



City of Santa Fe, New Mexico

Memorandum



DATE: December 13, 2023

TO: John Blair, City Manager

VIA: Emily Oster, Finance Department Director
Travis Dutton-Leyda, Interim Chief Procurement Officer
Maria E. Tucker, Community Services Director *MT*

FROM: Margaret Neill, Library Division Director *MN*

ITEM AND ISSUE:

New Mexico State Library- State Grants in-Aid request for the approval of Agreement in the Total amount of \$20,704.76 for purchase of library's collections, staff salaries, staff training, library equipment, and other operational expenditures associated with delivery of library services.

Term 01/2024-06/30/2024; New Mexico State Library. (Margaret M. Neill, Library Division Director mmneill@santafenm.gov 505-955-6788)

BACKGROUND AND SUMMARY:

The New Mexico State Library has made available a State Grants-in-Aid to Public Libraries grant to support the library's collections, staff salaries, staff training, library equipment, and other operational expenditures associated with delivery of library services. The Library will receive this award because it meets State Library criteria as a qualifying public library in New Mexico.

PROCUREMENT METHOD:

State Grants in Aid

CONTRACT NUMBER:

FY22/23 Munis contract number is 3204463

FUNDING SOURCE:

The funding source is:

Revenue: 2510101.490230

Fund Name/Number: Library/Fund 251

Munis Org Name/Number: Library Programs/2510101

Munis Object Name/Number:

Books/Subs/Period/530700

Registration/560700

Software Subscriptions/530710

ACTION REQUESTED:

Community Services/Library respectfully requests your review and approval.

CITY OF SANTA FE PROCUREMENT CHECKLIST



Contractor Name: New Mexico State Library

Procurement/contract Title: New Mexico State Library Aid

Procurement Method/Vehicle: ☐ Sole Source ☐ State Price Agreement/Existing ☐ Cooperative ☐ Request For Proposals(RFP) ☐ Invitation To Bid (ITB) ☐ Exempt: 13-1-98
☒ Small Purchase (Contract Under \$60,000) ☐ Other: _____

Requesting Department: Library Division **Staff Name:** Margaret Neill

Procurement Requirements:

Procurement files shall be maintained for all purchases and contracts, regardless of the method of procurement. The procurement files shall contain the basis on which the awards are made, all submitted bids/proposals, all evaluation materials (bid tabs or Evaluation Committee Reports), scoresheets, quotations, and all other documentation related to or prepared in conjunction with evaluations, negotiations, and the award processes. The procurements shall contain written determinations from the Requesting Departments, signed by the Chief Procurement Officers (this document), setting forth the reasoning for the contract award decisions before submitting them to the Committees.

REQUIRED DOCUMENTS FOR APPROVAL BY PURCHASING (CPD)

YES	N/A		YES	N/A	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Written Determination (srvs)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Quote(s) (3 Valid & Current for Over 20k)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	RFP - Confidential info to be provided to GB by CPD Buyer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	BAR
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ITB (include bid tab)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	FIR
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other: <u>State Grant in Aid</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Certificate of Insurance (srvs)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Cooperative Agreements and GSAs and Statewide Price Agreements (include the cover page to show valid date, page, and items to be purchased)			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Horizon Declination or Screenshot of horizonsofnewmexico.org/services.html (srvs)			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Summary of Contract (only on contracts)			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Current Santa Fe Business Registration (or Exemption if no tax)			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Executed Contract or Price Agreement (legal and contractor must sign before purchasing approves)			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Chief Procurement Officer (or designee) Approval for Exempt from Procurement (use memo on our site)			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Evaluation Committee Report (RFPs only)			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Signed Sole Source Determination, Vendor Written Quote, SS Letter from Contractors, and 30 Days Email			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	>20k = Memo addressed to City Manager (Under 150K) Committees/City Council (Over 150K)			

Justin Gonzales

Department Point of Contact

Contracts Administrator

Title

1/3/2024

Date

Margaret Neill

Department Director

1/3/2024

Date

JoAnn Lovato Montano

Chief Procurement Officer

Jan 4, 2024

Date

ITT Representative

Title

Date



City of Santa Fe

Summary of Contract, Agreement, Amendment & Lease

All applicable fields to be completed by department (complete 1.b only if you are processing an amendment):

1.a Munis Contract: 3204463 Procurement # (RFP/ITB# if any): _____

Contractor: New Mexico State Library

Procurement Method: Small Purchase ☐ RFP ☐ ITB ☐ Sole Source ☐ GSA ☐ Cooperative ☐ Exempt ☐

Description/Title: New Mexico State Library- State Grants in-Aid request for the approval of Agreement in the Total amount of \$20,704.76 for purchase of library's collections, staff salaries, staff training, library equipment, and other operational expenditures associated with delivery of library services.

