



State Grants-In-Aid For Public Libraries

Presented by:

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in collaboration with

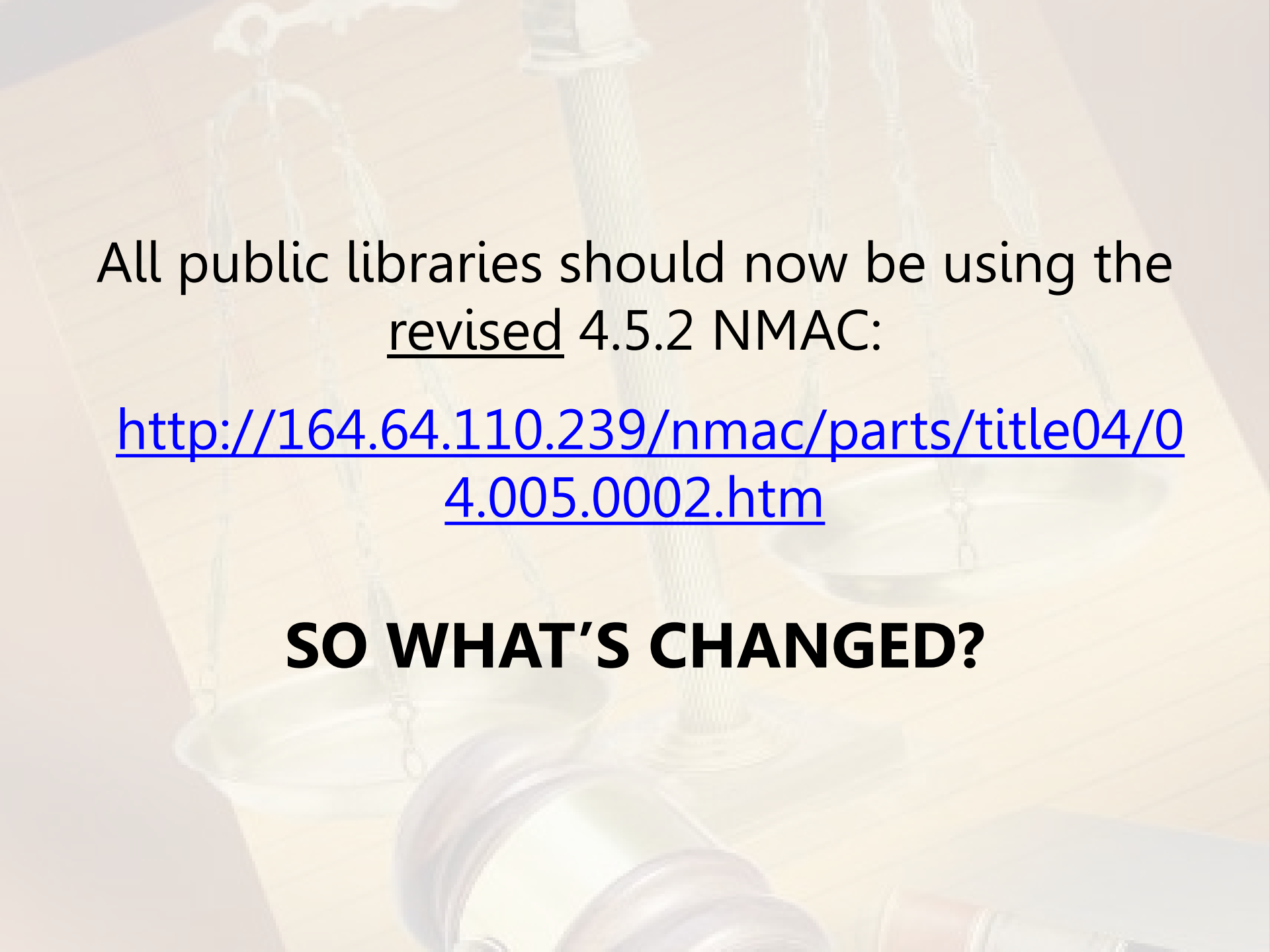
Carmelita Aragon

4.5.2.6 The state aid program may be used for:

- 1) library collections
- 2) library staff salaries
- 3) library staff professional development
- 4) library equipment
- 5) or other operational expenditures associated with delivery of library services.

