

# City of Las Cruces®

PEOPLE HELPING PEOPLE

## Council Action and Executive Summary

Item # 8 Ordinance/Resolution# 10-116 Council District: All

For Meeting of October 19, 2009  
(Adoption Date)

**A RESOLUTION ACCEPTING A GRANT AWARD FROM THE NEW MEXICO STATE LIBRARY – G.O. BONDS FOR THE PUBLIC LIBRARY RESOURCES – IN THE AMOUNT OF \$240,399.50 FOR LIBRARY ACQUISITIONS, INCLUDING BOOKS, EQUIPMENT AND RESOURCES FOR PUBLIC LIBRARIES, AND TO AMEND AND ADJUST THE FY 2009/2010 BUDGET.**

**PURPOSE(S) OF ACTION:**

To enhance the quality of life improvements of the public library services, access to information, resources, and education for the public.

<b>Name of Drafter:</b> Kathleen Teaze		<b>Department:</b> Public Services/Library		<b>Phone:</b> 528-4032	
<b>Department</b>	<b>Signature</b>	<b>Phone</b>	<b>Department</b>	<b>Signature</b>	<b>Phone</b>
Originating Department			Budget		2300
			Assistant City Manager		2271
Legal		311-2128	City Manager		2076

**BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:**

In November of 2008, the voters of New Mexico passed the 2008 Capital Projects G.O. Bond Act that provides funds for library materials and the equipment to provide access to information resources. The funds from this bond are allocated throughout the state using a predetermined formula. Thomas Branigan Memorial Library has been officially notified that it is to receive the amount of \$240,399.50 from this Bond.

Funds may be expended from July 1, 2009 (FY2009/2010) to March, 2012 (FY2011/2012). All requests for reimbursement from funds under this bond must be submitted and received by the State Library by April, 2012. Not maintaining the normal level of local library materials expenditures will be a violation of the legislative intent that these funds provide additional resources to New Mexicans.

The previous G.O. Bond (2006) was used to buy books, upgrade library catalog and circulation systems, and additional on-line support for public workstations and databases.

**SUPPORT INFORMATION:**

<b>Fund Name / Account Number</b>	<b>Amount of Expenditure</b>	<b>Budget Amount</b>
21205140-851400/Branigan Library GO Bond	\$240,399.50	\$240,399.50

1. Resolution
2. Exhibit "A" - Grant Award Notification
3. Exhibit "B" - Budget Adjustment

**OPTIONS / ALTERNATIVES:**

1. A "Yes" Vote will accept a grant award from the New Mexico State Library, etc.
2. A "No" Vote will prevent these funds from being available for library resources.

RESOLUTION NO. 10-116

**A RESOLUTION ACCEPTING A GRANT AWARD FROM THE NEW MEXICO STATE LIBRARY – G.O. BONDS FOR THE PUBLIC LIBRARY RESOURCES – IN THE AMOUNT OF \$240,399.50 FOR LIBRARY ACQUISITIONS, INCLUDING BOOKS, EQUIPMENT AND RESOURCES FOR PUBLIC LIBRARIES, AND TO AMEND AND ADJUST THE FY 2009/2010 BUDGET.**

The City Council is informed that:

**WHEREAS**, In November of 2008, the voters of New Mexico passed the 2008 Capital Projects G.O. Bond Act that provides funds for library materials and the equipment to provide access to information resources; and

**WHEREAS**, Thomas Branigan Memorial Library has been officially notified that it is to receive the amount of \$240,399.50 from the General Obligation Bond allocations; and

**WHEREAS**, funds may be expended from July 1, 2009 to March, 2012; and

**WHEREAS**, not maintaining the normal level of local library materials expenditures will be a violation of the legislative intent that these funds provide additional resources to New Mexicans; and

**WHEREAS**, the funds must be spent on a reimbursement basis and regulations prohibit distribution of these funds before the monies have been spent as it is not allowable for local governments to earn interest on these funds, that Libraries must submit claims for reimbursement accompanied by receipts for eligible expenditures.

