

**TITLE 4            CULTURAL RESOURCES**  
**CHAPTER 5        STATE LIBRARY**  
**PART 2            STATE GRANTS IN AID TO PUBLIC LIBRARIES**

**4.5.2.1            ISSUING AGENCY:** Office of Cultural Affairs, New Mexico State Library Division.  
[4.5.2.1 NMAC - N, 7/1/2000]

**4.5.2.2            SCOPE:** Local public libraries and developing public libraries.  
[4.5.2.2 NMAC - N, 7/1/2000]

**4.5.2.3            STATUTORY AUTHORITY:** Section 18-2-4 I NMSA 1978 directs the state librarian to make rules and regulations necessary to administer the division and as provided by law. Section 18-2-4 B NMSA 1978 directs the state librarian to administer grants-in-aid and encourage local library services and generally promote an effective statewide library system.  
[4.5.2.3 NMAC - N, 7/1/2000]

**4.5.2.4            DURATION:** Permanent.  
[4.5.2.4 NMAC - N, 7/1/2000]

**4.5.2.5            EFFECTIVE DATE:** July 1, 2000 unless a later date is cited at the end of a section.  
[4.5.2.5 NMAC - N, 7/1/2000]

**4.5.2.6            OBJECTIVE:** The objective of this rule is to describe the state Grants in-Aid to Public Libraries program (hereinafter “the library grants program”) and to establish criteria for reviewing and awarding the grants. The purpose of the library grants program is to provide financial assistance that encourages and supports public library service by public libraries and developing public libraries. The library grants program is intended to supplement and encourage local effort in providing local library service. The library grants program consists of seven types of grants that, taken as a whole, fund the acquisition of library materials, library staff training, library equipment, and equipment and operational expenses associated with delivery of services. This library grants program funds both local public libraries and developing public libraries, depending on the type of grants. The following are state grants-in-aid:

- A.**     Basic Collections Grants;
- B.**     Matching Collections Grants;
- C.**     Staff Continuing Education Grants;
- D.**     Library Branch Grants;
- E.**     Cooperative and Outreach Grants;
- F.**     Per Capita Distribution Grants; and
- G.**     Library Development Grants.

[4.5.2.6 NMAC - N, 7/1/2000]

**4.5.2.7            DEFINITIONS:**

**A.**     “**Acquisitions budget**” means the amount of money available for the purchase of public library materials in all formats from all sources. The acquisitions budget does not include equipment or supplies.

**B.**     “**Annual Report**” means a report from a public library to the state library. An Annual Report shall:

- (1) provide information in the time, manner and form prescribed by the state library;
- (2) cover a fiscal year’s activities;
- (3) be certified by the library as to the accuracy, completeness, and truthfulness of the information

provided;

- (4) be approved by and on file at the state library.

**C.**     “**Basic public library services**” means services provided by a local public library or a developing public library that includes circulating library collections, basic reference services, and educational programs.

**D.**     “**Basic reference service**” means a transaction that is an information contact involving the knowledge, use, recommendations, interpretation, or instruction in the use of one or more reference sources by a

member of the library staff using the library's required and recommended basic reference collection from materials listed in the Basic Reference List, which is published periodically by the state library.

**E. "Bookmobile"** means an auxiliary public library service unit of a main local public library consisting of one or more vehicles with a basic organized collection that is staffed and has regularly scheduled hours (bookmobile stops) during which it is open to the public. A bookmobile is a type of branch.

**F. "Branch"** means an auxiliary public library service unit that provides the following:

- (1) separate quarters from the main local public library,
- (2) a permanent basic reference collection from the required materials of the Basic Reference List published periodically by the state library,
- (3) staff, and
- (4) regularly scheduled hours during which it is open to the public. It is administered from a main local public library. See "Full service branch," "Partial service branch," and "Bookmobile."

**G. "Collections"** means library holdings for public use through circulation. Collections can include books, videos, sound recordings, and electronic media.

