

City of Las Cruces®

PEOPLE HELPING PEOPLE

Council Action and Executive Summary

Item # 2 Ordinance/Resolution# 13-134

For Meeting of _____
(Ordinance First Reading Date)

For Meeting of April 15, 2013
(Adoption Date)

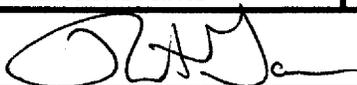
Please check box that applies to this item:

QUASI JUDICIAL LEGISLATIVE ADMINISTRATIVE

TITLE: A RESOLUTION AUTHORIZING THOMAS BRANIGAN MEMORIAL LIBRARY TO ACCEPT A GRANT AWARD OF \$5,000.00 WITH A \$17,262.00 MATCH REQUIREMENT FOR IMPLEMENTATION OF THE FAMILY PLACE LIBRARY PROGRAM FROM THE MIDDLE COUNTRY, NEW YORK PUBLIC LIBRARY FOR FY 2013 THROUGH FY 2015. THE RESOLUTION FURTHER AMENDS THE CITY'S ADOPTED FY 2013 BUDGET TO REFLECT THE INCREASED FUNDING FOR YEAR ONE OF THE GRANT AWARD.

PURPOSE(S) OF ACTION:

To accept grant award and adjust the adopted City budget.

COUNCIL DISTRICT: ALL		
<u>Drafter/Staff Contact:</u> Elizabeth Vega	<u>Department/Section:</u> Finance/Grants	<u>Phone:</u> 575-541-2717
<u>City Manager Signature:</u>		

BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:

The City of Las Cruces Thomas Branigan Memorial Library (Branigan Library) is partnering with the Middle Country, New York Public Library to locally implement the Family Place Library Program. The Middle Country Public Library System serves Centereach and Selden, New York on Long Island and is the national grant recipient charged with partnering with other libraries nationwide to implement the Family Place Library Program. This program focuses on early childhood reading practices by encouraging parents to be actively involved in their children's reading behaviors. Through the partnership, the Branigan Library has been awarded a \$5,000.00 grant to be spent over the three year grant period to purchase early childhood reading materials and literacy books for parents. Funds will also be used for related supplies to implement the Program; such as educational toys and crafting materials.

The \$17,262.00 match requirement will be met through existing staff time, travel costs to the mandatory training conference, supplies, and books purchased to support the program over the three year time period. The contributing in-kind expenses can be provided using the Branigan Library budget for expenses that would normally be incurred throughout the fiscal years (staff

salaries, travel, children's books, and other supplies) and will not need any additional funding to cover programming costs.

SUPPORT INFORMATION:

1. Resolution.
2. Exhibit "A", Partnership Agreement.
3. Exhibit "B", Budget Adjustment.

SOURCE OF FUNDING:

Is this action already budgeted?	Yes	<input type="checkbox"/>	See fund summary below
	No	<input checked="" type="checkbox"/>	If No, then check one below:
	<i>Budget Adjustment Attached</i>	<input type="checkbox"/>	Expense reallocated from:
		<input checked="" type="checkbox"/>	Proposed funding is from a new revenue source (i.e. grant; see details below)
		<input type="checkbox"/>	Proposed funding is from fund balance in the _____ Fund.
Does this action create any revenue?	Yes	<input checked="" type="checkbox"/>	Funds will be deposited into this fund: <u>2761 Other Operating Grant Fund</u> in the amount of <u>\$5,000.00</u> for FY <u>2013</u> .
	No	<input type="checkbox"/>	There is no new revenue generated by this action.

BUDGET NARRATIVE

Grant funds will be deposited into Fund #2761 (Other Operating Grant) under project #21A14 to be used by the Branigan Library to pay for supplies to implement the Family Place Library Program. Any grant funds not expended in FY 2013 will be carried over into subsequent budget years until fully expended. Match funds will come from a combination of salaries, travel, supplies, and books. The matching funds will be budgeted over the three years of the grant agreement. The award functions on a reimbursement basis.

FUND EXPENDITURE SUMMARY:

Fund Name(s)	Account Number(s)	Expenditure Proposed	Available Budgeted Funds Current FY	Remaining Funds	Purpose for Remaining Funds
Other Operating Grant Fund	27205230-730110-21A13	\$2,500.00	\$2,500.00*	\$0.00	N/A
Other Operating Grant Fund	27205230-730710-21A13	\$2,500.00	\$2,500.00*	\$0.00	N/A
General Fund (match)	10205020-724190-21A13	\$1,025.00	\$2,718.00	\$1,693.00	Other eligible travel expenses

* pending adjustment

OPTIONS / ALTERNATIVES:

1. Vote "Yes"; this will accept the grant funds from the Middle Country, NY Public Library in the amount of \$5,000.00 with a \$17,262.00 required match.
2. Vote "No"; this will not accept the grant funds from the Middle Country, NY Public Library and therefore the Branigan Library will be unable to institute the Family Place Library Program.
3. Vote to "Amend"; this is not an option as the grant agreement has been agreed upon by both parties.
4. Vote to "Table"; this not an option, as grant funds need to be accepted in order to be spent by the reversion deadline.