Contract: ☐ Agreement: ☒ Lease/Rent: ☐ Amendment: ☐

Term Start Date: 1/13/2024 Term End Date: 6/30/2024 Total Contract Amount: \$20,704.76

☐ Approved by Council (If over the City Manager's approval threshold, you must go through GB) _____

Contract / Lease: Agreement

1.b Amendment #: _____ to the Original Contract/Lease # _____

Increase/(Decrease) Amount \$: _____

Extend Expiration Date to: _____

☐ Approved by Council (If the original went through GB, all amendments must go through GB regardless of the amendment reason) Date: _____

Amendment is for: _____

2. HISTORY of Contract, Amendments & Lease / Rent - Please Elaborate (option: attach spreadsheet if multiple amendments)

3. Procurement History: N/A

Jordan Lovato Montano

Purchasing Officer Review: _____

Jan 4, 2024

Date: _____

Comment & Exceptions: _____

4. Funding Source: New Mexico State Library

Andy Hopkins

Andy Hopkins (Jan 4, 2024 12:11 MST)

Budget Officer Approval: _____

Org / Object: 2510101/ 490230

Jan 4, 2024

Date: _____

Comment & Exceptions: _____

5. Grant History (if applicable): _____

Grants Administrator Approval: Cheryl James

Cheryl James (Jan 4, 2024 13:33 MST)

Date: Jan 4, 2024

Staff Contact who Completed This Form: Justin Gonzales Justin Gonzales Phone #: 505-955-6752

Justin Gonzales (Dec 18, 2023 13:52 MST)

To be recorded by City Clerk: _____

Clerk # _____

Email: Jmgonzales@santafenm.gov

Date of Execution: _____

ITT Representative (attesting that all information is reviewed)

Title

Date



City of Santa Fe New Mexico

Finance Department

Project Ledger Request Form



Date of Request: 12/13/2023

Project Title: State Grants-In-Aid

Project Type: ☐ CIP ☒ Grant ☐ Internal Tracking

Department: Library Project Manager: Margaret M. Neill Ext: 6788

Project Date Range: 01/01/2024 to 06/30/2024 ☐ Create Fixed Asset

Project ID: LIB2425102

Grant ID: S2418

Approved By: Cheryl James

(Finance Use Only) CMT

☐ Multi-Funding (complete all funding sources, should equal 100%)

Funding Source: New Mexico State Library % of Funding: 100

MUNIS ORG: 2510101 MUNIS OBJ: 490230 Awarded Amount: 20704.76

Funding Source: _____ % of Funding: _____

MUNIS ORG: _____ MUNIS OBJ: _____ Awarded Amount: _____

Expense String Phase:

A project must have at least one phase identified, this can be used as an additional level of tracking, for example, CIP - Design, Construction, etc. For Grants can be used as reimbursable types, such as transportation, salaries.

(You can create more than one phase and you can default MUNIS ORGs and OBJs, optional)

Phase: BOOKS, REGST., SOFTWARE SUB. MUNIS ORG: 2510101 MUNIS OBJ: 530700,560700,530710

Grants Only (list all grants if applicable):

Grantor Name: State Library of New Mexico Awarded Amount: 20704.76

AR Charge Code: 2510101.490230 ☐ Grant funds multiple projects
(Complete a form for each project)

Grantor Id: STATE LIB IN AID GRANT AGREE Federal CFDA (if applicable): N/A

Grantor Name: _____ Awarded Amount: _____

AR Charge Code: _____ ☐ Grant funds multiple projects
(Complete a form for each project)

Grantor Id: _____ Federal CFDA (if applicable): _____

(If grants please provide all grant award documents with form)

☒ Attached Grant Documentation

Log # (Finance use <u>only</u>):	
Journal # (Finance use <u>only</u>):	

City of Santa Fe, New Mexico

BUDGET AMENDMENT RESOLUTION (BAR)

DEPARTMENT / DIVISION NAME				DATE	
Community Health and Safety / Community Services / Library Division				12/13/2023	
ITEM DESCRIPTION	ORG	OBJECT	PROJECT	INCREASE	DECREASE
EXPENDITURES				(enter as <u>positive</u> #)	(enter as <u>negative</u> #)
Books, Subscriptions, Periodicals	2510101	530700	LIB2425102	14,001	
Registration	2510101	560700	LIB2425102	3,704	
Software Subscriptions	2510101	530710	LIB2425102	3,000	
REVENUES				(enter as <u>negative</u> #)	(enter as <u>positive</u> #)
State Library Grants-In-Aid	2510101	490230	LIB242510	(20,705)	

JUSTIFICATION: (use additional page if needed) --Attach supporting documentation/memo This BAR is to accept the State-Grants-In-Aid from the New Mexico State Library. The library plans to spend the funds on various accounts for all three library locations.			\$ - \$ -
{Complete section below if BAR results in a net change to ANY Fund}			Fund Balance Increase/(Decrease)
Fund(s) Affected			Fund Balance Increase/(Decrease)
Fund(s) Affected			Fund Balance Increase/(Decrease)
Fund(s) Affected			Fund Balance Increase/(Decrease)
TOTAL:			0

Margaret M. Neill Prepared By (print name)	12/13/2023 Date	{Use this form for Finance Committee/ City Council agenda items ONLY}	Andy Hopkins Budget Officer	Jan 4, 2024 Date
CITY COUNCIL APPROVAL		Emily K. Oster Finance Director {≤ \$5,000}		
Margaret M. Neill Division Director Signature (optional)	12/13/23 Date	City Council Approval Date	Jan 8, 2024 Date	John Blair City Manager {≤ \$80,000}
Maria E. Tucker Department Director Signature	Date	Agenda Item #:	Jan 10, 2024 Date	Date

State Grants-in-Aid to Public Libraries Agreement
For FY2024

This Agreement is entered into on the date of last signature, below, by and between the **New Mexico State Library**, hereinafter called **NMSL**, and **Santa Fe Public Library**, located in Santa Fe, NM, hereinafter called the **Recipient**.