**H. "Community assessment"** means a community analysis and needs assessment. The community assessment analyzes who is served and the context and manner of service and projects future information needs and the library's role in meeting the needs. A community assessment is required from all public libraries at least once every five years and is also used to plan and develop new public libraries. The community assessment shall be filed at the State Library's Library Development Services Bureau.

**I. "Continuing education unit"**, or CEU, means an educational unit given by the state library for completion of state library training in core competencies and other skills. One CEU represents ten actual class hours of training competencies and other skills as allowed by the state library.

**J. "Core competencies"** means those skills that allow the librarian to serve the population of the legal service area, which include understanding library management, budgeting and planning, cataloging and classification, reference work, materials selection, information technologies, and the formulation of community assessment needs and analysis. Any type of state library certification as provided in 18-2-9 NMSA 1978 is evidence of knowledge of core competencies.

**K. "Developing public library,"** means a New Mexico organization that offers basic public library services within its legal service area. A developing public library

- (1) is established either
  - (a) through an ordinance or legal resolution of a subdivision of state government,
  - (b) by a contract between a private entity and a subdivision of state government,
  - (c) by an Indian nation, or
  - (d) as a non-profit corporation; and
- (2) is open for
  - (a) a minimum of fifteen hours per week and
  - (b) a minimum of two days each week; and
- (3) posts clearly the hours of operation on or near the library, and.
- (4) A developing public library differs from a local public library in that it is not, among other things, eligible for the Basic Collections Grants; has fewer hours open to the public; may or may not have the required Basic Reference List materials; may or may not have staff trained in the core competencies.

**L. "Fee"** means a monetary payment that is required from a client in order that services, information, or materials be provided to that client by the library.

**M. "Fines"** means monetary penalties for abuse of borrowing privileges. Fines should not be equated with fees as described in Section 4.5.2.7 subsection L.

**N. "Fiscal Year"** means July 1 through June 30.

**O. "Full service branch"** means a branch that is open a minimum of twenty-five hours per week.

**P. "Legal service area"** means the geographic area for which a public library has been established to offer services and from which (or on behalf of which) the library derives income. This includes the entire service area of the local public library or library system and does not, for example, include merely the general service area of any one branch. The most recent U.S. Census determines the population of the legal service area if the population figures are given separately for that area (usually a political subdivision of the state.) If the census does not have a discreet population figure for the legal service area, then the state library and the library whose population is at issue will work together to arrive at a mutually acceptable population figure. If this is not possible, the state library in its sole discretion will determine the population for the library's legal service area.

**Q. “Library board”** means a planning and advisory group for the library comprised of representative members of the community. Depending on local ordinances, the board may be a governing board or its role may be limited to an advisory capacity only.

**R. “Library equipment”** means library equipment used to meet the information needs of a library’s clients.

**S. “Local acquisitions budget”** means a budget for library collections from any source other than the library grants program. The source of the money may include municipal, county, or tribal funds; the money may be acquired through donations, fund-raising, granting (excluding library grants program funds). The local acquisitions budget does not include in-kind contributions.

**T. “Local public library”** means an organization in New Mexico offering free library materials and basic public library services within its legal service area. The local public library has a library board and is managed by trained staff. A local public library is established either:

- (1) through an ordinance or legal resolution of a subdivision of state government;
- (2) by a contract between a private entity and a subdivision of state government;
- (3) by Indian nation; or
- (4) as a non-profit corporation.

**U. “Local operating budget”** means the amount of money available for regularly budgeted line items for either the local public library or the developing public library, including the acquisitions budget item but excluding library grants program funding. One-time capital outlay projects are not included in this budget.

**V. “Partial service branch”** means a branch that is open more than fifteen but less than twenty-five hours per week.

**W. ”Target population,”** means a subgroup of the legal service area identified as being underserved by the library’s community assessment.

[4.5.2.7 NMAC - N, 7/1/2000]

#### **4.5.2.8 Basic Collections Grants:**

**A. Purpose:** The purpose of the Basic Collections Grant is

- (1) To supplement eligible public library collections budgets.
- (2) To provide financial support for library services on the municipal, county and tribal levels.

