REPORT TO THE

STATE OF MINNESOTA

AND THE

MINNESOTA LEGISLATURE

ON THE

MINNESOTA ARTS AND CULTURAL HERITAGE FUNDING

FOR

REGIONAL PUBLIC LIBRARY SYSTEMS

Minnesota Department of Education

Division of State Library Services

March 2010

Report to the State of Minnesota and the Minnesota Legislature on the Minnesota Arts and Cultural Heritage Funding for Regional Public Library Systems

Submitted March, 15, 2010

To: Representative Mary Murphy, Chair, Cultural and Outdoor Resources Finance Division; Representative Greg Davids, Ranking Minority Member, Cultural and Outdoor Resources Finance Division; Members of the house Cultural and Outdoor Resources Finance Division;

Submitted by The Minnesota Department of Education, Division of State Library Services
1500 Highway 36 West, Roseville, Minnesota 55113

Prepared by Suzanne Miller, Director/State Librarian

Appropriation Language
These appropriations are for grants allocated using existing formulas under Minnesota Statutes, section 134.355, to the 12 Minnesota Regional Library Systems, to provide educational opportunities in the arts, history, literary arts, and cultural heritage of Minnesota. No more than 2.5 percent of funds may be used for administration by regional library systems. These funds may be used to sponsor programs provided by regional libraries, or to provide grants to local arts and cultural heritage programs for programs in partnership with regional libraries. (Minnesota Session Laws, Chap. 172, Art.4 Subdv.3).

Arts and Cultural Heritage Grant Program
Regional Public Library Systems
Report Period: July 1, 2009 to December 31, 2009

Background

In the 2009 legislative session, the legislature appropriated the first funds made available as a result of the 2008 Minnesota Clean Water, Land and Legacy Constitutional Amendment. This amendment included a provision for the preservation of Minnesota's history.

Funding for Minnesota's regional public library systems was appropriated for the 2010/2011 biennium in the amount of $4.25 million per year. The appropriation is to be allocated using existing formulas under *Minnesota Statutes* Sec. 134.355. The intent is to provide educational opportunities in the art, history, literary arts and cultural heritage.

The library community is excited to participate in the Arts and Cultural Heritage Fund (hereafter, Legacy Fund) as both a recipient and a partner with other arts and culture organizations. Libraries are uniquely positioned to extend arts and cultural events into communities throughout Minnesota because they serve even very small communities. And, regional public library systems extend library services and support to Minnesotans from border to border.

Libraries can be found in small towns which have few learning or entertainment options. They are traditionally located in the center of the community. They often have meeting rooms which can be used as a venue. Library programs are designed to provide activities which meet the needs of the community that they serve. People are accustomed to participating in programming at their libraries.

Libraries have traditionally been conservators of the arts and culture of our communities. They preserve it, share it, and celebrate it. Libraries are one of the last gathering places in our communities where ideas can be shared and culture experienced. Everyone is welcome. There is no charge for participation, only an individual's curiosity and desire to learn is required.

The Legacy Fund is a wonderful opportunity for libraries to offer programs that include multiple methods of delivery and different types of art and culture; visual art, performing arts, including music and theatre, and participatory activities as well as exhibits. This programming allows communities to develop new partnerships and open new learning opportunities.

Administration by the Department of Education, Division of State Library Services.

The Department of Education allocations are calculated based on the regional public library basic system support formula in *Minnesota Statutes* Sec.134.355. The formula has been applied to the Legacy Fund appropriation. Ten equal monthly payments commenced

at the beginning of October 2009. Below is a chart of the formula funding allocations for each regional public library system.

Regional Public Library System	FY 2010 Payments
Arrowhead	$457,937.21
East Central	$174,951.42
Great River	$405,673.60
Kitchigami	$268,287.59
Lake Agassiz	$279,619.66
MELSA	$1,362,900.67
Northwest	$183,529.90
Pioneerland	$152,079.01
Plum Creek	$110,897.70
SELCO	$514,072.37
Trav. des Sioux	$231,055.30
Viking	$108,995.57
GRAND TOTAL	**$4,250,000.00**

Core documents including program guidelines, definitions and a frequently asked questions sheet were developed for the program. An application, reporting form, and budget tracking document were designed. Procedures are in place to ensure the program meets Chapter 16A requirements.

A Shaping Outcomes workshop was held August 13, 2009. This workshop was sponsored by the Division of State Library Services in partnership with the Institute of Museums and Library Services. Regional public library systems were invited to identify community partners and attend the workshop as a team to begin the partnership planning process. The Minnesota History Center also sent a team to participate. Participants learned an outcome planning process and a conformed vocabulary. This was a working session and teams left with a preliminary plan for a program with defined outcomes.

The regional public library systems' applications for Legacy funds were received by the department on September 22, 2009. The first regional systems report of results submitted to the department was received January 15, 2010.