WHEREAS, the State Librarian, the division director of NMSL, is required to administer grants-in-aid and encourage local library service and generally promote an effective statewide library system under NMSA 1978, Section 18-2-4;

WHEREAS, Section 18-2-4 also requires the State Librarian to make rules and regulations necessary to administer NMSL statutory provisions and the State Librarian has adopted such rules for distributing state grants-in-aid to public libraries, codified as 4.5.2 NMAC; and

WHEREAS, NMSL has determined that Recipient qualifies for a state grant-in-aid under 4.5.2 NMAC.

THEREFORE, the Parties agree to the following terms and conditions:

- I. NMSL agrees to pay the Recipient a grant in an amount not to exceed Twenty Thousand Seven Hundred Four Dollars and Seventy Six Cents (\$ 20,704.76) to support Recipient's library collections; library staff salaries; library staff professional development; library equipment; or other operational expenditures associated with delivery of *library services* as defined in Section 4.5.2.7(B) NMAC.
- II. The Recipient agrees to:
1. Use the grant only for library collections; library staff salaries; library staff professional development; library equipment; or other operational expenditures associated with delivery of *library services*, as those services are defined in 4.5.2.7(B) NMAC;
 2. Continue to comply with 4.5.2 NMAC and other statutes and rules applicable to developing libraries or public libraries;
 3. Engage in good communication and the exchange of information with NMSL regarding library activities and the grant's use;
 4. Expend the grant according to the rules outlined in 4.5.2 NMAC, attached hereto as Attachment A;
 5. Expend *all* grant funds before June 30, 2024;
 6. No later than August 12, 2024, provide NMSL with a report on how the grant was expended as part of the Recipient's annual report for the fiscal year; and
 7. Sign and return this Agreement to NMSL ***within 60*** days from receipt of the Agreement, which shall be calculated from the date of postmark or electronic postmark. **If Recipient does not submit this Agreement within the required time period, Recipient forfeits the grant allocation.**

III. If the parties dispute the terms of this Agreement, the Recipient and NMSL hereby agree to and consent to New Mexico state court jurisdiction to address the dispute.

IV. The Laws of New Mexico shall govern this Agreement.

V. Termination for Lack of Appropriations. The terms of this Agreement are contingent upon sufficient appropriations and authorization being made by the Legislature of New Mexico for the performance of this Agreement. If sufficient appropriations and authorization are not made by the Legislature, this Agreement shall terminate immediately upon written notice being given by NMSL to the Recipient. NMSL's decision as to whether sufficient appropriations are available shall be accepted by the Recipient and shall be final.

The Recipient by its signature below certifies that the Recipient will use the grant money only for the uses specified in this Agreement and will comply with all other applicable requirements of this Agreement.

Recipient Signature

Signed: _____ **Date:** _____

Print Name and Title: _____ Authorized Agent of Recipient

My signature above verifies that I am an authorized agent who has authority to enter into a legal contract with the State of New Mexico.

NMSL Signature

Signed: _____ **Date:** _____

Print Name and Title: Eli Guinnee, New Mexico State Librarian Authorized Agent of NMSL

IN WITNESS WHEREOF, the City of Santa Fe has agreed to this Agreement as of the date of the signature by the required approval authorities below.

CITY OF SANTA FE:

John Blair
John Blair (Jan 10, 2024 19:03 MST)

JOHN BLAIR, CITY MANAGER

DATE: Jan 10, 2024

ATTEST:

Geralyn Cardenas
Geralyn Cardenas (Mar 7, 2024 16:19 MST)

GERALYN CARDENAS, INTERIM CITY CLERK

XIV

CITY ATTORNEY'S OFFICE:

Pm
ASSISTANT CITY ATTORNEY

Emily K. Oster
Emily K. Oster (Jan 8, 2024 09:53 MST)

EMILY OSTER, FINANCE DIRECTOR

2510101/490230 *AH*
AH

Org.Name/Org.#

Administrative code is subject to change. Please always check for the most up-to-date version online.

STATE GRANTS-IN-AID TO PUBLIC LIBRARIES

TITLE 4 CULTURAL RESOURCES

CHAPTER 5 STATE LIBRARY

PART 2 STATE GRANTS IN AID TO PUBLIC LIBRARIES

4.5.2.1 ISSUING AGENCY: Department of Cultural Affairs, New Mexico State Library Division.

[4.5.2.1 NMAC - Rp, 4.5.2.1 NMAC, 6/1/2016]

4.5.2.2 SCOPE: Public libraries and developing public libraries.

[4.5.2.2 NMAC - Rp, 4.5.2.2 NMAC, 6/1/2016]

4.5.2.3 STATUTORY AUTHORITY: Subsection I of Section 18-2-4 NMSA 1978 directs the state librarian to make rules and regulations necessary to administer the division and as provided by law. Subsection B of Section 18-2-4 NMSA 1978 directs the state librarian to administer grants-in-aid and encourage local library services and generally promote an effective statewide library system.