**B. Description:** The grants are awarded annually by the state library to local public libraries. The grants may be used solely for acquisition of collections. The selection process is not competitive; no proposal is required. The state library determines eligibility by reviewing and evaluating the libraries’ prior fiscal year Annual Reports and other documents and local library policies as determined by the local public library and filed at the state library. Local public libraries are eligible if they meet the criteria for Basic Collections Grants as provided in subsection C of 4.5.2.8. A library that meets the criteria for this grant receives an equal share of 33% of the annual allotment of money allocated to the library grants program.

**C. Criteria for reviewing and awarding Basic Collections Grant:** The staff of the state library shall review and award Basic Collections Grants to libraries that have met the following criteria.

- (1) Library shall be a local public library. Developing public libraries are not eligible.
- (2) Library shall have filed an Annual Report. The amount of library grants program money awarded shall be based, in part, on information provided by the library through the prior fiscal year Annual Report.
- (3) Library shall demonstrate financial support from non-library grants program money. This information shall be provided in the Annual Report.
- (4) Library’s accounting records shall be sufficient to document expenditures of library grants program money and any other money necessary to be eligible for the grant.
- (5) Library shall keep adequate financial records. At the sole discretion of the state library such records may be audited annually or as needed by the state library or its designated representative.
- (6) Library shall have been in continuous existence and operation for at least three years from the date of initial participation in the state grants in aid to public libraries program. This information will be determined from Annual Reports on file at the state library.
- (7) Library shall have a library board that is an entity separate from the political subdivision of state government or other type of entity that established it. Regularly scheduled public board meetings with the librarian in attendance should be held in a place, time and manner that is convenient to the board, librarian, and the community. The meetings will be held in accordance with the state open meetings law. This information shall be provided in the Annual Report.

(8) Library shall have a written staff development plan that includes a method for regularly assessing staff training needs and providing opportunities and funds for such training each year. The plan shall not be more than five years old. The plan shall be filed with the State Library Library Development Services Bureau.

(9) Library shall have staff designated for the library who are trained in core competencies. The information shall be provided in the Annual Report.

(10) Library shall be in compliance with all state statutes including Section 18-2-8 et seq. "Certification of Librarians."

(11) Library shall have a minimum annual collections expenditure of \$1.50 per capita of the local service area population excluding library grants program money. This information shall be provided in the Annual Report.

(12) Library funding shall be sufficient to provide a level of service consistent with the library's long-range plan, which is filed with the State Library Library Development Services Bureau.

(13) Library shall be open to the public with trained staff and shall provide public access to the collections at least twenty-five hours a week, with a minimum of six of those hours being weekend and/or evening hours. Weekend and/or evening hours may be waived provided the library is open at least the minimum hours needed to provide library services and access to the collections as determined by a library's community needs assessment that is not more than five years old and that is filed at the State Library Library Development Services Bureau office. This information shall be provided in the Annual Report.

(14) Library shall have its own separate telephone line dedicated solely to the library. This information shall be provided in the Annual Report.

(15) If the library has been legally established for three years or more by the end of the fiscal year prior to the award review, the library shall have a computer and modem or network capable of accessing the state library network. If the library has been legally established for less than three years by the end of the fiscal year prior to the award review, the library need not meet this requirement. This information shall be provided in the Annual Report.

(16) Library shall maintain a current basic reference collection, with library staff knowledgeable about the use of these materials as determined by the state library. A Basic Reference List of required and recommended items is available from the State Library Library Development Services Bureau. The local public library shall provide basic library services including information about materials on the Basic Reference List during all hours the library is open.

(17) Library shall have a written collection development policy that is:

- (a) no more than five years old and
- (b) filed with the State Library Library Development Services Bureau.

(18) Library shall have a written technology plan that is:

- (a) less than three years old;
- (b) submitted to the state library in the time, manner and form prescribed by the state library;
- (c) approved by the State Library Library Development Services Bureau; and
- (d) filed by the library at the State Library Library Development Services Bureau.

