



Arts and Cultural Heritage Fund Library Legacy
Regional Library Systems

DEFINITIONS - NARRATIVE AND ACCOMPANYING FINANCIAL DATA

State Fiscal Years 2014 . 2015 (July 1, 2013 . June 30, 2015)

Activity: An activity is any planned Arts and Cultural Heritage (ACHF) event. Activities may be recreational or educational. Examples of types of activities may include but are not limited to programs, presentations, exhibits by artists, authors, and/or performers in libraries or community locations as sponsored by the library or regional library system. The topics may vary depending upon the interests and needs of the community. The focus of the activity should benefit groups and not one-to-one interactions.

Administration: System expenditures necessary to support system-level administration of the ACHF program that are not attributable to a specific activity but relate to the ACHF program as a whole. Administration expenses include but are not limited to fiscal agent responsibilities, administering sub-grant programs, reporting and accountability, audit expenses, phone lines, and SYSTEM ACHF planning committee meetings. Library systems may claim up to 2.5% of their total ACHF allowance as Administration and those tasks can be performed by regular employees of the regional library system. **See also Personnel**

Advertising/marketing of program: The costs for advertising/marketing of an activity must be specific to the Arts and Cultural Heritage activity. Advertising to promote a library or library service in general is not acceptable. Costs for general promotion of the library must be broken out in the final budget report.

Collection (10-20%): Items may be added to the library collection to supplement the Legacy activity and sustain a long-term benefit. A maximum of 10% will be allowed if the total activity cost is greater than \$20,000. For activities totaling less than or equal to \$20,000, a maximum of up to 20% may be directed to purchases of ACHF activity-related materials for future use and distribution.

If an activity's focus is on or by an artist, a piece of the artist's work may be purchased with ACHF monies for the library collection. The same collection thresholds listed above apply.

If the focus of the activity is the creation of public artwork, the collection limit does not apply to the artwork itself. Examples of such undertakings may include but are not

limited to murals, statuary, or commissioned music. The ACHF monies cannot be used to supplant the 1% of *Public Art in New Buildings* program requirements.

Community Analysis: An assessment of the community done by reviewing statistics, gathering information through interviews, focus groups, and paper or electronic survey. The information gathered is used to guide the development of library activities.

Contracted services (honorarium, travel, hotel, etc.): Costs necessary for a writer, artist, musician, actor, etc. presenting a Legacy program in a regional public library system. Costs may include honoraria and travel costs (transportation, hotel, meals) as negotiated with the presenter and enumerated in a written contract. Costs will reflect state or regional public library system standards. Automobile mileage will be reimbursed at the IRS mileage rate in effect at the time of the program.

End-User: Although usually defined as a library patron, the end-user for an ACHF activity provided by a regional library system is anyone who attends the activity.

Evaluation: Costs necessary to determine the results of a program or programs, including output and outcome measures. A consultant may be hired or a part-time library system or library staff person may be paid for additional hours to do the planning for and implementation of an evaluation process.

Event: An activity or a distinct portion of an activity. **See also Activity**

Incentives – See Prizes

Legacy Planning Committee: A regional library system-level committee that works with the system administrative staff and governing board to guide the development of that system's ACHF activities.

Materials (consumables): Supplies that are required to support the execution of a program but are ephemeral such as chalk, paper, paints, etc.

Multi-region initiative: For a program where up to five (5) regional library systems are sharing the cost of a program, the proposed cost may be listed as a lump sum for the multi-region project. The multi-region initiative fiscal agent is responsible for a detailed breakdown of the program expenditures, detailing the total cost of the program including the funds collected from the other regional library systems participating in the initiative.

Other (identify costs): Expenditures not reported in other categories. Please specify in %Notes+column.

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 because 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.

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

Partners: A partner works with a regional library system to support ACHF activities by providing resources, whether monetary or in-kind.

Personnel (coordination & development): Costs for hiring a consultant or to provide additional hours for a part-time system or library staff person to plan, develop and coordinate a regional public library system Legacy programs. Similar costs for an entity receiving a sub-grant should be included in the sub-grant budget and reporting.

Prizes/Incentives: Legacy funds cannot be used to purchase incentives. Funding for incentives or prizes for program attendees must be obtained from non-public sources.

Program – See Activity

Region-wide initiative: For a program where the regional public library system provides a program at all or most of the branch/member libraries of the system, the proposed cost may be listed as a lump sum for the region-wide project. The regional public library system is responsible for a detailed breakdown of the region-wide expenditures, detailing the total cost of the program.

Regional Public Library System: A multicounty public library service agency that provides free access to all residents of the region without discrimination, and is organized under the provisions of *Minnesota Statutes*, Chapter 134, Chapter 317A or Section 471.59. A regional public library system where there are at least three (3) participating counties and where each participating city and county is providing for public library service support meeting the requirements of *Minnesota Statutes* 134.34.

Regional Public Library System Administrator: The chief administrative officer who has had at least two years of public library administrative experience and has received the master degree in library science from a library education program accredited by the American Library Association as required in *Minnesota Rules*, Chapter 3530.1000. If the administrator position is vacant, the regional public library system board may designate by board action, an interim administrator for purposes of signing agreements and reports.

Regional Public Library System Governing Board: A library board authorized in *Minnesota Statutes*, Chapter 134.20 which governs a regional public library system and having all the powers and duties of city and county library boards as provided in *Minnesota Statutes*, Chapter 134.11-13 and including exclusive determination of all library services to be provided under the terms of the system master agreement, and exclusive control of the expenditures of all funds for the services.

Site Visits: May be conducted in a variety of ways whether on location, desk-to-desk review, or other means of verifying ACHF activities. Site visits may be conducted by MDE at the regional level or by regional library system representative at local events. Site visits needing access to financial documentation will be scheduled in advance.

Statewide initiative: For a statewide program where six (6) or more of the regional public library systems are sharing the cost of a program, the proposed cost may be listed as a lump sum for the statewide project. The statewide initiative fiscal agent is responsible for a detailed breakdown of the program expenditures, detailing the total cost of the program including the funds collected from each participating regional public library system.

Sub-grant: Sub-grant availability and process will be determined by the regional public library system. Sub-grants may be for programs done by the system in partnership with local arts and cultural heritage institutions. Costs to administer programs by an entity receiving a sub-grant may be included in the sub-grant application and will be specified in the sub-grant application budget. The cost of developing and presenting a program funded by a sub-grant does not factor into the 2.5% of the regional public library system's administrative costs or in the personnel budget category.

Supplant: ACHF monies cannot be used to replace or reduce a library's normal funding stream for activities. *Minnesota 2009 Session Laws*, Chapter 127 states that % funds are used to supplement and not to substitute for traditional sources of funding.+ (*Constitutional Amendment*, Section 25 and repeated in the *Legacy Act*, Chapter 172)

Supplement: Arts and Cultural Heritage Fund monies are to support library activities that are in addition to those supported with state or local funds. *Minnesota 2009 Session Laws*, Chapter 127 states that % funds are used to supplement and not to substitute for traditional sources of funding.+ (*Constitutional Amendment*, Section 25 and repeated in the *Legacy Act*, Chapter 172)

Technology/equipment: Supplies that are required to support the execution of a program but are more permanent in nature. Items to be purchased must be demonstrated as essential to the execution and success of a specific Legacy activity. Equipment may include but is not limited to cameras, scanners, or easels and hangers. Electronic tools (such as a database license specific to an activity) must not exceed the 10% individual program budget requirement specified within the Collections definition. ACHF monies may only be used in the initial year of the activity and cannot be used for ongoing expenses in subsequent years.