Implementation by the Regional Public Library Systems

Each of the twelve regional public library systems is governed by a regional system library governing board. Each is organized to meet the needs of their region for effective provision of library services. As a result, program development in each region is based on

the structure and management of the region. This report focuses on the similarities between the regional approaches.

Planning and Administration

The regional public library systems held community meetings to gather input on community needs and interests. The intent is to offer new and innovative programs throughout each region and collaborate on at least one statewide program.

The regional library governing boards oversee use of the Legacy funds provided to their region. Many established advisory committees to assist with planning. The committees include community members, library board members, and local librarians. Many of the regions selected themes for this project. For example,

- Kitchigami Regional Library developed a region-wide program called Kitchi Reads/Kitchi Writes and Speak It/Sing It;
- Pioneerland Library System is planning a series on Building Our Legacy Through the Arts;
- Plum Creek Library System is participating in a multi-regional project with Traverse des Sioux and Southeastern Libraries Cooperating (SELCO), Connecting Minnesota Readers and Minnesota Writers.
-

Some regions are allocating a portion of the funding for small sub-grants to local libraries for targeted local programming.

Each regional public library system sponsored a Leah Hughes workshop for library personnel to introduce best practices when planning arts programming in libraries. The workshops introduced library personnel to working with the arts community to create successful partnerships and programs.

The regional directors and the state librarian meet monthly via web conferencing to discuss progress and questions on the Legacy program, collectively and individually.

Statewide program

The twelve regional public library directors and their boards agreed to set aside 10 percent of their allocation for a statewide initiative. The selected initiative, Minnesota's Greatest Generation in the Libraries, is offered in partnership with the Minnesota Historical Society. "The program will encourage local exploration and discovery of stories, artifacts and experiences of Minnesota's Greatest Generation. The three key goals of the program are

- Documenting and preserving community stories
- Educating people of all ages about the history of the Greatest Generation

- Bringing generations together to create community histories that can be shared with a broad audience through various media."[1]

The implementation includes use of music, history players, theatre, historic films, lectures, oral history workshops, and reading recommendations. Each region selects the most appropriate activities for their region for local presentation.

A Greatest Generation project coordinator was contracted by the systems to implement the statewide library program in concert with Minnesota Historical Society staff.

Six Month Overview Of Activities

July 1-December 31, 2009, the first six months of this new funding stream, was dominated by planning activities. All of the regional public library systems established planning committees to oversee the project. Ten of them held public meetings to gather input from the community on the types of programs the local residents wanted to see. One is planning public meetings in the near future and the other is launching an online survey to collect public input. In addition, the regional system directors and local librarians participated in the Minnesota Arts Board and Minnesota Historical Society public meetings to ensure that library programming was in alignment with these Legacy fund recipients. Programming implementation began to accelerate after January 1, 2010 and the completion of the initial planning phase.

Financial overview
The six month reports submitted by the regional public library systems reveal that as of December 31, 2009, $227,765.97 had been expended. Of this, $26,712.38 represented administrative costs. The balance was used for library programming.

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[1] Minnesota's Greatest Generation in the Libraries; Catalog of Programs, i.

By The Numbers
- Activities
  - Twenty-three unique programs or activities were completed as of December 31. There was overlap in the categories of programming. For example, the Terrence Smith Folk Dance company introduced the history of folk dance in Minnesota, emphasized its role in the Laura Ingalls Wilder books, and engaged attendees in learning to dance. Of course, this also involved music. In general, programs were provided in the following categories:
    - Arts/Music, 10
    - Arts/Visual, 2
    - Arts/Literary, 6
    - Arts/Performing, 2
    - Arts/Dance, 1
    - History/Culture/Heritage, 12

- Events were held in 90 communities. The farthest north was in International Falls, the farthest south, Luverne. Thirty-five communities had populations of less than 5000. The smallest community hosting an event was Longville, which has a population of 175.

- Attendance: 2293 attendees

- Twelve new partnerships were developed
  Regional libraries were encouraged to develop partnerships. Partnerships provide an opportunity to promote mutual goals and share costs. Libraries reported in-kind and cash contributions to match invested legacy funds of over $190,000.

Sample Activities and Outcomes
The following are only a sample of the programs offered during the fall of 2009.

- The Terrence Smith Folk Dance Program was presented in several locations in the Arrowhead region. Terrence Smith presented a program of participatory folk dancing, brief historical examples of dances, especially from the Laura Ingalls Wilder books, and music. The program was designed for the age of the audience. In Grand Marais, the intergenerational program included Smith's dancing, community storytelling, and "homemade wrapping paper." Outcomes varied with the audience from introduction to this traditional dance style to participation in movement. The enthusiasm for the program was universal. At the Gilbert Public Library community dance, all of the pre-teen boys started out by the side of the room but were drawn into the dancing by the end of the program. One autistic boy, who has a problem interacting with peers, was observed to be very actively involved in the dancing. A girl at the Babbitt school program commented, "It was nice to have someone come in and teach us some things about culture." A senior citizen at the Babbitt Public Library Community Dance had so much fun dancing

that he asked the library director if the library would be having more folk dances in the future. To share in the fun, go to http://www.youtube.com/watch?v=ri9AAQlcX2E for a quick peak at the Babbitt event.

