



STATE OF NEW HAMPSHIRE  
DEPARTMENT of CULTURAL RESOURCES

State Council on the Arts, Division of Historical Resources  
State Library, Film & Television Office,  
Commission on Native American Affairs (administratively attached)

20 Park Street  
Concord, New Hampshire 03301

DEC 14 15 PM 10:01 AM



VAN McLEOD  
Commissioner  
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December 7, 2015

Her Excellency, Governor Margaret Wood Hassan  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

Retroactive

REQUESTED ACTION

The Department of Cultural Resources, New Hampshire State Library, requests permission to retro-actively renew our membership with the Chief Officers of State Library Agencies (COSLA) Lexington, KY (Vendor code 172265) in the amount of \$4,400.00 for the period January 1, 2016 through December 31, 2016. 100% Federal funds.

Funds are available in the account titled Federal Library Programs as follows:

	<u>FY 2016</u>
01-34-340510-7180000-026-5002510 Organizational Dues	\$4,400.00

EXPLANATION

This request is retro-active as the invoice was not received until December 4, 2015. New Hampshire State Library will be continuing its membership with the Chief Officers of State Library Agencies, an independent organization of the chief officers of state and territorial agencies designated as the state library administrative agency and responsible for statewide library development.

The State Library has been a member of COSLA since its inception and has included the expense in its budget approved by the legislature.

In response to the questions from the Councilors

**1. How long has this organization been in existence and how long has this agency been a member of this organization?**

COSLA has been in existence for over 40 years. New Hampshire 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, COSLA is the only nationwide association for state librarians.

**3. How many other states belonging to this organization and is your agency the sole New Hampshire state agency that is a member?**

All 50 states, along with a number of territories, and Washington, DC are all members. No other NH state agency is a member of COSLA.

**4. How is the dues structure established?**

All members pay \$4,400 annually

**5. What benefit does the state receive from participating in this membership?**

COSLA is the only national organization for state libraries. Its purpose is to provide leadership on issues of common concern and national interest; to further state library agency relationships with federal government and national organizations; and to initiate cooperative action for the improvement of library services to the people of the United States.

**6. Are training or educational/ research materials included in the membership? If so, is the cost included? Explain in detail.**

In terms of education, membership in COSLA gives each state 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 grant or to participate in licensing or certification exams. Membership does, however, assist in creating an efficient, professional and responsive state-level preservation program that continues to meet federal funding requirements.

**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.**

COSLA 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 NH State Library did not belong to the organization it would not be eligible to participate in activities such as the grant recently awarded to COSLA for assistance with our talking books program for the Blind and Physically Handicapped.

Respectfully submitted,



Van McLeod  
Commissioner



11/30/2015

**Order**

Customer Number: 2058  
Order Number: 10113480  
Order Date: 11/29/2015  
Purchase Order:

Michael York  
State of New Hampshire  
New Hampshire State Library  
20 Park St  
Concord, NH 03301

**Please remit payment to:**

Chief Officers Of State Library  
Agencies  
PO Box 67  
Lexington, KY 40588-0067  
United States  
(P) (859) 514-9190  
(F) (859) 514-9166

**Credit Card Payment Information**

Credit Card Number: \_\_\_\_\_  
Card Type: \_\_\_\_\_ CVV#: \_\_\_\_\_  
Name On Card: \_\_\_\_\_  
Expiration Date: \_\_/\_\_/\_\_

**Balance Due** **\$4,400.00**  
**Donation/Contribution** \$  
**Total Payment Amount** \$

Order Tracking #10113480 - 2058

**Parent Order #**

State of New Hampshire  
New Hampshire State Library  
20 Park St  
Concord, NH 03301

Customer Number: 2058  
Order Number: 10113480  
Order Date: 11/29/2015

COSLA qualifies as a tax-exempt organization pursuant to Section 501(c)(3) of the Internal Revenue Code. Therefore, dues to COSLA are not deductible as a charitable contribution for federal tax purposes, but may be deductible as an ordinary and necessary business expense depending upon your individual tax circumstances. Please consult your tax advisor.

Item	Misc Product Notes	Unit Price	Quantity	Amount
State Member Prime		\$4,400.00	1.00	\$4,400.00
Term: 1/1/2016 - 12/31/2016				

<b>Subtotal</b>	\$4,400.00
<b>Invoice Total</b>	\$4,400.00
<b>Balance Due</b>	\$4,400.00

FEIN: 72-1086505