



# City of Santa Fe, New Mexico

# memo

**Date:** January 22, 2014

**To:** Finance Committee

**Via:** Isaac J. Pino, Community Services Department Director

**From:** Patricia Hodapp, Library Division Director

**Re:** Request to accept and budget the State Grants-in-Aid grant for \$13,705.59

## **BACKGROUND**

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. The award period ends on July 15, 2014. A copy of the Budget Adjustment Request and the State of New Mexico Agreement, approved State Aid Payment Request, and State purchase order are attached.

## **ACTION REQUESTED**

I am requesting your review and recommendation to the Governing Body to accept this State Grants-in-Aid grant in the amount of \$13,705.59.

I am also requesting your review and recommendation to the Governing Body to budget the award in FY13/14. In compliance with the guidelines of the State Grants-in-Aid to Public Libraries Grant Agreement, I request that the funds be budgeted as follows:

<u>REVENUE</u>	<u>BUSINESS UNIT/LINE ITEM</u>
13,705.59	21703.490290 Revenue: State Library Grant – Office of Cultural Affairs

<u>EXPENDITURE</u>	<u>BUSINESS UNIT/LINE ITEM</u>
\$5,000.00	22704.530750 Book Acquisition
\$7,205.59	22704.530100 Office Supplies
<u>\$1,500.00</u>	22704.560700 Registration

Total: \$13,705.59

Thank you for your consideration of this request.

Attachments

**State Grants-in-Aid to Public Libraries**  
**Agreement**  
**For FY2013/2014**

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 (1978);

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 Section 4.5.2 NMAC; and

WHEREAS, NMSL has determined that Recipient qualifies for a state grant-in-aid under Section 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 thirteen thousand seven hundred five dollars and fifty-nine cents (**\$13,705.59**) to support Recipient's library collections; library staff salaries; library staff training; library equipment; or other operational expenditures associated with delivery of *library services* as defined in Section 4.5.2 NMAC.

II. The Recipient agrees to

1. Use the grant only for library collections; library staff salaries; library staff training; library equipment; or other operational expenditures associated with delivery of *library services*, as those services are defined in Section 4.5.2 NMAC;
2. Engage in good communication and the exchange of information with NMSL regarding library activities and the grant's use;
3. Expend the grant according to the rules outlined in Section 4.5.2 NMAC, attached hereto as Attachment A;
4. Provide NMSL with a report on how the grant was spent as part of the Recipient's annual report for the fiscal year; and
5. Return any funds from the grant not spent in the fiscal year to NMSL by July 15, 2014.

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

Signed: Patricia C. Hodapp Date: 1/2/14

By: PATRICIA C. Hodapp Chairman or Authorized Agent of Recipient (print name)

Signed: Devon I Skeele for Devon Skeele Date: 1/6/14

By: Devon I Skeele, New Mexico State Librarian

**2014 New Mexico Public Library  
Public Library Annual Report Certification  
State Aid Payment Request**

By completing this, you are certifying that all the information in the annual report is accurate, truthful and complete is accurate, truthful and complete and that the library meets all the requirements of NMAC 4.5.2.

**Public Library:** Santa Fe Public Library  
**Date Report Submitted:** 8/16/2013  
**Name of person completing the report:** Patricia C. Hodapp  
**Title of person completing the report:** Library Division Director  
**Name of Fiscal Officer:** Oliver Valdez  
**Title of Fiscal Officer:** Acquisitions Librarian

**Date Report Approved by State Library:** 9/3/2013

<b>State of NM Purchase Order #:</b> (located on PO): 24176	<b>Remit to address:</b> (must match address on purchase order)  City of Santa Fe Public Library 145 Washington Avenue Santa Fe, NM 87501
<b>State of NM Vendor #:</b> (located on PO) 54360	
<b>Dates of Service:</b> 7/1/2013 - 8/16/2013	
<b>Invoice Number:</b> 24176	
<b>Date:</b> 12/13/2013	<b>Amount:</b> \$13,705.59

**APPROVED FOR PAYMENT**

*[Handwritten Signature]*  
 \_\_\_\_\_  
 Signature

6 JAN 2014  
 \_\_\_\_\_  
 Date

Partial Payment \_\_\_\_\_  
 Order Complete \_\_\_\_\_



**State of New Mexico  
Purchase Order**

PO Number to be on all Invoices and Correspondence

**Dispatch via Print**

**Department of Cultural Affairs**

407 Galisteo St. Bataan Memorial Bld.  
Suite 264  
Santa Fe NM 87501  
United States

**Vendor:** 0000054360  
SANTA FE, CITY OF  
PUBLIC LIBRARY  
145 WASHINGTON AVENUE  
SANTA FE NM 87501

<b>Purchase Order</b> 50500-0000024176	<b>Date</b> 11/13/2013	<b>Revision</b>	<b>Page</b> 1
<b>Payment Terms</b> Pay Now	<b>Freight Terms</b> FOB Destination	<b>Ship Via</b> Best Way	
<b>Buyer</b> Michael V Varela	<b>Phone</b> 505/827-7364		

**Ship To:** 1209 Camino Carlos Rey  
Garey Carruthers  
Santa Fe NM 87507  
United States

**Bill To:** Bataan Memorial Bldg  
Room 264  
Santa Fe NM 87501  
United States

**Origin:** EXE **Excl/Excl #:** 13-1-98A

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
1- 1	STATE GRANTS IN AID/NMAC 4.52.Award made through state match (general fund) as required by the Federal LSTA 2013 Grant. State Grant for Libraries across the State of New Mexico for tribal, educational and local government.		1.00	EA	13,705.59	13,705.59	11/13/2013

50500-19301-6004000000-547400- - - -114-30000

**Schedule Total** 13,705.59

**Item Total** 13,705.59

**Total PO Amount** 13,705.59

Agency Approval - I certify that the proposed purchase represented by this document is authorized by and is made in accordance with all State (and if applicable Federal) legislation rules and regulation. I further certify that adequate unencumbered cash and budget expenditure authority exists for this proposed purchase and all other outstanding purchase commitments and accounts payable.

**Authorized Signature**