- Renee Wendinger, a local historian and author, provided a slide show perspective of orphan trains and the immigrant experience. Wendinger, the daughter of an orphan train rider, is the author of *Extra! Extra! The Orphan Trains and Newsboys of New York*, which chronicles the true stories of orphan train children who were sent from the East Coast to rural America from the mid-1800s until about 1930.

- Southeastern Libraries Cooperating (SELCO) developed *Art and Culture Live!,* a database of artists, performers and speakers from which libraries can identify and select appropriate presenters to meet local needs. Libraries and area organizations are invited to submit applications for inclusion. Applicants are reviewed by the SELCO Legacy Review Committee for quality before inclusion. This activity is being conducted in partnership with the South East Minnesota Arts Council (SEMAC). The database can be found at http://www.mnlegacygrant.org. The list is open for use by anyone.

- East Central Regional Library celebrated 50 years as a regional public library system in 2009. All of the libraries in the region participated in celebrating the history of the library system and its role in the community. As part of the celebration, local performing artists were engaged to perform in the libraries. Attendees experienced a variety of musical styles which included a folk singer and a harpist. Several attendees commented that they had never seen a real harp being played and children were able to listen up close and touch the instruments.

- Military service is a tradition in Minnesota and has affected many families since 2001. Ortonville Library hosted author Brenda Ehrmantraut who described her children's books which are designed to address the issue of military personnel leaving their children for overseas duty. The program was presented in partnership with Charlie's Angels Family Readiness, a family support group for area National Guard. Children participated in activities to help connect them to absent family. Adults learned how to explain to children the need to leave them for military duties.

- "History Alive! Laura Ingalls Wilder" was a region-wide program offered at the Kitchigami Regional Library(KRL). Alison Edgerton provided a history reenactment and audiovisual lecture based on the life and literature of Laura Ingalls Wilder. The program was presented at nine KRL branches, two schools and two community libraries. Program attendees learned about the real Wilder, her life and times. This series of programs drew in over 1000 participants. One woman thanked the Kitchigami Regional Library Director after attending the history player event saying, "I voted against the amendment but now I am so glad it passed. I would like to see more of this kind of programming."

- Author Claudia Fletcher spoke to attendees in Luverne on the Minnesota tradition of adoption. Her presentation provided information on the history of adoption, information on current opportunities and support for the adoption culture in Minnesota.

- Karen Solgard performed traditional Scandinavian music on her Norse fiddle at the Cokato branch of the Great River Regional Library. The Scandinavian music is integral to the cultural heritage of Minnesota and attendees commented that they enjoyed the connection with their own family histories.

- Singer/songwriter Neal Hagberg demonstrated the strength of stories in song as initiators of group discussions of difficult or challenging moral issues for individuals and communities. The presentation encouraged open discussion of personal stories, introduced an appreciation of song methods for conveying moral issues and demonstrated a non-confrontational environment for exploring personal issues.
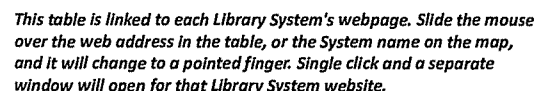

Clyde Butcher, James J. Hill Library

Appendices

- Map of regional public library systems
- Application
- Budget Template and Definitions
- Definitions and Frequently Asked Questions

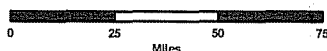# Minnesota Regional Public

Library Systems

With Links to Regional Library Systems websites

Kittson
Roseau

Lake of the Woods

Northwest Regional Library
Marshall

Koochiching

Pennington

Beltrami

Red Lake

Polk

Cook

Clearwater

Arrowhead Library System
Saint Louis
Lake

Itasca

Norman   Mahnomen

Lake Agassiz Regional Library

Kitchigami Regional Library
Hubbard   Cass

Clay   Becker

Wilkin

Otter Tail

Wadena

Aitkin
Carlton

Crow Wing

This table is linked to each Library System's webpage. Slide the mouse over the web address in the table, or the System name on the map, and it will change to a pointed finger. Single click and a separate window will open for that Library System website.