(19) Library shall not restrict access to basic public library services based on the ability to pay; the library must provide free basic public library services to the population of its legal service area. The imposition of inappropriate library fees for services amounts to establishing a barrier to those services. Nominal fees may be required for non-residents of the library's legal service area and for some types of materials if established by local library board policy and allowed by the state library.

(20) Library shall have a written long-range plan that has been:

- (a) developed by the library board and the librarian with community input;
- (b) filed at the State Library Library Development Services Bureau; and
- (c) is not more than five years old. The plan should have a mission statement, goals and objectives and should describe the purposes, also called service responses, of the library in the community. The long-range plan that will be reviewed by the staff shall be the long-range plan that is on file with the State Library Library Development Services Bureau.

(21) Library shall have a community assessment that:

- (a) is not more than five years old;
- (b) is part of the library's long-range plan; and
- (c) is, as part of the plan, filed with the State Library Library Development Services Bureau.

(22) Library shall cooperate with other libraries and agencies in its region (within and beyond the legal service area) and statewide to provide information services. The library must participate in the statewide

interlibrary loan network and in reciprocal borrowing agreements as provided in the library's Annual Report. Required information about cooperation shall be provided in the Annual Report.

(23) Library shall have adequate space to implement the full range of library services consistent with the library's long-range plan. This information shall be provided in the Annual Report.

(24) Library shall comply with any applicable requirements of the Americans with Disabilities Act of 1990 (Public Law 101-336, July 26, 1990, 104 Stat.327) as amended.  
[4.5.2.8 NMAC - N, 7/1/2000]

#### **4.5.2.9 Matching Collections Grant:**

**A. Purpose:** The purpose of the Matching Collection Grant is

- (1) To supplement eligible local public library budgets for library collections.
- (2) To provide financial support of library services on the municipal, county and tribal levels.

**B. Description:** The grant is awarded annually by the state library to eligible local public libraries. The grant supplements the library's collections budget. The selection process is not competitive; no proposal is required. The state library determines eligibility by reviewing and evaluating the libraries' prior fiscal year Annual Reports and other documents and local library policies as determined by the local library and filed at the state library. The grant is given in addition to the Basic Collections Grants to those libraries that:

- (1) meet the criteria as provided in subsection C of 4.5.2.9 and
- (2) have a local acquisitions budget that exceeds the required \$1.50 per person in the legal service area as reported in the prior year activities of the library's Annual Report. The amount over \$1.50 per capita is matched on a dollar for dollar basis up to a maximum of \$1,000 for each eligible library.

**C. Criteria for reviewing and awarding Matching Collections Grants:** The staff of the state library shall review and award Matching Collections Grants to libraries that have met the following criteria.

- (1) Library shall meet the criteria as provided in subsection C of 4.5.2.8.
- (2) Library shall have had a local acquisitions budget for the fiscal year prior to the award that exceeds \$1.50 per person in its legal service area. This budget must be described in the library's Annual Report.  
[4.5.2.9 NMAC - N, 7/1/2000]

#### **4.5.2.10 Library Branch Grants:**

**A. Purpose:** To provide financial support to local public libraries to supplement the funds available for branches.

**B. Description:** The grants are awarded annually by the state library to eligible local public libraries. The grant supplements the local public library's budget and is not restricted for a particular branch. The grants may be used for acquisition of library collections, continuing education, interlibrary lending services, and any other uses that enhance public library service. The selection process is not competitive; no proposal is required. The state library determines eligibility by reviewing and evaluating the libraries' prior fiscal year Annual Reports and other documents and local library policies as determined by the local public library and filed at the state library. Libraries are eligible if they meet the criteria as provided in subsection C of 4.5.2.10. Main local public libraries whose branches meet minimum services criteria are awarded in the following manner: for each full service branch, the main local library receives \$2,000; for partial service branch, \$1,200; and for a bookmobile, \$1,600. If the money available for this grant is insufficient to provide this level of funding for each branch, then the state library will reduce the amount awarded for each branch by an equal percentage.