[4.5.2.3 NMAC - Rp, 4.5.2.3 NMAC, 6/1/2016]

4.5.2.4 DURATION: Permanent.

[4.5.2.4 NMAC - Rp, 4.5.2.4 NMAC, 6/1/2016]

4.5.2.5 EFFECTIVE DATE: June 1, 2016 unless a later date is cited at the end of a section.

[4.5.2.5 NMAC - Rp, 4.5.2.5 NMAC, 6/1/2016]

4.5.2.6 OBJECTIVE: The objective of this rule is to describe the state grants in aid to public libraries program (hereinafter "the state aid program") and to establish criteria for reviewing and awarding the grants. The purpose of the state aid program is to provide financial assistance that encourages and supports public library service by public libraries and developing public libraries. The state aid program is intended to supplement and encourage local effort in providing local library service. The state aid program consists of developing library grants and public library grants that may be used for: library collections; library staff salaries; library staff professional development; library equipment; or other operational expenditures associated with delivery of library services.

[4.5.2.6 NMAC - Rp, 4.5.2.6 NMAC, 6/1/2016]

4.5.2.7 DEFINITIONS:

A. "Annual report" means a report sent once a year from a public library or developing library to the state library. An annual report shall at least accomplish the following tasks:

- (1) provide information in the time, manner, and form prescribed by the state library;
- (2) describe prior fiscal year's activities, including income, expenditures, statistics on collections and services, and compliance with state aid program criteria;
- (3) be certified by the library as to the accuracy, completeness, and truthfulness of the information provided; and
- (4) be approved by and on file at the state library.

B. "Basic library services" means free services provided in a library's legal service area, including library collections with circulating materials; reference services; a catalog of library holdings accessible by the public; educational programs; interlibrary loan services; public access computers connected to the internet; and internet connectivity for patrons and staff. Basic library service may include any technology or service that relates to the access to information for patron use.

C. "Bookmobile" means a mobile branch that offers basic library services with the exception of computers and internet connectivity.

D. "Branch" means an auxiliary service administered by a public or developing library that provides the following public services:

- (1) separate quarters from the main library;
- (2) a permanent library collection and reference services;
- (3) offers basic library services;
- (4) staff present during open hours; and
- (5) at least 20 hours of public access to physical quarters per week on an annual basis.

E. “Circulating materials” means items from library collections that are checked out by patrons for use outside of the library.

F. “Collection development policy” means guidelines used by library staff for making decisions about the budget for and selection, management, and preservation of library collections.

G. “Community analysis and needs assessment” means an evaluation of a library’s legal service area, its current and future needs, and the library’s role in meeting those needs.

H. “Developing library” means a New Mexico organization that has initiated and is progressively implementing basic library services within its legal service area.

- (1) A developing library is established through one of the following mechanisms:
 - (a) through an ordinance or legal resolution of a subdivision of state government;
 - (b) by a contract between a private entity and a subdivision of state government;
 - (c) by an Indian nation; or
 - (d) as a non-profit corporation.
- (2) A developing library provides the following public services:
 - (a) staff present during open hours;
 - (b) at least 15 hours of public access to physical quarters per week on an annual basis;
 - (c) at least two days of public access to physical quarters per week on an annual basis; and
 - (d) hours of operation posted on or near the library.

I. “Fiscal year” means July 1 through June 30.

J. “Legal service area” means the geographic area for which a library has been established to offer services and from which, or on behalf of which, the library derives income. The legal service area may be defined by a written agreement with a political subdivision of the state for which the library is the primary service provider. The most recent United States or tribal census determines the population of the legal service area if the population figures are given separately for that area. If the census does not report a discreet population figure for the legal service area, then the state library in its sole discretion shall determine the population for the library’s legal service area.

K. “Library board” means an administrative or advisory group comprised of representative members of the library’s community.

L. “Library collections” means library items for public use. Library collections may include such items as books, videos, sound recordings, licensed databases, and equipment. A portion of the collections must be circulating materials.

M. “Library equipment” means equipment associated with the delivery of library services.

N. “Library staff” means salaried employees or volunteers whose time is regularly dedicated to delivery of library services.

O. “Matching funds” means the amount expended in a fiscal year for library collections from any source other than the state. Sources for matching funds may include municipal funds, county funds, tribal funds, or money acquired through donations, fund-raising, or grants. In-kind contributions are not matching funds. Matching funds do not include funds used for operating costs, administrative costs, or regular staff salaries.

P. “Public library” means a New Mexico organization that offers basic library services within its legal service area.

- (1) A public library is established through one of the following mechanisms:
 - (a) through an ordinance or legal resolution adopted by a subdivision of state government;
 - (b) by a contract between a private entity and a subdivision of state government;
 - (c) by an Indian nation; or
 - (d) as a non-profit corporation.
- (2) A public library provides the following public services:
 - (a) staff dedicated to the library
 - (b) year-round public access to the physical location at least 25 hours per week;
 - (c) at least two days of public access to physical quarters per week on an annual basis; and
 - (d) hours of operation posted on or near the library.

Q. “Reference services” means the provision of library staff to answer reference questions during all the hours the library is open.

R. “Strategic plan” means a detailed program to ensure that library services meet the current and future needs of the library’s legal service area. The strategic plan shall include a vision and mission statement as well as goals and objectives, and it shall cover a period of at least the next three years and not exceed five years.