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

(I)

THAT the City Council of Las Cruces does hereby accept the New Mexico State Library G.O. Bond Award in the amount of \$240,399.50 for library resource acquisitions including books, equipment and resources for public libraries as specified in the grant award letter, designated as Exhibit "A", attached hereto and made a part thereof.

(II)

THAT the City of Las Cruces Fiscal Year 2009/2010 City budget is hereby adjusted as designated in Exhibit "B," attached hereto and made a part thereof.

(III)

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

DONE AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2009.

APPROVED:

(SEAL)

\_\_\_\_\_  
Mayor

ATTEST:

VOTE:

\_\_\_\_\_  
City Clerk

Mayor Miyagishima: \_\_\_\_\_

Councillor Silva: \_\_\_\_\_

Councillor Connor: \_\_\_\_\_

Councillor Archuleta: \_\_\_\_\_

Councillor Small: \_\_\_\_\_

Councillor Jones: \_\_\_\_\_

Councillor Thomas: \_\_\_\_\_

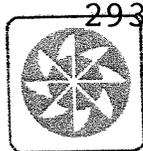
Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

APPROVED AS TO FORM:

  
City Attorney

NEW MEXICO



STATE LIBRARY

Date: September 1, 2009  
 To: Library Director  
 From: Geraldine Hutchins  
 Re: 2008 GO Bond Funds

Enclosed are the 1) award notification for the 2008 CAPITAL PROJECTS G.O. BOND ACT, 2) the FY2010 purchase order, and 3) a copy of the reimbursement form with instructions. The 2008 CAPITAL PROJECTS G.O. BOND ACT was approved by the voters in November 2008. A total of \$3,000,000 was allocated to 73 public libraries.

The 2008 GO Bond funds can be used for *“library acquisitions at public libraries and tribal libraries statewide to acquire library books, equipment and library resources” Expenditures shall not be made for purposes other than those specified in the appropriation.* *Laws of New Mexico, 2008, Chapter 80, Sec. 10 B (1).* Local governments must determine if their intended expenditures meet the intent of the Law. If there is any question about a purchase, libraries should seek written approval from the library's governance body as evidence that there was financial oversight for the purchase.

1. The use of GO Bond funds is governed by NMAC 4.5.8  
<http://www.nmcpr.state.nm.us/nmac/parts/title04/04.005.0008.htm>.
2. All 2006 GO Bonds must be spent and submitted for reimbursement before your library can be reimbursed for 2008 GO Bonds.
3. 2008 GO Bond funds may be used from July 1, 2009 to March, 2012. All purchases and payments must be completed and all reimbursements must be submitted and received by the State Library by April 1, 2012.
4. GO Bond funds will be distributed on a re-imbursement basis. The reimbursement form and instruction are available on our website at:  
<http://nmstatelibrary.org/docs/funding/gobonds/2008GOBondReimbursementForm.doc>
5. Please make sure your community's financial officials receive copies of all of these documents.
6. The purchase order number should be included on all reimbursement requests. New purchase orders will be issued each fiscal year if there is a remaining balance.
7. More information and frequently asked questions is located on our website at:  
[http://www.nmstatelibrary.org/index.php?option=com\\_content&view=article&id=718](http://www.nmstatelibrary.org/index.php?option=com_content&view=article&id=718)

We look forward to working with you as your community uses these funds to enhance library resources for New Mexicans. Please let me know if you have any questions.

Geraldine Hutchins  
 Federal Programs Coordinator  
 Phone: 505-476-9727  
 Email: [geraldine.hutchins@state.nm.us](mailto:geraldine.hutchins@state.nm.us)

Enclosed: Award Notification  
 Purchase Order  
 Reimbursement Form/Instructions





294  
**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:** 0000054342  
 LAS CRUCES, CITY OF  
 ATTN: ACCOUNTING  
 P O BOX 20000  
 LAS CRUCES NM 88004

<b>Purchase Order</b> 50500-0000012142	<b>Date</b> 08/20/2009	<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> Rosa Linda Clark	<b>Phone</b> - DCA 2 505/476-9732		