**C. Criteria for reviewing and awarding Library Branch Grants.** The staff of the state library shall review and award Library Branch Grants to libraries that have met the following criteria.

- (1) Library must meet the criteria for Basic Collections Grants as provided in subsection C of 4.5.2.8.
- (2) Library's branch must share administrative, organizational and material selection policies of the main library.
- (3) Library's branch must be open for service on or before July 1 of the year prior to the grant review.
- (4) Library Annual Report must include branch information for each branch as required in the library's Annual Report for the fiscal year prior to the grant review. Library will receive the award amount for each qualifying full service branch, partial service branch, and bookmobile that is part of the library: for a full service branch: \$2,000. For a partial service branch: \$1,200. For a bookmobile: \$1,600.  
[4.5.2.10 NMAC - N, 7/1/2000]

#### **4.5.2.11 Staff Continuing Education Grants:**

**A. Purpose:** To provide financial support to eligible local public libraries for library staff education in subjects that will enhance public library services.

**B. Description:** The grants are awarded annually by the state library to eligible local public libraries. The grants may be used for tuition or registration or other expenses associated with attendance at educational training including conferences, workshops, and formal education; acquisition of educational material; education-related travel and per diem; staff substitutes; and any other expenses incurred directly in connection with education that enhances public library service. The use of staff continuing education grant money is not restricted to any class of library employee; money is used and distributed at the discretion of the library director. The selection process is not competitive; no proposal is required. The state library determines eligibility by reviewing and evaluating the libraries' prior fiscal year Annual Report; local library policy documents as determined by the local public library and filed at the state library. Local public libraries are eligible for the grant if they meet the criteria of subsection C of 4.5.2.8. Libraries meeting the criteria will be awarded \$1,000.

**C. Criteria for reviewing and awarding Staff Continuing Education Grants:** The staff of the state library shall review and award Staff Continuing Education Grants to libraries that have met the following criteria: Library shall meet the criteria as provided in subsection C of 4.5.2.8. [4.5.2.11 NMAC - N, 7/1/2000]

#### **4.5.2.12 Cooperative and Outreach Grants:**

**A. Purpose:** To provide a supplement to non-library grants program money for collections, equipment and operations to

- (1) facilitate networking among libraries or
- (2) to assist an eligible individual library to better meet the public library service needs of a target population within the library's legal service area.

**B. Description:** The grants are awarded annually by the state library to eligible local public libraries. The grants may be used for the purposes as provided in subsection A of 4.5.2.12. Libraries may propose a joint project if one of the libraries meets the criteria for a Basic Collections Grant as provided in subsection C of 4.5.2.8 or individually if the proposing library meets the criteria for a Basic Collections Grant as provided in subsection C of 4.5.2.8. The selection process is competitive; a proposal is required. The state library awards the projects by evaluating the merits of the proposal and by reviewing and evaluating the libraries' prior fiscal year Annual Reports and other documents and local library policies as determined by the local public library and filed at the state library. Local public libraries are eligible if they meet the criteria as provided in subsection C of 4.5.2.12.

**C. Criteria for reviewing and awarding Cooperative and Outreach Grants:** The staff of the state library shall review and award Cooperative and Outreach Grants to libraries that have met the following criteria.

- (1) Libraries shall apply individually or jointly for this grant. In the case of a joint application
  - (a) the joining libraries shall cooperate in the purchase and/or sharing of resources, equipment or contracts for the project for which the grant has been awarded and
  - (b) at least one of the joining libraries shall be a local public library that meets the criteria for Basic Collections Grants as provided in subsection C of 4.5.2.8. Individual libraries may apply separately for this grant. The individual library shall be a local public library that meets the criteria for Basic Collections Grants as provided in subsection C of 4.5.2.8.
- (2) Library's or libraries' proposal must propose a project or projects that will enhance public library service in New Mexico through improved collections, equipment, and/or operations.
- (3) Library or libraries' proposal shall be submitted in the following format.
  - (a) **Summary:** This section gives a clear, brief summary of the request.
  - (b) **Introduction:** This section describes the need to be met or problem to be solved by the proposed funding and the library's qualifications for meeting the need/solving the problem.
  - (c) **Objectives:** This section describes the objectives in terms of expected benefits in measurable terms.
  - (d) **Methods:** This section describes what the library will do in order to carry out the objectives.
  - (e) **Budget:** This section describes the costs of the proposed project. The budget describes the costs to be met through the Cooperative and Outreach Grants money and the costs to be met by the library and other funding sources.
  - (f) **Evaluation:** This section describes how the grant project will be monitored and evaluated.