[4.5.2.7 NMAC - Rp, 4.5.2.7 NMAC, 6/1/2016]

4.5.2.8 DEVELOPING LIBRARY GRANT:

A. Purpose: To supplement an eligible developing library's budget for up to five years until it meets the minimum requirements for a public library grant.

B. Description: The developing library grant funds shall be used for library collections, library staff salaries, library staff training, library equipment, or other operational expenditures associated with delivery of basic library services.

C. Criteria for reviewing and awarding developing library grants: The state library shall award developing library grants to developing libraries that meet or exceed the following criteria.

- (1) timely submission of an annual report with the state library;
- (2) receipt of no more than five, consecutive, awards of developing library grants;
- (3) continuous operation for at least nine months;
- (4) demonstration of receipt of financial support from sources other than the state. In particular, matching funds in relation to the population of the library's legal service shall be at least \$0.25 per person in its first year and any non-consecutive years of developing library grant application participation; \$0.50 per person in its second consecutive year; \$0.75 per person in its third consecutive year; \$1.00 per person in its fourth consecutive year; and \$1.25 per person in its fifth consecutive year;

- (5) maintenance of adequate financial and other records to support the library's eligibility for receiving library grants; the state library may audit such records annually, or as needed, as determined in the state library's sole discretion;

- (6) compliance with all state statutes and rules;
- (7) compliance with requirements for developing library grants;
- (8) employment of a designated director;
- (9) creation of a library board that meets at least two times a year and adheres to the state's open meetings law; and

- (10) successful expenditure of all developing library grant funds during the prior fiscal year, if applicable.

[4.5.2.8 NMAC - Rp, 4.5.2.8 NMAC, 6/1/2016]

4.5.2.9 PUBLIC LIBRARY GRANT:

A. Purpose: To supplement eligible public libraries' budgets.

B. Description: The public library grant funds shall be used for library collections, library staff salaries, library staff training, library equipment, or other operational expenditures associated with delivery of basic library services.

C. Criteria for reviewing and awarding public library grants: The state library shall review and award public library grants to public libraries that have met the following criteria:

- (1) timely submission of an annual report with the state library for the current year and a minimum of two years prior;

- (2) continuous operation for at least one year;
- (3) receipt of a minimum of three consecutive developing library grants;
- (4) demonstration of receipt of financial support from sources other than the state; in particular, matching funds in relation to the population of the library's legal service area shall be at least \$1.50 per person;

- (5) maintenance of adequate financial and other records to support the public library's eligibility for receiving library grants; the state library may audit such records annually, or as needed, as determined in the state library's sole discretion;

- (6) compliance with all state statutes and rules;
- (7) compliance with all requirements for public library grants;
- (8) Formation of a strategic plan that the public library reviews, updates, and files with the state library every three years, and a community analysis and needs assessment, and a collection development policy that the public library reviews, updates, and files with the state library every five years;

- (9) maintain a library board that meets at least two times a year and adheres to the state open meetings law;

- (10) employment of a designated director; and

(11) successful expenditure of all public library grant funds during the prior fiscal year.

[4.5.2.9 NMAC - Rp, 4.5.2.9 NMAC, 6/1/2016]

4.5.2.10 DISTRIBUTION OF FUNDS: The library division shall distribute state grants in aid in the following manner:

A. Application: The annual report submitted for the immediate prior year shall serve as the developing or public library's application for state grants-in-aid.

B. Allocation: For state grants-in-aid, the state library shall award at least a quarter of a share (0.25) of the annual allocation to developing libraries, one (1) share of the allocation to each public library, and one half (.50) of a share of the allocation to each branch and bookmobile.

C. Notification: Following the end of the application period, the state library shall calculate the grant award for each library. The state library shall notify all eligible public libraries informing them of the amount of their grant.

D. Request for payment: Each library shall return the signed grant agreement to the state library within 60 days of receipt of the agreement measured from the postmark or electronic postmark. Upon timely receipt of the grant agreement, the state library shall process a payment request form. If a library does not submit the grant agreement within the required time period, it forfeits the grant award.

E. Maintenance of effort: A library's local budget shall not be reduced by its governing body as a result of eligibility for the state aid program. Upon demonstrated evidence that such a reduction has occurred, the library shall be ineligible to receive funds from the library grants award for one year after the reduction has occurred.

[4.5.2.10 NMAC - Rp, 4.5.2.11 NMAC, 6/1/2016]

4.5.2.11 LIMITATION ON FUNDS:

A. The grant amounts may vary by year, depending on the amount of the appropriation to the state library by the state legislature and the state library's other budgeted expenses.

B. Libraries shall not use grant funds for administrative or indirect expenses such as budgeting, accounting, financial management, information systems, data processing, and legal services

C. Public and developing libraries shall expend all grant funds during the fiscal year in which they are awarded.

D. Should a library cease providing basic library services prior to or within thirty days of funding; grant funds shall revert to the state library.

[4.5.2.11 NMAC - Rp, 4.5.2.12 NMAC, 6/1/2016]

4.5.2.12 APPEAL OR VARIANCE:

A. In the event that any library is denied a grant by the state library or does not meet a requirement of this rule, that library may appeal the decision of the state library or request a variance from the requirement.

B. Such appeal or variance shall be made in writing to the state librarian within 10 days of notification of denial of funds or within 10 days of discovery of non-compliance with a requirement. The appeal or variance shall state all relevant facts and conditions.

