Guidelines for Legacy Spending – MELSA

Don't hesitate to reach out to Sarah Hawkins at MELSA if you have questions - SarahH@melsa.org, 651.379.2744.

Background

Minnesota voters approved the Clean Water, Land and Legacy Amendment in November 2008, which increased the sales tax rate by three-eighths of one percent and dedicated the receipts for natural resource and cultural heritage purposes. The Minnesota Arts and Cultural Heritage Fund (aka the Legacy Fund) is the portion of these funds devoted to the arts.

The distribution of Legacy funding is reevaluated every two years. Libraries are not guaranteed to receive a portion of these funds each biennium.

The Legacy calendar year runs July 1-June 30. Libraries have four years to spend the funding for each biennium. For example, funds for fiscal years 2018 and 2019 must be spent by June 30, 2021.

Programs must have art, literature, culture, or history focus.

Problematic with Legacy funds: Consult with Sarah early in planning if you are considering using Legacy funds for programs that may fall under these categories:
- Science
- Non-fiction authors
- Cooking/gardening
- Wellness/nature
- One-on-one programs

Legacy funds cannot replace funds for existing programs.

Dashboard Details
- Expenditures and outcomes are tracked through the dashboard.
    - Contact Sarah to get a dashboard account set up.
- The dashboard should only be open in one internet window/tab at a time. Opening in multiple causes system errors.
- **Program dates:** List each date separately – do not use a span of dates to cover multiple programs.
    - A date span would only be used for an event such as an art exhibit.
    - Multiple dates for a program series can be listed within the same dashboard entry.
- **Offsite locations:** List the venue name and full address, including zip code, in the location field.
- **Partner Contributions:** Be sure to list partner organizations and estimate the value of their in-kind contribution. Partners and in-kind contributions are some of the metrics that the legislature tracks regarding Legacy spending.

o   Examples: If you use a non-library venue for free, list the venue as a partner and list their typical venue fee as an in-kind donation.

Contracts, W9s, Invoices

- Contract, invoice, and W9 templates can be found on the dashboard **Resources & Documents** page.
- Some vendors will request to use their own contracts; that is not acceptable.
- It is MELSA policy to not pay deposit/down payment fees.
- **IDEAL WORLD:** MELSA will receive and sign the contract before the program is promoted. Please request the contracts back from the performers and send in your contracts as soon as possible after reaching a verbal agreement about a program.
  o   This allows us to address any potential issues.
- **Drop Dead Date:** MELSA must receive the contract 24 hours before the program happens. If MELSA receives a contract after the program date, MELSA is unable to executive the contract. If you cannot get the contract to MELSA 24 hours before the program date, your library system may contract with and pay the programmer and then request reimbursement through MELSA.
- Be sure to include the year of the program on contracts.
- Contracts must bear the signature of an individual on the signature page - typed names or the name of the organization cannot be accepted.
- Always send the contract as a PDF to vendors for signature.
- Payments must go to the address listed on the W9.
- **Invoices**: MELSA can only reimburse entire invoices.
  o   If a performer or organization is conducting a series of programs with your library, we pay them at the end of the series if they submit a single invoice.
  o   If they'd like to be paid monthly, they should submit multiple, monthly invoices. (And then you should request monthly payments.)
  o   It is MELSA policy to not pay deposit fees.
- **Proof of insurance:** Programs that involve physical contact between the presenter and participants require that the presenter provide proof of insurance. Inform Sarah if you are planning such a program.

Allowable Expenses/Spending Guidelines
See Legacy definitions document.

- Check with Sarah before proceeding with any performer/vendor where the total cost will exceed $5,000. Projects with costs over $5,000 may require a bidding process. In addition, contracts over $15,000 for a one time, one performer program require the approval of MELSA's board.
- **Collections** – 10-20% of the total cost of a program may go towards library collections that are directly linked to the program. If the total activity cost is greater than $20,000, the maximum is 10%. If the total activity cost is less than $20,000, the maximum is 20%. Note that this guideline is tied to specific programs, not your overall budget.