[4.5.2.12 NMAC - N, 7/1/2000]

#### **4.5.2.13 Per Capita Distribution Grants:**

**A. Purpose:** To provide financial support to local public libraries that are eligible for the Matching Collections Grant. This grant is based on the population of the local public library's legal service area.

**B. Description:** The grants are awarded by the state library to eligible local public libraries. The grants may be applied toward any use that enhances public library service including acquisition of collections and equipment, branch funding, continuing education, and interlibrary loan. The selection process is not competitive; no proposal is required. The state library determines the eligibility by reviewing and evaluating the libraries' prior fiscal year Annual Reports and other documents and local library policies as determined by the local public library and filed at the state library. Libraries that meet the criteria for Matching Collections Grants as provided in subsection C of 4.5.2.9 are eligible. The amount of the award is determined by the product of the ratio of the eligible local public library's service area population to the entire population of the legal service areas of all local public libraries' eligible for Matching Collections Grants times the total amount of money available for the grant.

**C. Criteria for reviewing and awarding Per Capita Distribution Grants:** The staff of the state library shall review and award Per Capita Distribution Grants to libraries that have met the following criteria: Library meets the criteria for receipt of Matching Collections Grants as provided in subsection C. of 4.5.2.9. [4.5.2.13 NMAC - N, 7/1/2000]

#### **4.5.2.14 Library Development Grant:**

**A. Purpose:** To supplement developing public libraries' (hereafter "developing libraries") collections budget so that they might meet the minimum requirements for a Basic Collections Grant within five years of their initial participation in the Library Development Grant program.

**B. Description:** The grant awards \$500 to eligible developing public libraries in a non-competitive process and an additional amount up to \$1,000 in a competitive process that requires submission of a proposal. The \$500 grant is awarded to developing libraries that meet the minimum criteria of as provided in paragraphs (1) through (13) of subsection C of 4.5.2.14, but do not meet all of the criteria for the Basic Collections Grant as provided in subsection C of 4.5.2.8. The grant offers an additional amount up to \$1,000 if the developing library

(1) meets the criteria for receiving the \$500 and  
(2) submits a proposal as provided in paragraph (16) of subsection C of 4.5.8.14 that is selected by the state library for the award.  
(3) If a developing library is awarded only \$500, the grant money shall be used solely for acquisition of collections. If the developing library is awarded more than \$500, then none of the money is restricted to collections acquisition (including the initial \$500); the money may be used as proposed and agreed to between the state library and awardee so long as the money will be used to enhance public library service in New Mexico.

**C. Criteria for reviewing and awarding Library Development Grants:** The staff of the state library shall review and award Library Development Grants to libraries that have met the following criteria.

(1) Library shall be a developing public library.  
(2) Library shall not meet all of the criteria as provided in subsection C of 4.5.2.8, "Criteria for reviewing and awarding Basic Collections Grants," since that would make the library ineligible for a Library Development Grant.  
(3) Library shall have filed an Annual Report. The amount of library grants program money awarded shall be based, in part, on information provided by the library through the prior fiscal year Annual Report.  
(4) Library shall have been open to the public for at least 30 weeks during the previous fiscal year.

(5) Library shall have a director or staff member who has obtained core competencies or who evidences an effort to obtain them that is acceptable to the state library. Evidence may be any type of librarian certification (as provided in 18-2-9 NMSA 1978) of the director/staff member or certification that the director/staff member has and will attend training to obtain continuing education units. At least 1/2 CEU should be earned each year by at least one director/staff member. This information is provided in the Annual Report.