Todd

East Central Regional Library   Pine

Viking Library System
Grant   Douglas

Traverse

Morrison   Mille Lacs   Kanabec

Great River Regional Library
Benton

Stevens   Pope

Stearns

Isanti

Big Stone

Sherburne
Chisago

Swift

Anoka

Kandiyohi   Meeker   Wright

Ramsey

Pioneerland Library System
Lac Qui Parle   Chippewa

Hennepin   Washington

Metropolitan Library Service Agency

Yellow Medicine

McLeod

Carver

Renville

Scott   Dakota

Sibley

Lincoln   Lyon   Redwood

Le Sueur   Rice   Goodhue

Nicollet

Brown   Wabasha

Plum Creek Library System
Pipestone   Murray   Cottonwood

Traverse des Sioux Library System
Watonwan   Blue Earth   Waseca   Steele

Olmsted
Dodge   *Southeastern Libraries Cooperating*   Winona

Rock   Nobles   Jackson   Martin   Faribault   Freeborn   Mower   Fillmore   Houston

Library System	Web Address
State Library Services	http://www.education.state.mn.us/MDE/Learning_Support/Library_services
Arrowhead Library System	http://www.arrowhead.lib.mn.us
East Central Regional Library	http://ecrl.lib.mn.us
Great River Regional Library	http://www.griver.org
Kitchigami Regional Library	http://www.krls.org
Lake Agassiz Regional Library	http://www.larl.org
Metropolitan Library Service Agency	http://www.melsa.org
Northwest Regional Library	http://www.nwrlib.org
Pioneerland Library System	http://www.pioneerland.lib.mn.us
Plum Creek Library System	http://www.plumcreeklibrary.org
Southeastern Libraries Cooperating	http://www.selco.info
Traverse des Sioux Library System	http://www.tds.lib.mn.us
Viking Library System	http://viking.lib.mn.us

Map Information

⊛ State Library Services
⬭ Library Region Boundary
◯ County

N

0   25   50   75
Miles

Department of Education

APPLICATION TO PARTICIPATE IN THE STATE
REGIONAL PUBLIC LIBRARY SYSTEM
ARTS AND CULTURAL HERITAGE GRANT PROGRAM
STATE FISCAL YEAR 2010

State Library Services – 1500 Highway 36 West, Roseville MN 55113-4266

Instructions: Complete and submit responses to the questions below on or before September 22, 2009. Expand the space between questions as required for response. If official regional system documents exist which are responsive to a question, they should be clearly marked with the question number and may be attached as the response. Please be concise.

The below-named applicant regional public library system hereby applies for funds as authorized and provided for in *Minnesota 2009 Session Law Chap.12, Art.4, Subdv.3.*

1.   Regional public library system name and address:

2.   Name, title, phone, fax, and e-mail address of regional public library system administrator:

3.   Proposed plan for expenditure in State FY 2010 by regional public library system of the Arts and Cultural Heritage funds. Where no plan has been established, describe the planning process to be implemented.

   a.   Proposed participation in statewide program.

   b.   Proposed participation in multi-region programming.

   c.   Proposed participation in region-wide program

   d.   Proposed programs which will not be offered region-wide but focus on individual communities.

   e.   Proposed procedures for any sub-grant program to arts and culture partners.

4.   Regional Public Library System projected outcomes of programming provided using Arts and Cultural Heritage funds. Limit to regional outcome goals since each unique program will have specific outcomes associated with it.

5.   List potential new partners the regional system will approach in this first year.

6.   Complete a separate budget with narrative explanation of proposed expenditures. Refer to spreadsheet and definitions pages for expenditure guidance.

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ARTS AND CULTURAL HERITAGE GRANT PROGRAM
ASSURANCES

</div>

Instructions: The Regional Public Library System Board Chair *and* the Regional Director will initial agreement in the box to the left of each assurance.

The regional public library system assures that it will comply with the following:

	1. Funds shall be used only for purposes for which granted as specified in the approved grant application or approved by the Director of State Library Services in an amendment to the original application submitted under provisions of *Minnesota Rules*, Chap. 3530. Approval by the Director of State Library Services shall be obtained for expenses in a category that reflect more than a 10% change from the proposed budget in the approved application. Adjustments can be filed with next quarter report
	2. A narrative report indicating program or project results accomplished and a report of expenditures shall be filed with State Library Services on forms supplied by the State Library Agency quarterly with a final fy2010 report no later than 90 days after the end of the state fiscal year. (*Minnesota Rules* Chapter 3530.0200, Subp. 4(B).
	3. If participation by a regional public library system or a member local governmental unit is discontinued, ownership of the discontinuing system's or unit's assets purchased with Arts and Cultural Heritage funds, including cash or the fair market value thereof of such assets cannot be transferred by the applicant and shall revert to the Minnesota Department of Education for reassignment for library services elsewhere. (*Minnesota Rules* Chapter 3530.0200, Subp. 4(C).
	4. The provisions of Title VI of the Civil Rights Act of 1964, (42 USC Sec. 2000d *et seq.*), its regulations and all other applicable federal and state laws, rules and regulations. (*Minnesota Rules* Chapter 3530.0200, Subp. 4(D).
	5. That the regional public library system and its branches/members are in compliance with *Minnesota Statutes* 2004, Chapter 134.50 (a) so that all public library computers with access to the Internet available for use by children under the age of 17 must be equipped to restrict, including by use of available software filtering technology or other effective methods, all access by children to material that is reasonably believed to be obscene or child pornography or material harmful to minors under federal or state law, and section (c) so that the library prohibits, including through the use of available software filtering technology or other effective methods, adult access to material that under federal or state law is reasonably believed to be obscene or child pornography.
	6. That the regional public library system and its branches/members are in compliance with *Minnesota Laws* 2000, Chapter 492, Article 1, Section 49, Subd. 5A, and has adopted a policy to prohibit library users from using the library's Internet access workstations to view, print, or distribute material that is obscene within the meaning of *Minnesota Statutes* 1998, Chapter 617, Article 241
	7. An independent auditor's report of the systems' general purpose financial statements in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States shall include audit of the Arts and Cultural Heritage funds as a unique categorical fund account. The audit shall be submitted no later than 180 days after the close of the system's fiscal year. (*Minnesota Rules* Chapter 3530.1200).