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

**Bill To:** 1209 Camino Carlos Rey  
 Garey Carruthers  
 Santa Fe NM 87507  
 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	2008 GO BONDS FOR PUBLIC LIBRARIES CITY OF LAS CRUCES - THOMAS BRANIGAN MEMORIAL LIBRARY		1.00	EA	240,399.50	240,399.50	08/20/2009
	50500-26300-A084929-555100- - - -90948-84929						
	<b>Schedule Total</b>					<u>240,399.50</u>	
	<b>Item Total</b>					<u>240,399.50</u>	
	<b>Total PO Amount</b>					<u>240,399.50</u>	

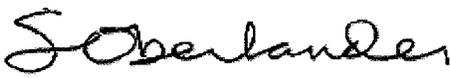
Agency Approval - I certify that the proposed purchase represented by this document is authorized by and is made in accordance with all State (and if applicable Federal) legislation rules and regulation. I further certify that adequate unencumbered cash and budget expenditure authority exists for this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

**Authorized Signature**

**New Mexico State Library  
1209 Camino Carlos Rey  
Santa Fe, NM 87505-9860**

2008 Capital Projects General Obligation Bond Act

September 1, 2009

1.	<b>Recipient Name: Address:</b>	Thomas Branigan Memorial Library 200 E. Picacho Ave. Las Cruces, NM 88001-3499	
2.	<b>Remit to Name: Address:</b>	LAS CRUCES, CITY OF; P O BOX 20000 LAS CRUCES, NM 88004	
3.	<b>State of New Mexico Vendor #:</b>	54342	
4.	<b>Project Title:</b>	2008 Capital Projects General Obligation Bond Act	
5.	<b>NMSL Contacts Reimbursements:</b>	Geraldine Hutchins, Federal Programs Coordinator 505-476-9727	
6.	<b>Award Period:</b>	July 2009 – March 2012	
7.	<b>Reimbursement Deadline:</b>	All purchases and payments must be completed. All reimbursement claims must be received by the State Library by April 1, 2012.	
8.	<b>Amount of Award:</b>	\$240,399.50	
9.	<b>Source of Funding:</b>	<b>Statute/Administrative Code</b> <i>Laws of New Mexico, Chapter 108, Sec. 10, C-1</i>	<b>Cost Center</b> 602000000
10.	<b>Terms and Conditions of Award:</b>	<p><i>“Library acquisitions at public libraries and tribal libraries statewide to acquire library books, equipment and library resources”... Expenditures shall not be made for purposes other than those specified in the appropriation.” Laws of New Mexico 2008, Chapter 80, Sec. 10 B(1)</i></p> <p>Local governments must determine if their intended expenditures meet the intent of the Law. Libraries should maintain written approval from the library’s governance body as evidence that there was financial oversight for the purchase.</p>	
11.	<b>Signature of Authorized Official:</b>	 September 1, 2009 Susan Oberlander, New Mexico State Librarian <span style="float: right;">Date</span>	

**2008 CAPITAL PROJECTS GENERAL OBLIGATION BOND ACT**  
**New Mexico State Library**  
**Reimbursement Instructions**

**Public Library Name:** Name of library the funds are allocated to.

**State of NM Purchase Order #:** Current fiscal year purchase order number for your library's allocation. Located on the State of NM Purchase Order sent out to each library at the beginning of each fiscal year.

**State of NM Vendor #:** Vendor number for your library or community located on the State of NM Purchase Order sent to each library.

**Reimbursement Amount Requested:** Amount requested.

**Invoice Number:** Please include a unique invoice number so the request can be tracked in the State Financial System.

**Authorized Signature:** Signature of someone authorized to request the funds. Must be original.

**Print Name:** Name of person signing

**Remit to Address:** The remit to address must match the vendor on the State of New Mexico purchase order for each library's allotment. New purchase orders are sent to each library at the beginning of each fiscal year.

**Dates of Service:** Please include the range of dates covered by the purchases included in the reimbursement request (i.e. 11/10/2009- 12/12/2009).

