

1 Department for the Basic State Grants In Aid in the Operating Grants Fund
2 (265) for fiscal year 2020.

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Mayor Timothy M. Keller

CITY OF ALBUQUERQUE
Albuquerque, New Mexico
Office of the Mayor

INTER-OFFICE MEMORANDUM

December 13, 2019

TO: Klarissa J. Peña, President, City Council

FROM: Tim Keller, Mayor 


SUBJECT: Resolution for the State of NM Library Basic State Grants in Aid

Attached are documents requiring Council Action for the annual State of NM Library Basic State Grants In Aid funds creating a Grant fund within the City system. The Grant will provide \$89,337 in NM State Library funds. This grant will allow the citizens of Albuquerque continued library services and library materials availability.

This legislation is forwarded to City Council for approval.


Title/Subject of Legislation: Resolution for the NM State Library Basic State Grants in Aid

Approved:



Sarita Nair Date
Chief Administrative Officer

Approved as to Legal Form:



Esteban A. Aguilar, Jr Date
City Attorney

Recommended:



Dr. Shelle Sanchez Date
Director of Cultural Services

Cover Analysis

1. What is it?

Approving and authorizing the acceptance of grant funds from the State of New Mexico Library, and providing for an appropriation to the Albuquerque Library, a division of the Cultural Services Department.

2. What will this piece of legislation do?

Provides funds for library collections and library equipment or other operational expenditures associated with delivery of library services at all Albuquerque Public Libraries.

3. Why is the project needed?

It will provide diversity and better services for the City of Albuquerque citizens.

4. How much will it cost and what is the funding source?

Total funding is \$89,337 from the New Mexico State Library.

5. Is there a revenue source associated with this contract? If so, what level of income is projected?

Yes. This project will generate \$89,337 in grant revenue for FY2020 from the New Mexico State Library.

FISCAL IMPACT ANALYSIS

TITLE: NM State Library Basic State Grants in Aid

R:
FUND:

O:
265

DEPT: Cultural Services/Library

- No measurable fiscal impact is anticipated, i.e., no impact on fund balance over and above existing appropriations.
- (If Applicable) The estimated fiscal impact (defined as impact over and above existing appropriations) of this legislation is as follows:

	2020	Fiscal Years 2021		2022	Total
Base Salary/Wages					-
Fringe Benefits at					-
Subtotal Personnel	-	-	-	-	-
Operating Expenses	89,336.66	-	-	-	89,337
Property					-
Indirect Costs	0.00%	-	-	-	-
Total Expenses	89,336.66	\$ -	\$ -	\$ -	89,337
<input type="checkbox"/> Estimated revenues not affected					
<input checked="" type="checkbox"/> Estimated revenue impact					
Amount of Grant	89,336.66	-	-	-	89,337
City Cash Match					
City Inkind Match					
City IDOH	-	-	-	-	-
Total Revenue	89,336.66	\$ -	\$ -	\$ -	89,337

These estimates do not include any adjustment for inflation.

* Range if not easily quantifiable.

Number of Positions created

COMMENTS: Funds to be used for library materials and/or equipment only. No staff salaries will be paid using these funds.

COMMENTS ON NON-MONETARY IMPACTS TO COMMUNITY/CITY GOVERNMENT: This grant will provide the citizens of Albuquerque continued library services and library materials availability.

APPROVED BY:


FISCAL MANAGER 12/20/19

APPROVED:


DIRECTOR 1/8/2020 (date)

REVIEWED BY:


EXECUTIVE BUDGET ANALYST 1/8/20


BUDGET OFFICER (date) 1/8/20


CITY ECONOMIST 1/8/20

**FORM 5a
OPERATING GRANTS --FUND 265
DETAIL INFORMATION**

SECTION 1: GOAL/STRATEGY/PERFORMANCE MEASUREMENTS GENERAL INFORMATION

GOAL: 1 PROGRAM STRATEGY: NM STATE LIBRARY BASIC GRANTS IN AID

PERFORMANCE MEASUREMENTS: Please attach a FORM 5b (Performance Measures) for each grant as applicable.

