1-b Index: “As soon as possible after every final adjournment of a session of the general court and in any case consistently with the schedule of performance set forth in contracts for printing and binding of session laws of the general court, the state librarian shall prepare and furnish the director of legislative services with a complete index of the acts and resolves passed by the general court during the session.”

Justification:

1) Does the transfer involve continuing programs or one-time projects?

This transfer only involves continuing programs as outlined in our NH State Library’s IMLS LSTA 5-Year Plan.

2) Is this transfer required to maintain existing program level or will it increase the program level?

This transfer is required to maintain the existing program level.

3) Cite any requirements which make this program mandatory.

The IMLS LSTA Grants-to-States program is an annual federal grant program that all 50 state libraries plus US territory libraries have participated in since the late 1990s in order to support statewide library services.

4) Identify the source of the funds on all accounts listed on this transfer.

Federal Funds: Institute of Museum & Library Services, Grants-to-States program

5) Will there be any effect on revenue if this transfer is approved or disapproved?

Yes. We will default on a vendor contract with AutoGraphics, which provides services that are part of our 5-year plan approved by IMLS which may result in a penalty and reduction in funding in future years.

6) Are funds expected to lapse if this transfer is not approved?

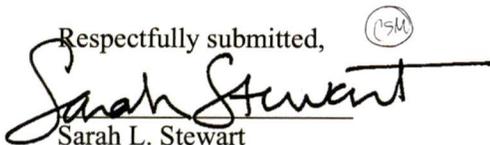
No.

7) Are personnel services involved?

No.

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

Respectfully submitted,


Sarah L. Stewart
Commissioner