



## VILLAGE OF MAGDALENA

P.O. BOX 145 / 108 N. MAIN STREET  
MAGDALENA, NM 87825

P. 575.854.2261 F. 575.854.2273

[WWW.VILLAGEOFMAGDALENA.COM](http://WWW.VILLAGEOFMAGDALENA.COM)

### AGENDA

NOTICE OF REGULAR MEETING OF THE VILLAGE OF MAGDALENA BOARD OF TRUSTEES  
MONDAY, APRIL 27, 2026, AT 5:00 PM  
VILLAGE HALL 108 N. MAIN STREET

MEMBERS OF THE PUBLIC WHO WISH TO ATTEND AND LISTEN TO THE MEETING VIA ZOOM MAY DO SO AT THE FOLLOWING LINK - THE LINK IS ALSO PROVIDED ON THE VILLAGE WEBSITE:

<https://us06web.zoom.us/j/2848694212?pwd=MVE4QjdhR2NQVFozQnZMbTlaRUtrQT09>

Meeting ID: 284 869 4212

Passcode: MAGDALENA

**\*PLEASE SILENCE ALL ELECTRONIC DEVICES\***

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1. CALL TO ORDER
  2. ROLL CALL & ESTABLISHMENT OF QUORUM
  3. PLEDGE OF ALLEGIANCE
  4. APPROVAL OF AGENDA
  5. APPROVAL OF MINUTES
    - a. REGULAR MEETING – APRIL 13, 2026
  6. MAYOR'S REPORT
  7. CLERK'S REPORT
  8. OSIRIS NAVARRO – APPROVAL OF LODGER'S TAX FUNDS REQUEST FOR THE MAGDALENA BURRO STAMPEDE IN THE AMOUNT OF \$1,382.50 TO BE HELD ON MAY 17<sup>TH</sup>, 2026
  9. APPROVAL OF THE NEW MEXICO LIBRARY FOUNDATION DEVELOPMENT GRANT APPLICATION FOR THE MAGDALENA PUBLIC LIBRARY FOR REEL STORIES IN THE AMOUNT OF \$1,741.99
  10. EXECUTIVE SESSION – THE FOLLOWING MATTERS WILL BE DISCUSSED IN CLOSED SESSION: MOTION & ROLL CALL VOTE TO GO INTO EXECUTIVE SESSION AND THAT, PURSUANT TO NEW MEXICO STATE STATUTES SECTION 10-15-1. NO ACTION WILL BE TAKEN IN EXECUTIVE SESSION AND ONLY THE FOLLOWING MATTER WILL BE DISCUSSED IN CLOSED SESSION:
    - a. NMSA 10-15-1(H)(2) LIMITED PERSONNEL MATTERS
      - i. DEPUTY MARSHAL - HIRING
- MOTION & ROLL CALL VOTE TO RETURN TO THE REGULAR SESSION

- MOTION & ROLL CALL VOTE THAT MATTERS DISCUSSED IN CLOSED SESSION WERE LIMITED TO THOSE SPECIFIED IN THE MOTION FOR CLOSURE, AND THAT NO FINAL ACTION WAS TAKEN, AS PER NEW MEXICO STATUTES SECTION 10-15-1

#### 11. DISCUSSION & POSSIBLE DECISION REGARDING APPROVAL TO HIRE DEPUTY MARSHAL

#### 12. INPUT FROM VILLAGE OF MAGDALENA MAYOR & BOARD OF TRUSTEES

#### 13. PUBLIC INPUT – 1 TOPIC PER PERSON - 3 MINUTE LIMIT

PUBLIC COMMENT MAY BE MADE IN PERSON OR VIA EMAIL (IF LESS THAN 3 MINUTES). EMAIL COMMENTS MAY BE MADE BY EMAILING COMMENTS TO: [clerk@villageofmagdalena.com](mailto:clerk@villageofmagdalena.com) and/or [mayor@villageofmagdalena.com](mailto:mayor@villageofmagdalena.com) THE DEADLINE FOR WRITTEN PUBLIC COMMENTS TO BE RECEIVED IS MONDAY, APRIL 27, 2026, AT 12:00 PM. THE EMAILED PUBLIC COMMENT MUST CONTAIN THE AUTHOR'S NAME AND PHYSICAL ADDRESS AND WILL BE ENTERED AND/OR READ INTO THE MEETING MINUTES