C. The state librarian shall consider each appeal or request for variance and respond in writing to the appealing or requesting party with a decision within 30 days. The state librarian's decision is the department of cultural affairs' final action on the matter.

[4.5.2.12 NMAC - Rp, 4.5.2.14 NMAC, 6/1/2016]

HISTORY OF 4.5.2 NMAC:

Pre-NMAC History:

NMSL 67-1, State Grants-In-Aid To Public Libraries, Rules and Regulations, Revised April 19, 1967, filed 5/3/67.

NMSL 67-2, State Grants-In-Aid To Public Libraries, Rules and Regulations, Amended August 28, 1967, filed 8/30/67.

NMSL 68-1, State Grants-In-Aid To Public Libraries, Rules and Regulations, Amended August 28, 1967, filed 12/19/68.

NMSL 69-1, State Grants-In-Aid To Public Libraries, Rules and Regulations, Revised May 26, 1969, filed 6/20/69.

NMSL 69-2, State Grants-In-Aid To Public Libraries, Rules and Regulations; Revised September 16, 1969, filed 10/9/69.

NMSL 70-1, State Grants-In-Aid To Public Libraries, Rules and Regulations, Revised February 26, 1970, filed 4/27/70.

NMSL 73-4, State Grants-In-Aid To Public Libraries, Rules and Regulations, June 1973, filed 7/10/73.

NMSL 74-1, State Grants-In-Aid To Public Libraries, Rules and Regulations, July 19, 1974, filed 8/16/74.

NMSL 75-1, State Grants-In-Aid To Public Libraries, Rules and Regulations, 1975, filed 6/9/75.

NMSL 76-1, State Grants-In-Aid To Public Libraries, Rules and Regulations, March 31, 1976, filed 4/27/76.

NMSL 77-1, State Grants-In-Aid To Public Libraries, Rules and Regulations, January 21, 1977, filed 2/4/77.

NMSL Rule 79-1B, State Grants-In-Aid To Public Libraries, Rules and Regulations, June 11, 1979, filed 6/25/79.

NMSL 79-3, State Grants-In-Aid To Public Libraries, Rules and Regulations, July 1, 1979, filed 7/27/79.

NMSL 81-2, State Grants-In-Aid To Public Libraries, Rules and Regulations, May 11, 1981, filed 5/12/81.

NMSL 89-1, State Grants-In-Aid To Public Libraries, Rules and Regulations, filed 10/23/89.

NMSL 93-1, State Grants-In-Aid To Public Libraries, Rules and Regulations, filed 1/28/93.

History of Repealed Material:

NMSL 93-1, State Grants-In-Aid To Public Libraries, Rules and Regulations (filed 1/28/93), repealed 7/1/2000.

4.5.2 NMAC, State Grants-In-Aid To Public Libraries (filed 6/19/2000), repealed 7/1/2009.

4.5.2 NMAC, State Grants-In-Aid To Public Libraries (filed 7/1/2009), repealed 6/1/2016.

Other History:

NMSL 93-1, State Grants-In-Aid To Public Libraries, Rules and Regulations (filed 1/28/93) was replaced by 4.5.2 NMAC, State Grants In Aid To Public Libraries, effective 7/1/2000.

4.5.2 NMAC, State Grants-In-Aid To Public Libraries (filed 6/19/2000) was replaced by 4.5.2 NMAC, State Grants In Aid To Public Libraries, effective 7/1/2009.

4.5.2 NMAC, State Grants-In-Aid To Public Libraries (filed 7/1/2009) was replaced by 4.5.2 NMAC, State Grants In Aid To Public Libraries, effective 6/1/2016.

State Grants-in-Aid Expenditures Guidance Sheet

The state aid program is intended to supplement and encourage local effort in providing local library service and is not intended to be a main source of operating revenue.

The 4.5.2 New Mexico Administrative Code (NMAC) governs State Grants-in-Aid to public libraries. To receive state aid, recognized New Mexico public libraries must meet all eligibility requirements as outlined in the 4.5.2 NMAC. *All* state aid funds received must be expended or encumbered during the fiscal year in which they are given (i.e., before June 30 each year).

This informational guidance sheet is not an exhaustive list of all allowable and non-allowable expenditures. If there are questions as how to expend state aid funds, contact the Library Development Bureau for clarification *prior* to making purchases, 1-800-340-3890 / SL.Development@dca.nm.gov

Allowable Purchases - State aid funds **can** be used for:

- **Library Collections**
 - Items traditionally available at the library and intended for public use, such as books, e-books, audiobooks, DVDs, CDs, electronic and digital media, licensed databases (e.g., ancestry.com, mango languages), etc.
 - Non-traditional circulating/educational items may also be allowable e.g., board games, sewing machines, cake pans, cookie cutters, etc. Contact the Development Bureau with questions.
- **Library Staff Salaries**
 - State aid funds can be used to pay regular library staff for their work within the library. Paying a part-time/substitute library staff member/summer intern may also be allowable.
- **Library Staff Professional Development**
 - State aid funds can be used for library staff to attend in-state (e.g., NMLA) and out-of-state library conferences (e.g., ALA, MPLA, ARSL, PLA, etc.), and other library related training/workshops (e.g., youth services workshops, etc.). This includes registration and travel costs (including meals & lodging).
 - Library training, in-person and/or offered online that are provided to library staff on library related services/issues, and are organized and held at the library, or held at another location, e.g., NMSL or other library, etc. may also be allowable.
- **Library Equipment**
 - Equipment associated with meeting the information needs of library patron's such as public computers, printers, wireless routers, scanners, software, and related peripherals, etc.
- **Other Operational Expenditures Associated with Delivery of Library Services**
 - Expenditures associated with the delivery of library services, such as the library's catalog, library educational program supplies, library electric bill, library phone bill, directional signage, copy paper, security costs, etc.
 - Contracts directly related to the delivery of basic library services to patrons, including educational program subject matter experts.