ARTS AND CULTURAL HERITAGE GRANT PROGRAM

AUTHORIZING SIGNATURES

We, the undersigned, certify that the data given in this application are true and correct to the best of our knowledge and belief.

_____   _____
Date   Chair, System Governing Board

_____   _____
Date   Regional Public Library System Director

Regional Public Library Systems
Arts and Cultural Heritage Grant Program
State Fiscal Year 2010
Budget Page Definitions and Instructions

This form is designed to be used for one full year, being updated each quarter to reflect updated information. The initial submission will be part of the regional public library system application for the Arts and Cultural Heritage funds. The form submitted with the application will include only the projected budget allocations. As each quarter is completed, funds for regional, local and sub-granted programs will shift from the upper portion of the form to the program expenditures part of the form. Statewide and multi-regional programs will need to be accounted for by the fiscal agent for the program. A separate reporting form using the same categories will be used for multi-regional collaborative programs.

Administration (2.5% maximum): This is 2.5% of the total allocation to the individual regional public library system for the purpose of implementing the requirements of the Arts and Cultural Heritage Fund as provided in the 2009 Legacy Act, *Minnesota Statutes* Chapter 172. Please include how the 2.5% is expended.

> Personnel: cost for personnel time to coordinate the Arts and Cultural Heritage funding, fiscal management, sub-grant procedures, application and reporting, and so on.

> Overhead: the general, fixed operational cost which cannot be charged or attributed to a specific program. Materials and supplies necessary to implement the entire Arts and Cultural Heritage program in the region, such as paper supplies to announce a sub-grant program, costs for checks, office equipment, long distance calls and so on.

Type of Program
The following four categories are primarily for the initial application and budget planning. Include a projected breakdown of how the regional system anticipates allocating the funds in the upcoming year.

Statewide Participation: Indicate the regional public library system's intention and financial commitment to participate in a statewide collaboration whether initiated by the regional public library directors or one of the primary cultural/arts Arts and Cultural Heritage partner organizations (Minnesota History Center, State Arts Board).

Multi-regional Program: Indicate the regional public library system's intention and financial commitment to participate in one or more programs developed in collaboration with one or more additional regional public library systems.

Region-wide Program: Indicate the regional public library system's intention and financial commitment to develop Arts and Cultural Heritage programs that will be replicated throughout the region at all member libraries.

Local Program: Indicate the regional public library system's intention and financial commitment to develop Arts and Cultural Heritage programs in partnership with selected member libraries in their region.

Sub-grant program: Indicate the regional public library system's intention and financial commitment to develop a sub-grant program for arts and culture organizations to partner with the regional library in order to provide Arts and Cultural Heritage programs.

The Program category will develop as programs are initiated and developed. It is not expected that this information will be available at the application stage. This will be expanded during each quarterly report period.

Programs
As each program is developed, you will have a program budget and expenditures. On a quarterly basis, include the expenditures for each program in appropriate categories.

Program Title: Include a unique, identifiable title for the program.

Type of Program: Indicate whether the program is a Regional, Local or Sub-grant program.

Personnel: Include the cost for personnel time committed to the program for development and coordination. Include all staff costs unless services are contracted out such as when a marketing firm is hired to develop an advertising brochure. That cost should be included under advertising/marketing.

Advertising/Marketing: Cost to communicate information with the community on programs. Include costs of brochures, flyers, posters, newspaper ads, media spots, and other communication methods.

Contracted Services – expenses for the arts/culture organization or artist engaged to conduct a program. This may be costs committed to the organization as a partner in the program. Include honorarium or contracted cost for program or artist, travel costs, per diem (hotel, food, incidentals for the contractor). Do not include food costs for the program participants.

Technology / Equipment: Cost for equipment and technology necessary to the success of the program whether purchased or leased.