#### 14. ADJOURNMENT

*NOTE: THIS AGENDA IS SUBJECT TO REVISION FOR UP TO 72 HOURS PRIOR TO THE SCHEDULED MEETING DATE AND TIME (NMSA 10-15-1 F). A COPY OF THE AGENDA MAY BE PICKED UP AT THE VILLAGE OFFICE, 108 N. MAIN STREET, MAGDALENA, NM 87825. PUBLIC DOCUMENTS, INCLUDING THE AGENDA AND MINUTES, CAN BE PROVIDED IN VARIOUS ACCESSIBLE FORMATS. PLEASE CONTACT THE VILLAGE CLERK/TREASURER IF A SUMMARY OR OTHER TYPE OF ACCESSIBLE FORMAT IS NEEDED. IF YOU ARE AN INDIVIDUAL WITH DISABILITY WHO IS IN NEED OF A READER, AMPLIFIER, QUALIFIED SIGN LANGUAGE INTERPRETER OR ANY OTHER FORM OF AUXILIARY AID OR SERVICE TO ATTEND OR PARTICIPATE IN THE MEETING, PLEASE CONTACT THE VILLAGE CLERK AT (575)854-2261 OR VIA EMAIL AT [CLERK@VILLAGEOFMAGDALENA.COM](mailto:CLERK@VILLAGEOFMAGDALENA.COM) AT LEAST ONE WEEK PRIOR TO THE MEETING OR AS SOON AS POSSIBLE.*

# DRAFT

**MINUTES OF REGULAR MEETING OF THE VILLAGE OF MAGDALENA BOARD OF TRUSTEES  
MONDAY, APRIL 13, 2026, AT 5:00 PM  
VILLAGE HALL 108 N. MAIN STREET**

**MEMBERS OF THE PUBLIC WHO WISH TO ATTEND AND LISTEN TO THE MEETING VIA ZOOM MAY DO SO AT THE FOLLOWING LINK – THE LINK IS ALSO PROVIDED ON THE VILLAGE WEBSITE:**

<https://us02web.zoom.us/j/2848694212?pwd=MVE4QjdhR2NQVFozQnZMbTlaRUtrQT09>

**Meeting ID: 284 869 4212**

**Passcode: MAGDALENA**

**CALL TO ORDER:** Mayor Michael Thompson called the Regular Meeting to order at 5:00 p.m.

**PRESENT:** Mayor Michael Thompson, Trustee James Nelson, Trustee Teri Winchester, Trustee Pete Emery, Juanita Puente-Clerk/Treasurer, Carleen Gomez–Deputy Clerk

**ABSENT:** Trustee Donna Dawson

**PARTICIPATING VIA ZOOM VIDEO CONFERENCE:** Michael Steininger, Adrienne Mathewsen & Attorney Jared Najjar

**GUESTS:** Wini Labrecque, John Labrecque, Steve Ward, Cricket Courtney, Catherine DeMaria, Aimee Thompson, Michael Zamora – Marshal, Deborah Lawless – Assistant Clerk II

**PLEDGE OF ALLEGIANCE:** Mayor Michael Thompson requested that Pete Emery lead the gallery in reciting the Pledge of Allegiance.

**APPROVAL OF AGENDA:** Pete Emery requested to consider items 11 through 14 together. All Trustees present were in unanimous agreement of the request.

**APPROVAL OF MINUTES:** Mayor Thompson asked for approval of the regular meeting minutes of March 23, 2026. Teri Winchester moved to approve those minutes, and Pete Emery seconded the motion. The motion carried unanimously.

## **MAYOR'S REPORT:**

- Mayor Thompson passed out a handout with the information for the Infrastructure Capital Improvement Plan (ICIP) for both the Village and the Magdalena Senior Center. He requested that the Board review it for an upcoming meeting. He stated that there is a July 1<sup>st</sup> deadline to submit but he would like to get it submitted in June. Copies available upon request.
- Utility Ordinance: The rate-study has been completed & received. Our Utility Ordinance is dated 1995 and was last amended in 2021 and that was only to update the rates. Since we are looking at an ordinance that is potentially 50 years old, the Mayor has asked our lawyers to review before any rate changes occur.
- We had a meeting with Andrew Romero with NMED today to look at our wastewater system. He had some good ideas for us and did not find any major discrepancies. Overall, everything looked good.
- We also had an airport inspection by James Dilly, PE of Aviation Technologies, LLC. We have a few minor repairs needed. Overall, Mr. Dilly reported that our airport has never looked as good as it does now.