REFERENCE INFORMATION:

1. N/A

RESOLUTION NO. 13-134

A RESOLUTION AUTHORIZING THOMAS BRANIGAN MEMORIAL LIBRARY TO ACCEPT A GRANT AWARD OF \$5,000.00 WITH A \$17,262.00 MATCH REQUIREMENT FOR IMPLEMENTATION OF THE FAMILY PLACE LIBRARY PROGRAM FROM THE MIDDLE COUNTRY, NEW YORK PUBLIC LIBRARY FOR FY 2013 THROUGH FY 2015. THE RESOLUTION FURTHER AMENDS THE CITY'S ADOPTED FY 2013 BUDGET TO REFLECT THE INCREASED FUNDING FOR YEAR ONE OF THE GRANT AWARD.

The City Council is informed that:

WHEREAS, the City of Las Cruces' Thomas Branigan Memorial Library is partnering with the Middle Country, New York Public Library by implementing their Family Place Library Program; and

WHEREAS, the City of Las Cruces has received a grant award in the amount of \$5,000.00 over a three year period, as reflected in the partnership agreement listed as Exhibit "A"; and

WHEREAS, the Family Place Library Program is intended to help improve childhood literacy by encouraging families to interact and participate in library reading programs; and

WHEREAS, these grant funds will be used to purchase supplies and books related to the implementation of the Family Place Library Program; and

WHEREAS, the \$17,262.00 required match will be met through in-kind contributions of staff time, travel costs associated with attending mandatory training, supplies, and books purchased to supplement the program over the three year period; and

WHEREAS, the match contributions are for expenses that are normally planned for purchases through the Library's existing budget and programs (i.e. purchase of children's books for circulation and supplies for reading programs), thus not resulting in an increase to the overall budget for the Library.

NOW, THEREFORE, Be it resolved by the governing body of the City of Las Cruces:

(I)

THAT the City of Las Cruces' Thomas Branigan Memorial Library is authorized to accept a grant award in the amount of \$5,000.00 with a required match of \$17,262.00, as shown in Exhibit "A," attached hereto and made part of this resolution.

(II)

THAT the FY 2013 Adopted Budget is hereby adjusted as reflected in Exhibit "B" attached hereto and made a part of this resolution.

(III)

THAT City staff is hereby authorized to do all deeds as necessary in the accomplishment of the herein above.

DONE AND APPROVED this ____ day of _____, 2013.

APPROVED:

Mayor

ATTEST:

City Clerk

(SEAL)

Moved by: _____

Seconded by: _____

APPROVED AS TO FORM:



City Attorney

VOTE:

Mayor Miyagishima: _____
Councillor Silva: _____
Councillor Smith: _____
Councillor Pedroza: _____
Councillor Small: _____
Councillor Sorg: _____
Councillor Thomas: _____

PARTNERSHIP STATEMENT

Complete one of these forms for each formal partner.

Legal name of applicant organization (5a from Face Sheet): Middle Country Public Library

1. Legal name of partner organization: City of Las Cruces Thomas Branigan Memorial Library

2. Partner DUNS number: 077609279

3. Mailing address:

Street1: PO BOX 20000 Street2:

City: Las Cruces State: NM Zip+4: 88004-9002

4. Partner Web address: <http://www.las-cruces.org/Departments/Public%20Services/Services/Brani>

5. Partner project contact name: Lynette Schurdevin

Title: Library Administrator

Telephone number: (575) 528-4009

E-mail: lschurdevin@las-cruces.org

6. Governing control of partner (choose one):

- | | |
|---|--|
| <input type="checkbox"/> State Government | <input type="checkbox"/> Nonprofit with 501(c)3 IRS Status (Other than Institution of Higher Education) |
| <input type="checkbox"/> County Government | <input type="checkbox"/> Nonprofit without 501(c)3 IRS Status (Other than Institution of Higher Education) |
| <input checked="" type="checkbox"/> City or Township Government | <input type="checkbox"/> Private Institution of Higher Education |
| <input type="checkbox"/> Special District Government | <input type="checkbox"/> Individual |
| <input type="checkbox"/> Regional Organization | <input type="checkbox"/> For-Profit Organization (Other than Small Business) |
| <input type="checkbox"/> U.S. Territory or Possession | <input type="checkbox"/> Small Business |
| <input type="checkbox"/> Independent School District | <input type="checkbox"/> Hispanic-serving Institution |
| <input type="checkbox"/> Public/State Controlled Institution of Higher Learning | <input type="checkbox"/> Historically Black Colleges and Universities (HBCU's) |
| <input type="checkbox"/> Indian/Native American Tribal Government (Federally Recognized) | <input type="checkbox"/> Tribally Controlled Colleges and Universities (TCCUs) |
| <input type="checkbox"/> Indian/Native American Tribal Government (Other than Federally Recognized) | <input type="checkbox"/> Alaska Native and Native Hawaiian Serving Institutions |
| <input type="checkbox"/> Indian/Native American Tribally Designated Organization | <input type="checkbox"/> Nondomestic (non-U.S.) Entity |
| <input type="checkbox"/> Public/Indian Housing Authority | <input type="checkbox"/> Other (specify) |

