

Attachment A: Rural Libraries Program Grants Expenditures Guidance Sheet

The 4.5.10 New Mexico Administrative Code (NMAC) governs Rural Libraries Program (RLP) Grants to public libraries. To receive an RLP Grant, recognized New Mexico public libraries must meet all eligibility requirements as outlined in the 4.5.10 NMAC. *All* RLP grants 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 RLP grant funds, contact the Library Development Bureau for clarification *prior* to making purchases, 1-800-340-3890/SL.Development@dca.nm.gov.

Allowable Purchases - RLP grant funds **may** be used for rural libraries' operational and capital needs:

- 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 programming items may also be allowable. Contact the Development Bureau for more information, *prior* to making such purchases.
- Library Staff Salaries
 - RLP grant funds can be used to pay regular library staff salaries and benefits for their work within the library. Paying a part-time/substitute library staff member/summer intern may also be allowable.
- Library Staff Professional Development
 - Registration for in-person or online training, travel (including meals & lodging) for attending in-state (e.g., NMLA) *and* out-of-state library conferences (e.g., ALA, MPLA, PLA, ARSL), and trainings/workshops provided to library staff on library related services/issues, which are organized and held at the library, or held at another location, e.g., state library or other library, etc.
- Library Equipment and Furnishings
 - Items associated with meeting the information needs of library patron's such as library furniture, public computers, printers, wireless routers, scanners, software, and related peripherals, etc. RLP grant funds may also be used for staff furniture, computers, software, and related peripherals, etc. necessary to support library operations
- Other Operational Expenditures Associated with Delivery of Library Services
 - Expenditures associated with the delivery of library services, such as the library's catalog, library programming supplies, utility bills, phone bills, directional signage, office supplies, security costs, contracts directly related to the delivery of library services to patrons, including for rental equipment such as copiers or printers, educational program subject matter experts, etc.
 - Contracts and fees related to library operations such as for budget preparation, accounting, financial management, information systems, data processing, legal services, etc.
- Capital improvements and construction
 - RLP grant funds may be used for capital improvements, repairs, and construction which may be funded within the fiscal year (ending June 30) that the RLP Grant is received.

Non-Allowable Purchases - RLP grant funds **may not** be used for:

- Indirect costs such as a percentage of the grant deducted for administrative or grant management expenses or fees.
- Food, giveaways/incentives/prizes, college classes for library staff (i.e., tuition reimbursement), library decorations, recreational rentals/purchases (e.g., bouncy houses, party supplies, pony rentals), etc.
- Expenditures **not** related to library services and library operations, including the cost of parties, receptions, fund-raising events, or other social functions.