Collections (10% maximum): Include expenditures for items added to the collection. Items MUST be directly related to the program presentation. The 10% is calculated based on the total expenditure of Arts and Cultural Heritage funds for the program being budgeted. For example: Program X requires a total of $4000 to develop and provide for a community. Of this, $2000 is provided through Regional Public Library Arts and Cultural Heritage funding exclusive of any partner funding. For purposes of long term sustainability of the impact of the program, no more than $200 may be expended on items to be added to the collection.

<u>Materials and supplies (consumables)</u>: Necessary items which will be used in the course of the program such as paper, colors, scissors, film. This should include food costs only if the program subject matter includes cooking or other food-related subject matter. Do not include non-program costs.

<u>Evaluation</u>: Costs for evaluation. There might not be a cost in this category for every program. Include costs for a professional evaluator, development of an evaluation instrument, costs for online evaluation, or other participant follow-up methods after a program.

<u>Other (break out costs)</u>
Provide an expenditure category and costs. Insert additional rows in the budget form as needed. An example would be additional short-term insurance required to cover a traveling art or history exhibit as a requirement of the exhibit contract.

Partner Financial Support
It is important to remember libraries are not "going it alone" with these funds. Our partners have both cash and in-kind contributions to bring to the table. For programs, include partner and community contributions in the appropriate category so that we can show how Arts and Cultural Heritage funds helped to leverage other dollars as well as community engagement. This also will show the true cost of a program.

<u>Actual $$</u>: Actual monetary contributions to a program.

<u>In-kind</u>: Non-monetary contributions which may include donated time, materials, space, and so on.

Regional Public Library Systems
Arts and Cultural Heritage Grant Program
State Fiscal Year 2010

	A	B	C	D	E	F	G	H	I	J
1	**Category**	**Subcategory**	**Budget**	**1st Q Exp**	**2d Q Exp**	**3d Q Exp**	**Final Total Exp**		**Partner Financial Support**	
2									Actual $$	In Kind
3	Administration (2.5% max)									
4		Staff								
5		Overhead								
6										
7	Statewide Initiative Participation									
8	Multi-Regional Programs									
9	Region-wide Programs									
10	Local Programs									
11	Subgrant Program									
13		Regional Public Library System Tot	$0.00	$0.00	$0.00	$0.00	$0.00		$0.00	$0.00
14										
15	Activity 1		Budget	1st Q Exp	2d Q Exp	3d Q Exp	Final Total Exp		Actual $$	In Kind
16		Program title								
17		Type of program								
18		Personnel (coordination and development)								
19		Advertising/marketing of program								
20		Contracted services (honorarium, travel, hotel)								
21		Technology/equipment								
22		Collection (10% max)								
23		Materials (consumables)								
24		Evaluation								
25		Other (break out costs)								
26										
27	Activity 1 Subtotal		$0.00	$0.00	$0.00	$0.00	$0.00		$0.00	$0.00
28										

Regional Public Library Systems
Arts and Cultural Heritage Grant Program
State Fiscal Year 2010

	A	B	C	D	E	F	G	H	I	J
29										
30	Activity 2		Budget	1st Q Exp	2d Q Exp	3d Q Exp	Final Total Exp		Actual $$	In Kind
31		Program title								
32		Type of program								
33		Personnel (coordination and development)								
34		Advertising/marketing of program								
35		Contracted services (honorarium, travel, hotel)								
36		Technology/equipment								
37		Collection (10% max)								
38		Materials (consumables)								
39		Evaluation								
40		Other (break out costs)								
41										
42	Activity 2 Subtotal		$0.00	$0.00	$0.00	$0.00	$0.00		$0.00	$0.00
43										
44	*Repeat as necessary*									

Minnesota
Department
of Education

State Library
Services

Regional Public Library System
Arts and Cultural Heritage Grant Program
Definitions and FAQs

Definitions

Define administration

2.5% has been allocated for regional administration of the program. This is to cover operating expenditures necessary to support the general administration of Arts and Cultural Heritage (Legacy) grant funds which is not attributable to a specific program. This includes the basic cost of administering the Legacy grant funds such as administering sub-grant program, fiscal agent responsibilities, reporting and accountability, and so on.

Define Arts

The Merriam Webster dictionary defines "art" as the conscious use of skill and creative imagination. This includes the visual arts, performing arts, and literary arts.

Define Culture

The Merriam Webster dictionary defines "culture" as the customary beliefs, social forms, and material traits of a racial, religious, or social group; *also* the characteristic features of everyday existence (as diversions or a way of life) shared by people in a place or time; *also* the set of shared attitudes, values, goals, and practices that characterizes an institution or organization. This includes the subjects commonly referred to in the humanities such as history, philosophy, religion and cultural studies.