(6) Library shall not have applied for the grant for more than five consecutive years. After this time the library should meet the requirements for a Basic Collections Grant. If the library has failed to meet the criteria for the Basic Collections Grant as provided in subsection C of 4.5.2.8 for the five consecutive years, the library may not apply for a Library Development Grant for two years.

(7) Library shall have a library board or a group of people representative of the community that provides a public forum for assessing library services and planning for the library. The board/group shall meet a minimum of once every fiscal year. This information is provided in the Annual Report.

(8) The library shall demonstrate financial support from non-library grants program money for the fiscal year prior to the award review. Specifically, library shall in its first full or partial fiscal year of participation in the Library Development Grant program have spent a minimum of \$200 on collections; in its second year: \$400; in its third year: \$600; in its fourth year: \$800; and in its fifth year: \$1,000. This information is provided in the Annual Report.

(9) Library's accounting records shall be sufficient to document expenditures of library grants program money and required non-library grants program money. This information is provided in the Annual Report.

(10) Library shall keep adequate financial records. At the sole discretion of the state library, such records may be audited annually, or as needed by the State Library or its designated representative.

(11) Library shall be in compliance with all state statutes including Section 18-2-8 et seq., "Certification of Librarians."

(12) Library shall not restrict access to basic public library services based on the ability to pay; the library must provide free basic public library services to the population of its legal service area. The imposition of inappropriate library fees for services amounts to establishing a barrier to those services. Nominal fees may be required for non-residents of the library's legal service area and for some types of materials if established by local Library Board polity and allowed by the state library.

(13) Library shall cooperate with other libraries and agencies in its region (within and beyond the legal service area) and statewide to provide information services. The library shall participate in the statewide interlibrary loan network and in reciprocal borrowing agreements as described in the library's Annual Report.

(14) Library shall comply with any applicable requirements of the Americans with Disabilities Act of 1990 (Public Law 101-336, July 26, 1990, 104 Stat.327) as amended.

(15) Additional award up to \$1,000: In order to obtain the \$1,000 (or part) grant in addition to the \$500 grant, a library shall meet the following criteria.

(a) Library shall meet the criteria as provided in paragraphs (1) through (13) subsection C of 4.5.2.14.

(b) Library shall submit a proposal for efforts that will enhance library services. Proposal may request that money awarded under the Library Development Grant, including the first \$500 that may be granted as provided in paragraphs (1) through (13) of subsection C of 4.5.2.14 and any additional money up to \$1,000 (for a total of \$1,500), be devoted to uses that enhance public library services with no collections acquisition requirement.

(c) Library shall meet the deadlines and other guidelines for proposals as established by the state library. Notice of the availability of the Library Development Grants are given annually to all developing public libraries that have filed an Annual Report with the state library.

(d) Library proposal shall be submitted in the following format:

(i) **Summary:** This section gives a clear, brief summary of the request.

(ii) **Introduction:** This section describes the need to be met or problem to be solved by the proposed funding and the library's qualifications for meeting the need/solving the problem.

(iii) **Objectives:** This section describes the objectives in terms of expected benefits in measurable terms.

(iv) **Methods:** This section describes what the library will do in order to carry out the objectives.

(v) **Budget:** This section describes the costs of the proposed project. The budget describes the costs to be met through the Library Development Grant money and the costs to be met by the library or other funding sources.

(vi) **Evaluation:** This section describes how the grant project will be monitored and evaluated.

[4.5.2.14 NMAC - N, 7/1/2000]

**4.5.2.15 SOURCE OF FUNDS:** The state legislature is the sole source for the state Grants-in-Aid to Public Libraries money. The state library, in its appropriation request to the New Mexico State Legislature each year, requests an amount of money for distribution through the fund known as the state Grants-in-Aid to Public Libraries. [4.5.2.15 NMAC - N, 7/1/2000]

**4.5.2.16 DISTRIBUTION OF FUNDS:** Money from the library grants program will be distributed in the following order from A. to G:

A. Basic Collections Grants;

- B.** Library Development Grants;
- C.** Matching Collections Grants;
- D.** Library Branch Grants;
- E.** Staff Continuing Education Grants;
- F.** Cooperative and Outreach Grants;
- G.** Per Capita Grants.