**CLERK'S REPORT:** Clerk/Treasurer Juanita Puente stated that she is wrapping up the first quarter of 2026 and working on other minor items.

#### **DEPARTMENT REPORTS**

- a. **EMS** – No report was submitted.
- b. **FIRE** – Fire Chief, Charlie Blaylock reported 1 structure fire in March 2026. There was the Annual State Fire Marshall inspection at both stations. Facility improvements as well as equipment and maintenance scores will be implemented in the month of April. PERA filing for 2025 was submitted and accepted by the agency and the backup generator at the Magdalena Fire Station was installed, finalized and inspected.
- c. **MARSHAL** -Reports were submitted by the Marshal's office citing 3 dog calls, 4 welfare checks, 1 disturbance call, 1 shot's fired call (felony call), 2 warrants, 15 public assistance calls, 1 driver's test, and 1 citation. Pete Emery had special thanks to Officer Anthony Malone for his additional work on the reports.
- d. **JUDGE** – A report was submitted by Municipal Judge Simon Armijo and Court Clerk Deborah Lawless. There was nothing to report for the month of March 2026.
- e. **PUBLIC WORKS** – No report was submitted.
- f. **LIBRARY** - Librarian Jeri Hurd reported 15 events with 149 participants. Circulation was 165 physical and 114 digitals. Computers had 58 Wi-Fi sign-ins.

#### **DISCUSSION & POSSIBLE DECISION REGARDING MUTUAL AID AGREEMENT BETWEEN ASSOCIATED UNIVERSITIES, INC., MANAGING THE NATIONAL RADIO ASTRONOMY OBSERVATORY (NRAO) VERY LARGE ARRAY (VLA), A FACILITY OF THE NATIONAL SCIENCE FOUNDATION, AND THE VILLAGE OF MAGDALENA INVOLVING LAW ENFORCEMENT SERVICES**

Marshal Michael Zamora spoke to the gallery regarding the Mutual Aid Agreement. He stated that our Marshal's office would respond to the VLA in the event of an emergency and hold things together until State Police, the Socorro County Sherriff's or EMT's arrived. Marshal Zamora stated that he is willing to assist.

Pete Emery moved to approve. Teri Winchester seconded the motion.

Discussion: Jim Nelson asked what the reciprocal part of the deal was. It was stated that it was only a One-Way Agreement.

The motion carried unanimously.

#### **DISCUSSION & POSSIBLE DECISION REGARDING NEW MEXICO FINANCE AUTHORITY LOAN FOR WASTEWATER POND #5 REFURBISHMENT**

Mayor Thompson reported that NMFA needs an answer by this Thursday regarding a 20% loan for the wastewater repairs to lagoon #5. The loan would be for the 20% not covered by the grant. This would be to rehabilitate the lagoon to working order. Mayor Thompson went over several different options with the Board. The final option being that we remove the liner ourselves and do soil testing and leave it as is for future needs. This option would be only thousands of dollars instead of the proposed millions.

Teri Winchester does not like the fact that the loan will require a lien on our revenues if we cannot pay. She does not like putting our sources of income at risk.

Teri Winchester moved not to accept the loan from the New Mexico Finance Authority. Jim Nelson seconded the motion.

Mayor Thompson requested a roll-call vote:

Pete Emery – Aye

Teri Winchester – Aye

Jim Nelson – Aye

Donna Dawson - ABSENT

The motion carried by the majority of Trustees present.

Steve Ward suggested that we do nothing to pond #5.

**CATHERINE DEMARIA – APPROVAL OF LODGER’S TAX REQUEST FOR THE ART MAGDALENA GALLERY & STUDIO TOUR & MAGDALENA PACK BURRO RACE IN THE AMOUNT OF \$1,570 TO BE HELD ON MAY 16<sup>TH</sup> & 17<sup>TH</sup>**

Catherine DeMaria spoke to the gallery concerning the Art Tour Event. This will be the 16<sup>th</sup> year for this event, and they have partnered with the burro stampede so the event will be 2 days this year.

They will need a total of \$1,570 this year. With the income & donations from last year’s event (\$400), they are requesting \$1,170 to put into this event.