7. What is the partner organization's mission? [500 characters] The mission of the City of Las Cruces is to provide responsive, cost effective and high quality services to the citizens of Las Cruces. The mission of the Thomas Branigan Memorial Library is to enable people in our diverse community to obtain information, resources and education through a full range of library services.

8. Describe the partner organization's service area (audience served, including size, demographic characteristics and geographic area) [500 characters] The Thomas Branigan Memorial Library is the only public library in the city of Las Cruces, New Mexico that is open to all citizens. The City of Las Cruces has a population of 97, 618 with a 57% Hispanic population. The per capita income is \$17,639 which highlights the southern New Mexico poverty epidemic. The library provides a space for its visitors to have access to educational material and reference services at no cost for the approximately 225,000 yearly visitors.

9. List the partner's key roles and responsibilities in the project: [1000 characters] The Thomas Branigan Memorial Library will implement the Family Place Libraries™ model including participation in Training Institute by administrators and children's services staff; participation in online webinars and listserv; development and execution of the Parent/Child Workshop at least twice per year for two years; development of Family Place space including toys, manipulatives, early childhood collections and a parent resource area; development of community agency relationships; hosting of onsite visit by Family Place staff; educating staff in core principles and practices; implementation of a communication plan;

creation of promotional materials and activities; and fulfillment of evaluation requirements. The Thomas Branigan Library name will contribute \$17,262 for salaries, benefits, travel expenses and additional materials for collections and space development as part of their cost share. The library expects to receive \$5,000 for materials to establish the Family Place model.

Please note:

A. Submission of this application by the Authorized Representative of the applicant organization reflects the partner organization's agreement with the following statements:

- We will carry out the activities described above and in the application narrative.
- We will use any federal funds we receive from the applicant organization in accordance with applicable federal laws and regulations as set forth in the program guidelines and the terms and conditions of the grant award.
- We assure that our facilities and programs comply with the applicable federal requirements and laws as set forth in the program guidelines.

B. Prior to submission of the application, the applicant will ensure that the partner organization has provided to the applicant a signed original of this Partnership Statement for the applicant's records. Such original will be made available to IMLS, if requested by IMLS.



**CITY OF LAS CRUCES
ADOPTED BUDGET FY 2012/2013**

FUND	DIVISION		FUND TYPE	
Other Operating Grants Fund 2761	Various		Special Revenue	
	FY 2011/12 Actual	FY 2012/13 Adopted	FY 2012/13 Adjustment	FY 2012/13 Adjusted
RESOURCES				
Beginning Balance	\$ 0	0	0	0
REVENUES				
21003 DAC Bookmobile/Books by Mail	\$ 3,420	12,625		12,625
21008 Early Literacy Pilot Program	5,842	0		0
21A13 Family Place Library	0	0	5,000	5,000
25010 US Dept. of Agriculture	1,143	0		0
22007 Nanoscale Informal Science Education	2,990	0		0
22008 NASA 50 Years of Exploration	5,000	0		0
22013 BCC Bison Exhibit	0	1,000		1,000
22015 Target Corp-Afterschool Art Outreach	0	2,000		2,000
33013 2012 DHS Training	33,379	0		0
33014 2010 DHS Training	3,702	0		0
37021 National Night Out (Target Grant)	726	0		0
Total Revenues	\$ 56,202	15,625	5,000	20,625
Total Resources	\$ 56,202	15,625	5,000	20,625
EXPENDITURES				
21003 DAC Bookmobile/Books by Mail	\$ 3,420	12,625		12,625
21008 Early Literacy Pilot Program	5,842	0		0
21A13 Family Place Library	0	0	5,000	5,000
25010 Green Infrastructure Planning	1,143	0		0
22007 Nanoscale Informal Science Education	2,990	0		0
22008 NASA 50 Years of Exploration	5,000	0		0
22013 BCC Bison Exhibit	0	1,000		1,000
33005 DAC Homeland Security Fire Grant	0	0		0
33013 2012 DHS Training	33,379	0		0
33014 2010 DHS Training	3,702	0		0
22015 Target Corp-Afterschool Art Outreach	0	2,000		2,000
37021 National Night Out (Target Grant)	726	0		0
Total Expenditures	\$ 56,202	15,625	5,000	20,625
ENDING BALANCE	\$ 0	0	0	0