[4.5.2.16 NMAC - N, 7/1/2000]

**4.5.2.17 LIMITATION ON FUNDS:**

**A.** The amount received and distributed may vary each year depending on the allocation of the state legislature. The State Library expects to distribute funds as provided in section 4.5.2.16. Notwithstanding language elsewhere in this rule, the state library may, in its sole discretion, alter the distribution priorities and amounts of the grants described in this rule if the state legislature allocates less than the state library request for the library grants program.

**B.** Only local public libraries are eligible to receive Basic Collections Grants; Matching Collections Grants; Library Branch Grants; Staff Continuing Education Grants; Cooperative and Outreach Grants; and Per Capita Grants. Only developing public libraries are eligible to receive Library Development Grants.

**C.** Funds shall be expended in the fiscal year in which they are awarded.

[4.5.2.17 NMAC - N, 7/1/2000]

**4.5.2.18 ADMINISTRATION OF FUNDS:**

**A.** The state library shall administer the library grants program.

**B.** Grant money will be sent from the State Library by check to the director of the library.

**C.** Awards to Indian nations and private entities will be made by contract or agreement between the Indian nation or the private entity and the state library.

[4.5.2.18 NMAC - N, 7/1/2000]

**HISTORY OF 4.5.2**

Pre-NMAC History:

- NMSL 67-1, State Grants-In-Aid To Public Libraries, Rules and Regulations, Revised April 19, 1967, 5/3/67
- NMSL 67-2, State Grants-In-Aid To Public Libraries, Rules and Regulations, Amended August 28, 1967, 8/30/67
- NMSL 68-1, State Grants-In-Aid To Public Libraries, Rules and Regulations, Amended August 28, 1967, 12/19/68
- NMSL 69-1, State Grants-In-Aid To Public Libraries, Rules and Regulations, Revised May 26, 1969, 6/20/69
- NMSL 69-2, State Grants-In-Aid To Public Libraries, Rules and Regulations; Revised September 16, 1969, 10/9/69
- NMSL 70-1, State Grants-In-Aid To Public Libraries, Rules and Regulations, Revised February 26, 1970, 4/27/70
- NMSL 73-4, State Grants-In-Aid To Public Libraries, Rules and Regulations, June 1973, 7/10/73
- NMSL 74-1, State Grants-In-Aid To Public Libraries, Rules and Regulations, July 19, 1974, 8/16/74
- NMSL 75-1, State Grants-In-Aid To Public Libraries, Rules and Regulations, 1975, 6/9/75
- NMSL 76-1, State Grants-In-Aid To Public Libraries, Rules and Regulations, March 31, 1976, 4/27/76
- NMSL 77-1, State Grants-In-Aid To Public Libraries, Rules and Regulations, January 21, 1977, 2/4/77
- NMSL Rule 79-1B, State Grants-In-Aid To Public Libraries, Rules and Regulations, June 11, 1979, 6/25/79
- NMSL 79-3, State Grants-In-Aid To Public Libraries, Rules and Regulations, July 1, 1979, 7/27/79
- NMSL 79-3, Amendment No. 1-; 11/24/80
- NMSL 81-2, State Grants-In-Aid To Public Libraries, Rules and Regulations, May 11, 1981, 5/12/81
- NMSL 89-1, State Grants-In-Aid To Public Libraries, Rules and Regulations, 10/23/89
- NMSL 93-1, State Grants-In-Aid To Public Libraries, Rules and Regulations, 1/28/93

**HISTORY OF REPEALED MATERIAL:**

NMSL 93-1, State Grants-In-Aid To Public Libraries, Rules and Regulations - Repealed 7/1/2000