See page 2 for Non-Allowable Purchases →

Non-Allowable Purchases - State aid funds **cannot** be used for:

- Administrative and/or indirect expenses such as budgeting, accounting, financial management, information systems, data processing, legal services, fringe benefits, etc.
- Food, giveaways/incentives/prizes, college classes for library staff (i.e., individual tuition reimbursement), library decorations, library staff furniture, recreational rentals/purchases (e.g., bouncy houses, party supplies, pony rentals), etc.
- Operational expenditures that do not directly relate to meeting the information needs or the delivery of basic library services to library patrons, i.e., the cost of parties, receptions, fund-raising events, other social functions, building maintenance, cleaning supplies, toilet paper, paper towels, cleaning equipment, vacuums, paint, etc.
- Capital improvements and construction.







FY24_State_Aid_Grant_Agrmnt_Packet_for_Santa_CAO Signed

Final Audit Report

2023-12-12

Created:	2023-12-12
By:	Amy Cawthon (amcawthon@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAGbn21aBPr0lqpgdbcEymfmmZcU3pXyZa

"FY24_State_Aid_Grant_Agrmnt_Packet_for_Santa_CAO Signed" History

-  Document created by Amy Cawthon (amcawthon@santafenm.gov)
2023-12-12 - 11:33:18 PM GMT
-  Document emailed to ramnukhermann@santafenm.gov for signature
2023-12-12 - 11:33:37 PM GMT
-  Email viewed by ramnukhermann@santafenm.gov
2023-12-12 - 11:34:01 PM GMT
-  Signer ramnukhermann@santafenm.gov entered name at signing as Rebecca Ann Mnuk-Herrmann
2023-12-12 - 11:34:30 PM GMT
-  Document e-signed by Rebecca Ann Mnuk-Herrmann (ramnukhermann@santafenm.gov)
Signature Date: 2023-12-12 - 11:34:32 PM GMT - Time Source: server
-  Agreement completed.
2023-12-12 - 11:34:32 PM GMT






FY24 State Aid packet

Final Audit Report

2023-12-18

Created:	2023-12-18
By:	Justin Gonzales (jmgonzales@santafenm.gov)
Status:	Canceled / Declined
Transaction ID:	CBJCHBCAABAAWCVN5Jn77vwuXXdvtwI0ffwugxAPy-4J

"FY24 State Aid packet" History

-  Document created by Justin Gonzales (jmgonzales@santafenm.gov)
2023-12-18 - 8:47:08 PM GMT
-  Document emailed to jmgonzales@ci.santa-fe.nm.us for signature
2023-12-18 - 8:52:11 PM GMT
-  Email viewed by jmgonzales@ci.santa-fe.nm.us
2023-12-18 - 8:52:24 PM GMT
-  Signer jmgonzales@ci.santa-fe.nm.us entered name at signing as Justin Gonzales
2023-12-18 - 8:52:50 PM GMT
-  Document e-signed by Justin Gonzales (jmgonzales@ci.santa-fe.nm.us)
Signature Date: 2023-12-18 - 8:52:52 PM GMT - Time Source: server
-  Document emailed to Margaret Neill (mmneill@ci.santa-fe.nm.us) for signature
2023-12-18 - 8:52:54 PM GMT
-  Email viewed by Margaret Neill (mmneill@ci.santa-fe.nm.us)
2023-12-18 - 8:53:23 PM GMT
-  Document e-signed by Margaret Neill (mmneill@ci.santa-fe.nm.us)
Signature Date: 2023-12-18 - 8:53:36 PM GMT - Time Source: server
-  Document emailed to Maria Tucker (metucker@ci.santa-fe.nm.us) for signature
2023-12-18 - 8:53:37 PM GMT
-  Email viewed by Maria Tucker (metucker@ci.santa-fe.nm.us)
2023-12-18 - 9:04:15 PM GMT
-  Document e-signed by Maria Tucker (metucker@ci.santa-fe.nm.us)
Signature Date: 2023-12-18 - 9:04:30 PM GMT - Time Source: server



Document emailed to Andy Hopkins (ajhopkins@ci.santa-fe.nm.us) for signature

2023-12-18 - 9:04:32 PM GMT



Email viewed by Andy Hopkins (ajhopkins@ci.santa-fe.nm.us)

2023-12-18 - 9:44:39 PM GMT



Document declined by Andy Hopkins (ajhopkins@ci.santa-fe.nm.us)

Decline reason: Please include your approved project ledger code in the Project field of the BAR (revenue and expenditures sections of the BAR). Once that's done you can resubmit....I cannot make changes in Adobe sign so you will need to do that. You don't need to get any signatures again, just add that to the BAR as-is and resubmit. Thanks.