- **Art** – 10-20% of the total cost of a program may go towards purchasing artwork directly linked to a program. The same guidelines apply as with collections spending. If the program itself involves the creation of art, the spending threshold does not apply.
- **Technology/equipment/durable goods** – 10% of the total cost of the program may go towards durable goods (cameras, projectors, easels) that are directly linked to the program.
- **Consumable supplies** - The purchase of consumable supplies (art supplies, for example) is allowable with Legacy funds. There is no percentage limit.
- **Prizes/incentives** - Legacy funds cannot be used to purchase prizes/incentives.
- **Attendance/material fees** - Attendance or material fees may not be charged for participants of Legacy-funded programs.
- **Staff time** - Legacy funds can be used to fund additional hours for part-time staff who support Legacy programming. Legacy funds cannot be used to offset the cost of full time staff. If your system uses Legacy funds to fund additional hours for part-time staff, their timesheets must specify the hours used to support Legacy programming and must be signed by the employee and their supervisor.
- **Travel expenses** - Travel expenses are allowable by staff and by Legacy performers/presenters. If possible, it is generally easier for performers to wrap these costs into their fees. If not, receipts are required for reimbursement. Airfare payments must be for coach, and per diem rates must be consistent with those outlined in the most current Commissioner's Plan.

Promotions
- Acknowledgement of Legacy funding should be included in all promotions of Legacy-funded programs. Legacy logos can be found on the dashboard Resources & Documents page.
  - This includes all Events Calendars, social media posts, Facebook events, print materials, etc.
  - The correct statement is "This program is funded with money from Minnesota's Arts and Cultural Heritage Fund."
- When introducing a Legacy-funded program, library staff should credit Legacy funds with a statement such as, "This program is made possible by Minnesota Arts and Cultural Heritage Funding."
- Legacy funds can be used to promote Legacy-funded programs. 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.
- Promotional giveaway items must be under $5 per item.

Collection materials and technology/equipment
- **Retention:** Track and retain inventory for the item's useful life. If the item is damaged or no longer relevant, it may be removed. Otherwise, it should remain in your collection.
  - As long as an item is in your collection, it should be able to be identified as Legacy.

- Best practice: Catalog tag for materials and a designation as Legacy on your equipment inventory.
- **Labels:** All projects funded with Legacy money should be identified as such. As a result, all collection items and technology/equipment purchased with Legacy dollars must be physically labeled.
  - Each system should purchase labels, print them, and place on all items purchased with Legacy dollars. If desired, the stickers can be attributed as promotional material for program costs.
    - The files are on the dashboard Resources & Documents page.
      - The small sticker uses the Avery 5160 template.
      - The large sticker uses the Avery 5164 template.
  - Best practice for placement: inside covers of collection material and on the bottom of any equipment purchased.

Evaluations/Outcomes/Outputs

See the Legacy guidelines and definitions documents.
- Evaluations are required for all Legacy funded projects.
- You should plan to keep all evaluation materials for a minimum of six years from the grant agreement end date, receipt and approval of all final reports.
- Be attentive to the descriptions and outcomes you enter in the dashboard.
  - They are not edited before going public.
  - Once you enter attendance and outcomes, you can no longer edit the entry.
- Please do not take expected outcomes and make them actual outcomes by changing the verb tense.
- Simplified: outcomes should show how we are changing lives through ACHF programs.
  - I.e. an expected outcome would be that attendees are able to identify at least one new idea or concept learned [knowledge/skills] for educational programs or have a richer cultural life [attitude/quality of life] for entertainment programs.
- Best practice: Pull statements from your evaluations as anecdotal quotes for your actual outcomes. Hopefully, evaluations are evidence of life changes.
- Shaping Outcomes is a good resource: http://shapingoutcomes.org