SECTION 2: IDENTIFYING INFORMATION

Department Name: Cultural Services/Library Grant Name: New Mexico State Library Grants In Aid
 Grantor Agency: State of New Mexico Proposed Grant Amount: 89,336 .66 Catalog of Federal Domestic Assistance No: _____

Please identify the source of the grant and whether this is a new or ongoing grant.
 Federal Direct Federal Pass through State (Federal Agency) State Other
 New Ongoing Specify _____

SECTION 3: GENERAL INFORMATION

Please provide an overview of how Grant Funds are to be utilized:

Continued library services and library materials availability.

Does the Grant require Matching Funds? If so how will matching requirements be met? Please explain:

No

Matching Funds Required:
\$ _____

Number of Positions to be funded by the grant:

*Please list the positions:

Position Title	Position Code	% of Time Charged to Grant	Hours Worked
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

* NOTE: If this is an ongoing grant, you may attach a copy of the Ross Position Control Detail Report (PCDR)

Will Grant funds be used to purchase equipment? If so, please provide a description of the planned purchases.

Item No.	Quantity	Description of Equipment
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

SECTION 4: INDIRECT COST INFORMATION

Enter the total wages (less fringe benefits) or total Grant Amount as applicable: \$ _____
 Enter your departments Approved Indirect Cost Rate or Adjusted rates applicable: _____ %
 Total Indirect Cost Assessed to Grant \$ 0

Amount of Indirect to be paid by the Grant: \$ 0 Amount of Indirect to be paid by the City: \$ 0

NOTE: Exceptions to the assessment of Indirect Costs must be approved in advance by the CAO. See Administrative Instruction No. 2-1 Dated September 1, 1992 for details

**New Mexico State Library
1209 Camino Carlos Rey
Santa Fe, NM 87507**

FY2020 STATE GRANTS-IN-AID ALLOCATION NOTIFICATION

1.	Recipient Name:	Albuquerque/Bernalillo County Library System
2.	Remit to Name and Address:	City of Albuquerque, Albuquerque Public Library PO Box 17 Albuquerque, NM 87103
3.	State of NM Vendor #:	54306
4.	Project Title and Legal and Fiscal Data:	State Grants-in-Aid to Public Library Statute/Administrative Code NMSA 1978 Section 18-2-4 B, 4.5.2 NMAC
5.	State Library Contact:	Carmelita Aragon New Mexico State Library Carmelita.Aragon@state.nm.us
6.	Source of Funding:	<i>State of N.M. Legislature – General Appropriation Act of 2020</i>
7.	Grant Type and Amount Received:	Library Type Grant: Public Library Branch(es) Grant: \$79,932.81 Total Grant: \$89,336.66
8.	Allocation Period:	Fiscal Year 2020 <i>ALL STATE AID FUNDS MUST BE SPENT BY JUNE 30, 2020</i>
9.	Terms and Conditions of Allocation:	<p>The state aid program is intended to supplement and encourage local effort in providing local library service.</p> <p><i>State Aid Funds may be used for:</i></p> <ol style="list-style-type: none"> <i>1) library collections;</i> <i>2) library staff salaries;</i> <i>3) library staff professional development;</i> <i>4) library equipment; or</i> <i>5) other operational expenditures associated with delivery of library services.</i> <p>Libraries must report how all funds were spent in the FY2020 Annual Report. 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.</p>
10.	Date:	October 23, 2019

From: [Smith, Dean](#)
To: [Fisher, Susan C.](#)
Cc: [Fernandez, Jacqueline L.](#)
Subject: FW: IMPORTANT: FY20 State Aid Grant Agreement Packet
Date: Wednesday, October 23, 2019 4:06:54 PM
Attachments: [FY20 State Grants-in-Aid Checklist & Instructions.pdf](#)
[AlbuquerqueBernalillo County Library System Grant Allocation Notification.pdf](#)
[AlbuquerqueBernalillo County Library System Grant Agreement.pdf](#)
[4.5.2 NMAC .pdf](#)
[State Grants-in-Aid Expenditures Guidance Sheet.pdf](#)
[State Aid Funds Tracking Sheet.xlsx](#)