**JIM SAUER – KID’S SCIENCE CAFÉ APPROVAL OF LODGER’S TAX REQUEST FOR THE HWY 60 CAR SHOW & MOTORCYCLE RALLY IN THE AMOUNT OF \$782.50 TO BE HELD ON JUNE 15<sup>TH</sup>**

Jim Sauer was not present but presented documentation requesting \$782.50 for the Motorcycle Rally & Hwy 60 Car Show. This fund-raiser, scheduled for June 13<sup>th</sup>, will benefit the Kid’s Science Café and the children of Magdalena. The \$782.50 will be used for porta-potties.

**JIM SAUER – MAGDALENA CHAMBER OF COMMERCE APPROVAL OF LODGER’S TAX REQUEST FOR THE MAGDALENA FRONTIER FESTIVAL IN THE AMOUNT OF \$1,250 TO BE HELD ON JUNE 27<sup>TH</sup>**

Jim Sauer was not present but presented documentation requesting \$1,250 for the Frontier Festival. It will also be used for porta-potties.

**JOHN LEE & WINI LABRECQUE – MAGDALENA CHAMBER OF COMMERCE APPROVAL OF LODGER’S TAX REQUEST FOR MAGDALENA FRONTIER FESTIVAL IN THE AMOUNT OF \$7,200 TO BE HELD ON JUNE 27<sup>TH</sup>**

John Lee was not present; however, Wini Labrecque spoke to the gallery regarding the Frontier Festival. The Magdalena Chamber of Commerce is requesting a pledge from the Village of Magdalena in the amount of \$7,200 to cover costs not earned by fundraising. The costs will include mutton busting (rodeo), gun fighters, Zuni dancers, public announcers, horse trick show, raffle tickets and advertising.

Mayor Thompson said that we currently have \$19,000 in Lodger’s Tax funds available with more coming in by the end of the year. After speaking with the Village’s Finance Consultant Michael Steininger, they agreed that the Village should hold \$10,000 of those funds.

Jim Nelson moved to approve all four requests for Lodger’s Tax Funds. Teri Winchester seconded the motion. The motion carried unanimously.

**DISCUSSION & APPROVAL OF CHANGES TO UTILITY DEPARTMENT JOB DESCRIPTIONS**

Mayor Thompson suggested that changes be made concerning the requirements of having a High School Diploma or GED.

Teri Winchester made a motion to approve those modifications to the Utility Department Job Descriptions.

Discussion: Teri Winchester thinks the Joint Utility Manager needs to have, at a minimum, a high school diploma or equivalent for certifications and training. This position also requires that they supervise work and employees.

Pete Emery spoke regarding the Joint Utility Manager position and would like to add #19 to duties and responsibilities to include a Daily Log of what the employees have accomplished. He feels this will help to manage the workers, the work completed and to help with morale.

Mayor Thompson suggested amending the Joint Utility Manager position from an exempt employee to a non-exempt employee position.

Jim Nelson seconded the motion.

Motion carried unanimously.

**EXECUTIVE SESSION – THE FOLLOWING MATTERS WILL BE DISCUSSED IN CLOSED SESSION: MOTION & ROLL CALL VOTE TO GO INTO EXECUTIVE SESSION AND THAT, PURSUANT TO NEW MEXICO STATE STATUTES SECTION 10-15-1. ONLY THE FOLLOWING MATTER WILL BE DISCUSSED IN CLOSED SESSION:**

**g. NMSA 10-15-1(H)(2) LIMITED PERSONNEL MATTERS**

**i. KITCHEN HELPER/DRIVER – HIRING**

Pete Emery moved to go into closed Executive Session at 5:48pm., stating that only the matters listed above would be discussed pursuant to the New Mexico State Statutes section 10-15-1. Trustee Teri Winchester seconded the motion.

Mayor Thompson requested a roll-call vote:

Jim Nelson – Aye

Teri Winchester – Aye

Pete Emery – Aye

Donna Dawson - ABSENT

The motion carried by the majority of Trustees present.

- **MOTION & ROLL CALL VOTE TO RETURN TO THE REGULAR SESSION**
- **MOTION & ROLL CALL VOTE THAT MATTERS DISCUSSED IN CLOSED SESSION WERE LIMITED TO THOSE SPECIFIED IN MOTION FOR CLOSURE, AND THAT NO FINAL ACTION WAS TAKEN, AS PER NEW MEXICO STATUTES SECTION 10-15-1**

Jim Nelson moved to return to the regular session at 5:52pm. Teri Winchester seconded the motion.

Mayor Thompson requested a roll-call vote:

Pete Emery – Aye

Teri Winchester – Aye

Jim Nelson – Aye

Donna Dawson - ABSENT

The motion carried by the majority of Trustees present.