Define Outcomes

An outcome is the intended result of a program that reflects a change in the program recipient's knowledge, skills, abilities, attitudes or quality of life. Documentation of outcomes requires evaluation of the change that occurred as a result of the program. This may be accomplished through a variety of methodologies including the use of a pre/post survey, a voluntary follow-up assessment of participants, testimonials, or formal assessment procedures. Projected outcomes and evaluation methodologies should be established as part of the planning process.

Define Outputs

Statistical data collected on programs. Outputs are things that can be counted - how much/how many such as how many programs, how many attendees. There is no intrinsic value statement attached to a statistical output.

Define Program

A program is any planned event which introduces the group attending to the arts and cultural heritage. Programs may be recreational or educational. Examples of types of programs include film discussions, musical presentations, lectures, author presentations. The topics will vary depending on the interests and needs of the community. Excluded are library activities delivered on a one to one basis, rather than to a group (from FSCS data element definitions). The Arts and Cultural Heritage fund is not designed to provide funding for traditional library programming such as book clubs and general reading programs. (Note: see the "WOW" factor!)

Define Supplant--to take the place of and serve as a substitute for (Merriam Webster). In this context, it would mean a reduction a library's regular funding stream for programming to be replaced with the state Arts and Cultural Heritage funds. *Minnesota 2009 Session Laws,* Chapter 127 is very clear, "...funds are used to supplement and not to substitute for traditional sources of funding" (Constitutional Amendment Sec. 25 and repeated in Legacy Act, Chapter 172).

Define the "WOW" factor: "I'll know it when I see it." Mary Murphy. I think libraries know what will cause a wow effect too. Some of the elements include:
- Creates community excitement
- More than just the usual library programming—pushes programming outside the box
- Engages the community in a new experience not generally available in the area
- Establishes new partnerships across community organizations to create new synergies for future collaboration

Frequently Asked Questions:

Can we include collection costs to support a program?

Collection items (items to be added to the collection of the library for future use and distribution) which can be *directly* linked to the program presentation can be purchased in order to sustain the long term benefit of the program. This may include items such as the CDs produced by the Chamber Orchestra that performed in the library, genealogical "how to" materials for a multigenerational genealogy program, teen poetry books for a poetry slam. The collection items purchased must not exceed 10% of the Regional Public Library System Arts and Cultural Heritage funds used to support the program. This cap will remain in place for two years. At that time analysis will be done on the use and value of collection costs for possible revision.

Distinguish collection items from materials and supplies-consumables that are required to support the execution of a program, such as chalk, paints, paper and so on.

Can we buy art? If a program on an artist is presented and a piece of their art is purchased for long term sustainability of the program's value, use no more than the same percentage (10%)

allowed for other collection purchases. These funds cannot be used to supplant the required 1% for Public Art in New Buildings program requirements.

What about art exhibits? This can be a program if designed and executed as a program that includes activities beyond a passive display of art. Libraries may need to purchase some supplies for display of art such as easels or hangers.

Can we purchase technology / equipment necessary to execute a program? This is unclear at this time and needs to be addressed with legislators. At this time, libraries should err on the side of caution. Items must be demonstrated as essential to the execution and success of the program.

Can we purchase prizes with monies received under this fund?
The Arts and Cultural Heritage funds are designated state funds. They are subject to all state requirements for the use of public funds. The state auditor has determined that this is not an allowable expense. Please see the excerpt below from a letter of the state auditor addressing this issue dated November 21, 2005.

> *Thank you for contacting the State Auditor's Office. ... regarding the ... Public Library System's ... authority to purchase incentive prizes using public funds for participants in reading programs ....*
>
> *In order for a public entity ... to expend money, it must have the statutory authority to do so, and the expenditure must be for a public purpose. There does not appear to be statutory authority for a public library system to purchase prizes for individual participants in a reading program. Further, gifts to individuals are presumed to serve a private, rather than a public purpose. See Op. Atty. Gen, 107a-3 (Jan. 22, 1980). Purchasing prizes for individuals involved in a reading program would be an expenditure benefiting a limited group of individuals, and not the community as a whole.*
> *....*
>
> *Sincerely,*
> *Brooke Bordson*
> *State Auditor's Office*

This was further clarified in December 20, 2005 by Mark Kerr, Assistant Legal Counsel, State Auditor's Office, in response to further inquiry regarding incentives offered during the course of summer reading program:

> *...our position is that there does not appear to be statutory authority for a public library system to purchase prizes for individual participants in a reading program. While Ms. Bordson stated our position correctly, we would interpret it to apply to items with more than nominal value. We would not dispute a library's authority to distribute small promotional items as* **incentives** *for participation in library reading programs, if they are purely limited to items of* **nominal value**, *like a sticker or a library pencil, bookmark or coffee cup. We find no authority, however, to for a library to purchase and give away*

valuable items, like a gift card, a collection of mugs, or a gold plated pen set. (emphasis added).