From: Aragon, Carmelita, DCA [mailto:Carmelita.Aragon@state.nm.us]
Sent: Wednesday, October 23, 2019 12:28 PM
To: Smith, Dean <dpsmith@cabq.gov>
Subject: IMPORTANT: FY20 State Aid Grant Agreement Packet

NEW MEXICO  STATE LIBRARY

NOTIFICATION OF ALLOCATION

October 23, 2019

Library Director,

Please find attached to this email, important documents and information regarding state grants-in-aid for FY20. See the Grant Allocation Notification and Grant Agreement for your library's allocation. Please ensure *all* attachments are reviewed, as they contain critical information and instructions.

This state grants-in-aid allocation helps to supplement the delivery of local library services. As these are state funds, *all* state grants-in-aid money must be spent in its *entirety* (down to the penny) by **June 30, 2020**.

Please closely review the following attached documents:

- State Grants-in-Aid Checklist and Instructions (for next steps)
- 4.5.2 NMAC (for requirements to remain eligible for state grants-in-aid)
- State Grants-in-Aid Expenditures Guidance Sheet (for allowable expenditures)

Per the 4.5.2 NMAC (4.5.2.10 D), eligible libraries have 60 days to return two (2) signed copies of the grant agreement. As such, please return two (2) signed copies of the grant agreement to the Development Bureau by **December 23, 2019**. The person who signs the grant agreement, should be an authorized agent who has authority to enter into a legal contract

with the State of New Mexico. *If a library does not submit the grant agreement within the required time period, it forfeits the grant award.*

This email is being sent only to you, the Library Director. PLEASE provide the financial officer and any other interested persons with all pertinent information contained in this email.

Sincerely,



State Data Coordinator
New Mexico State Library
Library Development Bureau
Carmelita.Aragon@state.nm.us / 505-476-9740 or 1-800-340-3890

=====
This message has been analyzed by Deep Discovery Email Inspector.

NEW MEXICO



STATE LIBRARY

November 12, 2019

Library Director,

Enclosed is a fully executed FY20 state grants-in-aid agreement for your records.

This state grants-in-aid allocation helps to supplement the delivery of local library services (see the 4.5.2 NMAC). As these are state funds, all state grants-in-aid money must be spent in its *entirety (down to the last penny)* by **June 30, 2020**. If at any time, there are issues or questions regarding this or what is allowable, etc. please contact me via email or phone. I am happy to discuss and help work through such issues to ensure the allocation is spent timely and appropriately.

This copy of the grant agreement is being sent only to you, the Library Director. PLEASE provide any interested persons with a copy and any other pertinent information regarding the library's FY20 state grants-in-aid allocation.

Thank you.

Sincerely,

State Data Coordinator
New Mexico State Library
Library Development Bureau
Carmelita.Aragon@state.nm.us / 505-476-9740 / 1-800-340-3890

State Grants-in-Aid to Public Libraries Agreement
For FY2020

This Agreement is entered into on the date of last signature, below, by and between the **New Mexico State Library**, hereinafter called **NMSL**, and **Albuquerque/Bernalillo County Library System**, located in **Albuquerque, 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 and the State Librarian 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 **Eighty Nine Thousand Three Hundred Thirty Six Dollars and Sixty Six Cents (\$89,336.66)** 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;
12. Continue to comply with 4.5.2 NMAC and other statutes and rules applicable to developing libraries or public libraries;
13. Engage in good communication and the exchange of information with NMSL regarding library activities and the grant's use;
14. Expend the grant according to the rules outlined in 4.5.2 NMAC, attached hereto as Attachment A;
15. No later than August 10, 2020, provide NMSL with a report on how the grant was spent as part of the Recipient's annual report for the fiscal year; and
16. 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 award.**

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

IV. 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 decide the dispute.

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 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.

Signed:  Date: 10/25/19

By (print name and title): Hakim Bellamy, Deputy Director Authorized Agent of Recipient

Signed:  Date: 11/8/19

By: Eli Guinee, New Mexico State Librarian