Jim Nelson certified that the matters discussed in closed session were limited to those specified in motion for closure, and that no final action was taken as per New Mexico statutes section 10-15-1. Teri Winchester seconded the motion. The motion carried unanimously.

**DISCUSSION & POSSIBLE DECISION REGARDING APPROVAL TO HIRE MAGDALENA SENIOR CENTER KITCHEN HELPER/DRIVER**

Mayor Thompson presented the name of Cornet Bailey Ganadonegro to the Board for hire in the Village of Magdalena Senior Center and a part-time kitchen helper and driver.

Pete Emery moved to approve the hiring of Cornet Bailey Ganadonegro as a part-time Senior Center kitchen helper and driver.

Teri Winchester seconded the motion.

Mayor Thompson requested a roll-call vote:

Pete Emery – Aye

Teri Winchester – Aye

James Nelson – Aye

Donna Dawson - ABSENT

The motion carried by the majority of Trustees present.

**INPUT FROM VILLAGE OF MAGDALENA MAYOR & BOARD OF TRUSTEES**

Jim Nelson requested that the dates on the Utility Job Descriptions be changed to April 13, 2026.

Teri Winchester – Wastewater charges are based on how much water we use. The question is, in the summer, if we are using the water for lawns, then the water usage is higher and that water does not go into the sewer and therefore the sewer rates should be lower. Teri Winchester put together an average of several households of different sizes to see how summer rates compare to winter rates. Her results show that if we were to charge these families the same in the summer that we do in the winter, they saved between \$10 to \$60 per year. To do this, the rest of the community would end up paying the difference. She does not think this is fair to the people who are not benefiting from having to pay for

it. Also, we are looking for ways to decrease our water usage rather than making it cheaper for people to use water. She is trying to find other ways to help the community by finding grants that will assist with water-wise equipment. Ms. Winchester also wanted to encourage our community to stay very educated on the proposed data center progress.

Pete Emery – He has been working with Tyler Fossett who is the State 9-1-1 GIS Coordinator. They are working on the addresses for the Village. The Village of Magdalena has a few addressing problems that they are trying to resolve. There is an EMT class starting on May 8<sup>th</sup> for those who are interested. For the Water Board, they are working on the “level of service”.

**PUBLIC INPUT – 1 TOPIC PER PERSON - 3 MINUTE LIMIT**

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Wini Labrecque said thank you to the board for the approval and support with the Frontier Festival. Catherine DeMaria also thanked the board for their support for the Art Walk event.

**ADJOURNMENT**

Pete Emery made a motion to adjourn the meeting at 6:15pm. Teri Winchester seconded the motion. The motion carried unanimously.

Respectfully Submitted,

Juanita Puente  
Clerk/Treasurer

Michael Thompson  
Mayor

Minutes Taken By:

Deborah Lawless  
Assistant Clerk II



# LODGER'S TAX REQUEST FORM

(Pursuant to Lodger's Tax Act Section 3-38-14 NMSA 1978)

Our mission is to stimulate economic growth by marketing Magdalena as a visitor destination through tourism.

Eligible uses of Lodger's Tax proceeds are to defray the costs of:

- Advertising, publicizing and promoting tourist-related attractions, facilities and events as stated in SECTION 4 of the Village Ordinance. (A complete copy is available upon request)

1. This request is made by NM PACK BURROS / OSIRIS NAVARRO (Applicant)

Address:

PO BOX #619 MAGDALENA, NM 87825

Phone: 575-418-7537 Email: INFO@GOLASKITCHEN.COM

- 501-3C Non-Profit Entity; (Provide Proof)
- For Profit Entity ; (Private Individual/Entity)
- Group/Organization without Non-Profit Status;
- Other: \_\_\_\_\_

The purpose of this request is to provide tourist related activities and contract with the Village and other individuals/entities in the provision of tourist-related promotional activities.

Name of Event:

MAGDALENA BURRO STAMPEDE

Location of Event:

VILLAGE OF MAGDALENA

Description of Event:

BURRO RACES EVENT IN COLLABORATION W/ NM PACK BURROS OVER 50 TEAMS PARTICIPATING.

Is this a fund-raising event? Please describe:

NO

Proposed Date of Event:

SUNDAY MAY 17, 2026

2. All printed material must include the Village logo (available at Village Hall once approval has been given), and indicate that Village of Magdalena Lodger's Tax funds were used in the purchase of said items.