It is the State Library Services' recommendation that, where prizes may be in order, certificates be substituted for prizes or funding for prizes be obtained from non-public sources.

May Arts and Cultural Heritage funds be used for advertising? Advertising necessary for a specific program is acceptable. Advertising to promote a library or library service in general is not acceptable. The costs for advertising/marketing of a program must be specific to the Arts and Cultural Heritage program. Arts and Cultural Heritage funds cannot be used for general promotion of the library. These costs must be broken out in the final budget report.

Define and clarify sub-grant and to whom they may be given.
"These funds may be used to sponsor programs provided by regional libraries, or to provide grants to local arts and cultural heritage programs for programs in partnership with regional libraries." [Subdv. 3] The sub-grant authority is directed to partner arts and cultural institutions, not libraries. This precludes the pass through process to member libraries.

Sub-grant availability and process will be determined by the regional public library system. It is strongly recommended that a grant process be developed to provide for the most efficient and equitable distribution of funds.

The cost of developing and presenting a program does not factor into the 2.5% of the regional system administrative costs. It is integral to the program budget. Costs to administer programs by the sub-granting entity may be included in the sub-grant application and must be specified in budget detail.

Define art and cultural/history partners
Natural partners include regional art boards, historical societies, and museums. This may also include local ethnic groups such as a Scottish dance group or a Native American pottery artist. Other partners may include community education programs. Be creative and open to possibilities but be able to demonstrate the connection to arts, culture and/or history.

A Friends of the Library organization, as defined by the American Library Association "works to effectively promote and advocate for libraries." They are an affiliate of the library. A review of several mission statements for Minnesota Friends groups reflects this emphasis that they exist and make a priority their support for the library. For example, "an organization of community people who support the public library with both financial and volunteer help," "to increase use of the library," "to advocate for strong public funding for the library," "support the Library by contributing financial support for supplemental services," and "provide volunteer assistance for library programs." They are eligible partners with arts and history organizations where the regional public library system board contracts for programs. They are encouraged to participate in the Arts and Cultural Heritage activities and represent the library community.

Funding

Roll over language

MDE fiscal recognizes no rollover language in the library language (subdivision 3) of the Arts and Cultural Heritage statute as passed in the 2009 session. A Technical Amendment will be submitted by State Library Services to include rollover language in the upcoming session to be retroactive to beginning of the fund. There is no rollover language after year two in the statute for any funds. The holding of funds in a reserve account does not appear to be acceptable. Arts and Cultural Heritage funds must be expended in the time frames defined by the statute. If funding is disbursed and is not fully expended for the purpose intended and expenditures not reported as required by the Department, it must be returned to the State.

Does the fiscal shift apply?

The 73/27 shift does not apply to this fund. It is a 100% expenditure fund.

Disbursement of funds

The schedule for payment of funds from this account will be monthly unless otherwise authorized by the Department of Administration. Funds will be distributed based on the Regional Library Basic System Support formula (Mn Stat. 134.355). This categorical fund should be separately accounted for in the annual audit.

It is recommended that sub-grants be distributed as reimbursement grants in order to ensure reporting and accountability at the regional level. An application process for reviewing and distributing sub-grants is highly recommended in order to ensure best practices, required report responses, and to avoid conflict.

Accountability

Accountability (Legislative Coordinating Committee)

> Extent and process to be determined
> Outstanding issues for future resolution: Interactive report to the agency – might this be integrated as part of the web site for the LCC? How can we use some of the reporting requirements of the LCC to meet the reporting back to MDE in order to reduce duplication? The statewide Arts and Cultural Heritage website and LCC requirements may alter some of the MDE reporting requirements below.

Grants administration (MDE):

The Department of Education State Library Services will provide each regional public library system with the formula allocation for their respective region as soon as all formula factors are official and calculations are verified and final.

Each regional public library system will submit an application to the Department of Education State Library Services on or before September 22, 2009, indicating a plan for use of the region's allocation. The plan will include a narrative of the intended use of the funds, processes for assessment of outcomes, identified outcomes if available at the time of application, and a budget including narrative.

Quarterly reports will be submitted on the budget page with explanatory narrative for each program to include a description of the program, date and location (s) offered, number of attendees, anticipated and achieved outcomes. Due to the start up nature of the fund in FY 2010 only three reports are required. They are due December 31, March 31 and June 30. The December 31 report will be used to report progress to the legislature in the 2010 legislative session.

Sub-grant documentation will need to include documented reporting to the regional system for inclusion in the regional final report which includes the elements described in the paragraph above.

For a statewide program where all regional public library systems are sharing the cost of a program, the proposed shared cost may be listed as a lump sum for the statewide project. The fiscal agent is responsible for detailed breakdown of the program expenditures, detailing the total cost of the program including the funds collected from other regional public library systems. The same principle applies if one or more regions join to do a project for their area. Identify the project and the fiscal agent with budget details to be reported by the fiscal agent for the project.