**Date:** Date of reimbursement request

**Title:** Title of person signing

**Other Instructions**

- Include supporting documentation that shows items purchased and evidence of payment by your local government for the expenditures being claimed for reimbursement. Evidence can include: copies of receipts that match the amount on the invoice, copies of corresponding vouchers, checks showing payments, or payment registers.
- Re-imbursements claims should be submitted as monies are expended. Please submit reimbursement claims in the state fiscal year in which the funds were expended. All reimbursement claims must be received by the State Library by April 1, 2012.
- 2008 GO Bond funds can be used for *"library acquisitions at public libraries and tribal libraries statewide to acquire library books, equipment and library resources"...* *Expenditures shall not be made for purposes other than those specified in the appropriation."* (Laws of New Mexico 2008, Chapter 80, Sec. 10 B-1)
- Local governments must determine if their intended expenditures meet the intent of the Law. Libraries should maintain written approval from the library's governance body as evidence that there was financial oversight for the purchase.
- Additional copies available on the State Library web site at:  
[http://www.nmstatelibrary.org/index.php?option=com\\_content&view=article&id=111&Itemid=417](http://www.nmstatelibrary.org/index.php?option=com_content&view=article&id=111&Itemid=417)

**2008 CAPITAL PROJECTS GENERAL OBLIGATION BOND ACT  
Reimbursement Request – New Mexico State Library**

**2008 Capital Projects General Obligation Bond Act, Chapter & Laws: Chapter 80, Laws of 2008, Section 10B (1)**

**Purpose:** *“for statewide library acquisitions... for supplemental library resource acquisitions, including books, equipment and resources, for public libraries statewide. Expenditures shall not be made for purposes other than those specified in the appropriation”*

**Timeframe:** Expenditures may be made between July 2009 and March 2012. All reimbursement requests must be received by the State Library by April 1, 2012. Reimbursement should be submitted in the state fiscal year in which the funds are expended.

**Assurances:**

None of the obligations for which payment is hereby requested has formed the basis for any payment previously made; and, each of the obligations for which payment is requested is or was necessary or appropriate in connection with the Project and is a proper charge against the Project Account.

I certify that this request complies with the Legislation in Chapter 80 Laws of 2008 and NMAC 4.5.8 and that funds have been expended only for the purpose specified.

I certify that the expenditures made by the public library are equal to or greater than the amount of reimbursement for project purposes.

I certify that the receipts attached are true and correct copies

<b>Public Library Name:</b>	<b>Remit to address: (must match address on purchase order)</b>
<b>State of NM Purchase Order #: (located on PO)</b>	
<b>State of NM Vendor #: (located on PO)</b>	
<b>Reimbursement Amount Requested:</b>	
<b>Invoice Number:</b>	<b>Dates of service:</b>
<b>Authorized Signature:</b>	<b>Date:</b>
<b>Print Name:</b>	<b>Email &amp; Phone:</b>

**Send reimbursement requests and copies of receipts to:**

**Attn: Geraldine Hutchins  
New Mexico State Library  
1209 Camino Carlos Rey  
Santa Fe, NM 87507**

**CITY OF LAS CRUCES  
ADOPTED BUDGET FY 2009/2010**

FUND	DIVISION		FUND TYPE	
State Library Resources Grant (G.O. Bond) Fund 2140	Public Services		Special Revenue	
	FY 2008/09 Projected*	FY 2009/10 Adopted	Adjustment	FY 2009/10 Adjusted
<b>RESOURCES</b>				
Beginning Balance	\$ 248	248		248
<b>REVENUES</b>				
552064 State Library	\$ 79,627	43,412	240,400	283,812
<b>Total Revenues</b>	\$ 79,627	43,412	240,400	283,812
<b>Total Resources</b>	\$ 79,875	43,660	240,400	284,060
<b>EXPENDITURES</b>				
<b>State Library G.O. Bond 21205140</b>				
Operating	\$ 37,042	43,660		43,660
Capital	42,585	0	240,400	240,400
<b>Total Org 21205140</b>	\$ 79,627	43,660	240,400	284,060
<b>Total Expenditures</b>	\$ 79,627	43,660	240,400	284,060
<b>ENDING BALANCE</b>	\$ 248	0	0	0

\*Projected based on 8 months actual through February 28, 2009 and 4 months projected.