• BEFORE EVENT

-Applicant is required to provide an estimated budget to include: Revenue (income from sponsors, sales, booth space fees, etc.) and Expenses (advertising, rental fees, etc.).

• FOLLOW EVENT

-Applicant shall provide accurate financial records (invoices, receipts, ect.) for all items for which the City pays.

3. USE OF FUNDS

The use of Village of Magdalena's Lodger's Tax funds are outlined by Village Ordinance No. 2020-01. The requirements as outlined by the Village Lodger's Tax Ordinance must be adhered to in the execution of all aspects of this request. Applicant acknowledges that a complete copy is available and understands the eligible uses of Lodger's Tax proceeds. \*Lodger's tax funds are not to be used to pay for motel rooms.

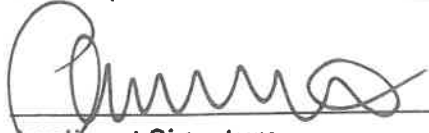
4. TERMS AND CONDITIONS OF THIS REQUEST

A. Contractor is requesting \$ 1,500. in Lodger's Tax funds to be used as follows:

- PORT & POTTIES = \$782.50
- CURTAIN AID = \$500.00
- MISC. MARKETING + PRINTING = \$217.50

B. Any other requests (ie: Use of Village property, police escort, ect. Must be made at Village Hall).


This request is submitted the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.


  
\_\_\_\_\_  
Applicant Signature


\_\_\_\_\_  
Village of Magdalena


Approval


As Mayor of the Village of Magdalena, I am authorizing the above-described event with the understanding that all preliminary administrative functions have been met (i.e. budget, Board approval, etc.).

  
\_\_\_\_\_  
Mayor of Magdalena

  
\_\_\_\_\_  
Village of Magdalena

  
\_\_\_\_\_  
Village of Magdalena

  
\_\_\_\_\_  
Village of Magdalena

  
\_\_\_\_\_  
Village of Magdalena

EVENT/ORGANIZATION: NM PACK BURROS

**BUDGET WORKSHEET** (complete this form as an estimate BEFORE your event and again AFTER your event showing actual amounts, along with an event summary)

INCOME SOURCES	ESTIMATE / ACTUAL	
<u>N/A</u>	<u>      </u>	<u>      </u>
<u>      </u>	<u>      </u>	<u>      </u>
<u>      </u>	<u>      </u>	<u>      </u>
<u>      </u>	<u>      </u>	<u>      </u>

**TOTAL INCOME**

EXPENSES	ESTIMATE / ACTUAL	
<u>PORT O POTTIES</u>	<u>782</u>	<u>.50</u>
<u>CHIEFTAIN AD</u>	<u><del>500</del></u>	<u>400.</u>
<u>MISC MARKETING +</u>	<u>200</u>	<u>00</u>
<u>PRINTING</u>	<u>      </u>	<u>      </u>
<u>      </u>	<u>      </u>	<u>      </u>
<u>      </u>	<u>      </u>	<u>      </u>

TOTAL EXPENSES ~~\$1482~~ 50  
\$1382.50

**MARKETING**

Who is your target market?  
20 - 70 LOCALS, FOLKS IN ABQ + SANTA FE,  
FAMILIES, STUDENTS @ NM TECH

How/Where are you advertising your event? Does this reach your target market?  
FACEBOOK, CHIEFTAIN

\*Please include copies of all advertisements following event.

	ESTIMATE / ACTUAL
Number of visitors at event	<u>700+</u>
Number of motel rooms filled	<del>200 1000</del>

**EVENT SUMMARY** (Please let us know how your event went, things that went well, areas that need work or attention for next year)

# New Mexico Library Foundation



Development Grant Application

Grant Requestor Information	
<b>Requesting Organization</b>	Magdalena PUblic Library
<b>Name of Project Lead</b>	Jeri Hurd
<b>Street Address</b>	108 North Main St
<b>City – State – Zip Code</b>	Magdalena, NM 87825
<b>Phone Number</b>	575 854 2361
<b>Email Address</b>	library@villageofmagdalena.com

Grant Project Information	
<b>Grant Project Title</b>	Reel Stories
<b>Amount Requested (\$2000 max)</b>	1741.99
<b>Date Application Submitted</b>	4/23/26

## Statement of Need

- Set the scene and explain the need the proposed project will address -- this establishes the focus and rationale for the project.
- Have your stakeholders (those expected to benefit) been consulted about the need and demand for the project?
- The need should be supported by evidence (qualitative or quantitative data).