2023-12-18 - 9:47:13 PM GMT






FY24 State Aid Library packet

Final Audit Report

2023-12-19

Created:	2023-12-19
By:	Justin Gonzales (jmgonzales@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA5AOKsRjfNPKDmqTap0fizBoUs_HdWW_2

"FY24 State Aid Library packet" History

-  Document created by Justin Gonzales (jmgonzales@santafenm.gov)
2023-12-19 - 6:10:01 PM GMT
-  Document emailed to Andy Hopkins (ajhopkins@ci.santa-fe.nm.us) for signature
2023-12-19 - 6:10:48 PM GMT
-  Email viewed by Andy Hopkins (ajhopkins@ci.santa-fe.nm.us)
2023-12-19 - 6:51:06 PM GMT
-  Document e-signed by Andy Hopkins (ajhopkins@ci.santa-fe.nm.us)
Signature Date: 2023-12-19 - 6:51:22 PM GMT - Time Source: server
-  Agreement completed.
2023-12-19 - 6:51:22 PM GMT












FY24 State Aid Lib packet (1)

Final Audit Report

2024-01-11

Created:	2024-01-04
By:	Kristy Miera (kamiera@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAKnTeUEWwVbAZZ53cXOFDyoDJrh26rx0p

"FY24 State Aid Lib packet (1)" History

-  Document created by Kristy Miera (kamiera@santafenm.gov)
2024-01-04 - 6:11:43 PM GMT
-  Document emailed to Andy Hopkins (ajhopkins@santafenm.gov) for signature
2024-01-04 - 6:34:50 PM GMT
-  Email viewed by Andy Hopkins (ajhopkins@santafenm.gov)
2024-01-04 - 7:10:56 PM GMT
-  Document e-signed by Andy Hopkins (ajhopkins@santafenm.gov)
Signature Date: 2024-01-04 - 7:11:25 PM GMT - Time Source: server
-  Document emailed to JoAnn Lovato (jdlovato@santafenm.gov) and Travis Dutton-Leyda (tkduttonleyda@santafenm.gov) for signature. One of them to sign
2024-01-04 - 7:11:26 PM GMT
-  Email viewed by Travis Dutton-Leyda (tkduttonleyda@santafenm.gov)
2024-01-04 - 7:22:12 PM GMT
-  Email viewed by JoAnn Lovato (jdlovato@santafenm.gov)
2024-01-04 - 8:06:53 PM GMT
-  Document e-signed by JoAnn Lovato (jdlovato@santafenm.gov)
Signature Date: 2024-01-04 - 8:23:44 PM GMT - Time Source: server
-  Document emailed to cajames@santafenm.gov for signature
2024-01-04 - 8:23:45 PM GMT
-  Email viewed by cajames@santafenm.gov
2024-01-04 - 8:33:07 PM GMT
-  Signer cajames@santafenm.gov entered name at signing as Cheryl James
2024-01-04 - 8:33:50 PM GMT

 Document e-signed by Cheryl James (cajames@santafenm.gov)

SignatureDate: 2024-01-04 - 8:33:52 PM GMT - TimeSource: server

 Document emailed to ekoster@santafenm.gov for signature

2024-01-04 - 8:33:54 PM GMT

 Email viewed by ekoster@santafenm.gov

2024-01-08 - 6:22:14 AM GMT

 Signer ekoster@santafenm.gov entered name at signing as Emily K. Oster

2024-01-08 - 4:53:19 PM GMT

 Document e-signed by Emily K. Oster (ekoster@santafenm.gov)


SignatureDate: 2024-01-08 - 4:53:21 PM GMT - TimeSource: server

 Document emailed to jwblair@santafenm.gov for signature


2024-01-08 - 4:53:23 PM GMT

 Email viewed by jwblair@santafenm.gov

2024-01-11 - 2:02:46 AM GMT

 Signer jwblair@santafenm.gov entered name at signing as John Blair

2024-01-11 - 2:03:11 AM GMT

 Document e-signed by John Blair (jwblair@santafenm.gov)

SignatureDate: 2024-01-11 - 2:03:13 AM GMT - TimeSource: server

 Agreement completed.

2024-01-11 - 2:03:13 AM GMT

24-0128 New Mexico State Library

Final Audit Report

2024-03-07

Created:	2024-03-07
By:	Xavier Vigil (xivigil@ci.santa-fe.nm.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAA702zR4zJZhONuHLHgW33EZa9V7mY0Ee-

"24-0128 New Mexico State Library" History

-  Document created by Xavier Vigil (xivigil@ci.santa-fe.nm.us)
2024-03-07 - 10:23:50 PM GMT- IP address: 63.232.20.2
-  Document emailed to Geralyn Cardenas (gfcardenas@santafenm.gov) for signature
2024-03-07 - 10:24:24 PM GMT
-  Email viewed by Geralyn Cardenas (gfcardenas@santafenm.gov)
2024-03-07 - 11:19:43 PM GMT- IP address: 104.47.64.254
-  Document e-signed by Geralyn Cardenas (gfcardenas@santafenm.gov)
Signature Date: 2024-03-07 - 11:19:55 PM GMT - Time Source: server- IP address: 63.232.20.2
-  Agreement completed.
2024-03-07 - 11:19:55 PM GMT