What are “...other operational expenditures?”

- **Eligible operational expenditures** might include: electric bills, phone bills for the library, security costs, office supplies, swamp coolers, programming supplies
- **Ineligible operational expenditures** might include: toilet paper, wall art, coffeepot, food

A pair of scales of justice is shown in the background, resting on a wooden surface. The scales are made of metal and have two pans hanging from a central beam. The image is slightly faded and serves as a background for the text.

All public libraries should now be using the
revised 4.5.2 NMAC:

<http://164.64.110.239/nmac/parts/title04/04.005.0002.htm>

SO WHAT'S CHANGED?

Let's start with the “basics”

The section which defines **basic library services** has been expanded.

It is no longer broken down into Developing library services and Public library services. **All libraries meet the same standards of basic library services.**

4.5.2.7 B

4.5.2.7 B. “Basic library services” means free services provided in a library’s legal service area, including:

- 1) library collections with circulating materials;
- 2) reference services;
- 3) a catalog of library holdings **accessible by the public**;
- 4) educational programs;
- 5) interlibrary loan services; AND

4.5.2.7 B cont'd

- 6) public access computers connected to the Internet;
- 7) 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.

*In the 2016 revision, developing libraries do have to have computers and Internet access. All libraries are now required to have a catalog of library holdings **accessible by the public.***

Branch and Bookmobile definitions are separate.

For those libraries which have a branch or branches, there are now additional and more detailed requirements for FY17.

4.5.2.7 D.

4.5.2.7 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.

Plans and Policies

Plans and Policies are another area of the NMAC which have undergone revision and will impact eligibility for State Aid.

The new NMAC defines three policies/plans which every public library director will need to have in place for reporting on the **FY17** Annual Report.

These are due at the State Library by June 30, 2017.

Under 4.5.2.7 Definitions, these three are:

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.

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.

Criteria for awarding grants includes 4.5.2.9. C (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**;

ACTION GUIDE

for Re-Envisioning
Your Public Library

Based on the report *Rising to the Challenge: Re-Envisioning Public Libraries*



State Aid Eligibility

If a library hasn't filed all the appropriate plans/policies with the State Library by end of FY17 (June 30, 2017), then the library won't be eligible for FY18 State Aid.

Changes for Developing Library Grants

- No more than five consecutive awards
- Continuous operation for at least nine months
- Compliant w/all state statutes, not just those which affect libraries

Changes for Public Library Grants

- Timely submission of annual report, plus two years prior
- Continuous operation for at least one year
- Receipt of a minimum of three consecutive developing library grants
- Compliance with all state statutes

Legal Service Area

- 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
- 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.

Other Changes

- Local acquisitions expenditures = matching funds
- Matching funds do not include funds used for operating costs, administrative costs, or regular staff salaries
- Long Range Plan = Strategic Plan
- Strategic Plan covers no less than three and no more than five years

Other Changes (cont'd)

- Allocation formula has changed; previously Developing library had a guaranteed minimum of \$1500. Now receives at least a quarter share (0.25 / 25%) of a full allocation.
- Grant Agreement has to be returned within 60 days of receipt, determined by postmark or electronic postmark
- 4.5.2.11.B – grant funds can't be used for administrative or indirect expenses (gives details)

4.5.2.11 Limitation on Funds

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

Appeal changes

- Appeals must be submitted in writing within 10 days (not 30) of non-compliance with a requirement, or within 10 days (not 30) of notification of denial of funds.
- State Librarian must respond in writing within 30 days (not 90) of a decision to the Appeal

Future State Aid Webinars:

- Community Analysis and Needs Assessment – two webinars in September
- Collection Development Policy – two webinars in October
- Strategic Plan – one webinar in November, plus a program at NMLA on Strategic Plans

Questions?

Call Ghostbusters, or 800.340.3890

Email to: SL.development@state.nm.us