Magdalena Public Library serves a small, rural community where teens have limited access to creative and technical programming. While community surveys show strong support for teen services, low attendance has been a consistent challenge — teens simply have not had compelling reasons to come through the door. In conversations with the Magdalena Science Café and a local teen group, we learned teens want hands-on, high-value programming that builds real skills.

Film production is an ideal entry point. It combines storytelling, technology, teamwork, and creative expression in a way that resonates with teens — and produces something they can actually show people. In New Mexico, that matters in a particular way, as the state has become a genuine filmmaking hub, with a booming industry that's hungry for trained local crew. These are real jobs, accessible to young people who grow up knowing how to tell a story with a camera.

Reel Stories will launch as part of MPL's Summer Reading initiative — the first time our summer programming has extended to teens. If students are interested, we plan to continue into the fall.

MPL is well-positioned to make this work. The Science Café has committed to making their green screens and lighting available for program use, reducing our equipment costs and strengthening the program through community collaboration. What we lack, and what this grant would help provide, is the core film equipment: cameras, audio gear, and production accessories.

### Note for Project Description:

#### Approved Uses

- Building and maintaining collections
- Updating information access technology
- Enhancing library programs

#### Ineligible Uses

- Normal operating expenses
- Salaries for regular staff
- Employee benefits
- Construction
- Endowment funds
- Food

## Project Description

- Describe your project and explain how it will address the need.
- Has the proposed project been thoroughly developed and carefully planned?
- Is there institutional support for the project (e.g., from the library director, board, city, county or tribal government administrators)?
- Are there collaborative arrangements that will contribute to the success of the grant project?
- Describe the resources, including staff, necessary to undertake the project.
- State each step required to implement your project.
- Include a timeframe for project completion.

Magdalena Public Library's Reel Stories Teen Film Camp will run one two-hour session per week for six weeks this summer, with the option to continue into the fall if student interest warrants. Enrollment will be capped at 12 participants, with students working in collaborative groups of three — each team sharing a camera and rotating through production roles to build a full range of filmmaking skills.

The program draws on my four years' experience teaching HS Film to deliver a scaffolded, tested curriculum that builds skills, visual vocabulary and moves students through the production process.

- **Fri, June 19** : Introduction to shots and framing
- **Fri June 26**: Introduction to DaVinci Resolve editing software
- **Fri, July 3**: Storyboarding and building a scene (may be a different date, due to the holiday)
- **Fri, July 10**: Crosscutting and building suspense
- **Fri, July 17**: Storytelling without action — pacing, mood, and visual composition
- **Fri, July 24**: Finishing up and the Reel Stories Academy Awards

The program will culminate in a student film showcase during MPL's summer reading finale, giving teens a real audience and a genuine sense of accomplishment.

Editing will be done on library computers using DaVinci Resolve, a professional-grade editing platform available free of charge. Jeri Hurd, the program director, will lead all sessions, with occasional co-teaching from the Magdalena Science Café regarding green screen and lighting techniques. The Science Café is also making their green screens and lighting equipment available for program use at no cost.

Implementation steps are straightforward: purchase equipment, promote and advertise the program, and open registration. With curriculum already developed and community partnerships in place, the program is ready to launch. Ideally, we would prefer to begin as soon as school is out at the end of May, but the school district runs a two week summer school at the beginning of June, which is heavily attended, and we don't want to conflict with that.

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<b>Project Outcomes</b>
<ul style="list-style-type: none"><li>● What are the expected outcomes? An outcome is a finite and often measurable change (e.g., increased collection).<ul style="list-style-type: none"><li>○ Link the outcome(s) back to the need.</li></ul></li><li>● Will the proposed project substantially and positively affect the community?</li><li>● Specify the measurable indicators that will be used to determine whether the outcomes have been achieved.</li></ul>
<p>To be blunt, a big reason for running the film camp is to give Magdalena teens a reason to walk through our door; learning visual storytelling skills is a bonus. Thus,</p> <ol style="list-style-type: none"><li>1. <b>More teens in the library.</b> Each summer session will serve up to 12 teens. We'll track enrollment, attendance, and whether participants come back for a fall session as a straightforward measure of whether it's working.</li><li>2. <b>Increased visual literacy.</b> Participants will learn basic visual vocabulary and its impact on the audience. In addition to being visual creators, this will make them more critical consumers of visual content.</li><li>3. <b>Stronger community awareness of MPL as a resource for teens.</b> The public showcase will draw families and community members to the library, broadening visibility beyond current regular patrons. We will track attendance at the showcase event as an indicator of community reach.</li><li>4. <b>A sustainable, repeatable program.</b> Because the curriculum is already developed and the equipment will be library-owned, Reel Stories can run each summer at minimal additional cost. Continuation into the school year, if interest holds, will be tracked as an indicator of program success and teen investment. Moreover, equipment will be available for checkout as students—we hope!—develop their own projects.</li></ol>

<b>Project Budget</b>
<ul style="list-style-type: none"><li>● Provide an itemized list of all project expenses.</li><li>● Clearly indicate the specific amounts requested from the NMLF and separately list the funding you will have from other sources, as well as in-kind contributions.</li></ul>

- Ensure the budget for the proposed project is detailed, realistic, cost effective, and commensurate with the project and its outcomes.

<b>Item</b>	<b>Expense/Cost</b>	<b>Source of Funding</b>
4 refurbished Vixia Camcorders	\$1850.00	Library budget
Portable Studio Lighting Kit	134.99	Grant
Extra batteries/chargers	80.00	Grant
32GB memory cards	52.00	Grant
4 Tripods	400.00	Grant
4 camera handle grips	80.00	Grant
4 mic brackets	60.00	Grant
4 shotgun mics	400.00	Grant
4 camera cases	\$85.00	Grant
3 phone gimbals	\$450.00	Grant
<b>Total Cost</b>		\$3591.99

## Budget Justification

- Is the Foundation the most appropriate source of funding?
- How will the Foundation's funding provide a significant or meaningful contribution to the project?
- Tell us if your library has other sources of funding and, if so, why these sources are inadequate to complete this project.
- If your project entails ongoing costs, how do you plan to sustain it?

The NMLF's mission is to support New Mexico libraries in building collections, updating technology access, and enhancing community programs makes this a good fit, as "Reel Stories" hits all three. This is new equipment, for a new program, for an underserved population in a rural community. More importantly, NMLF's contribution is a one-time investment. Once we have the equipment, we have it. DaVinci Resolve is free, the curriculum is already built, and this program can run every summer for several years on what we're asking for now. By using our own funds to buy the cameras, over half the budget, we feel we're demonstrating our commitment to the program. The extra funding buys us the equipment to make those camera a viable storytelling tool.

How does this project fit both your organization's mission statement and that of the Foundation? See the NMLF mission statement on the website.

Reel Stories aligns directly with MPL's mission to provide programs and resources that support literacy, lifelong learning, and community connection — and with our 2026–2029 Strategic Plan's goal of expanding meaningful teen programming. The community surveys that informed our strategic plan consistently showed strong support for skills-based programming, and teens are an underserved population we've specifically committed to reaching.

The New Mexico Library Foundation shares a similar commitment. NMLF exists to enhance library programs and expand access across New Mexico — particularly in rural communities where resources are limited. A free, hands-on filmmaking program for rural teens, offered at no cost to participants, is exactly the kind of community investment both organizations exist to support.

Please provide any additional information you believe will be helpful to the Foundation

Trustees' decision-making process.

I'd like to stress this isn't a new idea being tried for the first time. Jeri Hurd, MPL's Library Director, spent four years teaching film production at the high school level and has a fully developed curriculum ready to go. The equipment is the missing piece — not the expertise. NMLF's investment goes directly into putting cameras in students' hands, not into figuring out how to teach with them.

It's also worth noting the strength of the partnership behind this program. The Magdalena Science Café is not a peripheral supporter — they're bringing green screens, in-place lighting, and hands-on co-teaching to the table. This is a genuine collaboration between two of Magdalena's most active community organizations, and it means the program is bigger than either of us could offer alone.

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if the grant application is approved, any false statements, omissions, or other misrepresentations made by me on this application may result in a revocation of grant funding.

If you receive funding, the NMLF may share your grant project story, including materials provided in the final report, as part of our donor and library communication efforts in a newsletter, on our website, at a conference or an outreach event. Promotion helps us educate libraries, communities, and donors about the work of the Foundation.

Please send this grant application via email as an attachment to:

[grants@newmexicolibraryfoundation.org](mailto:grants@newmexicolibraryfoundation.org)