

Minnesota Attorney General: Administrative Rules Proceedings

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OUR FILE NO. 479

Attorney General

Charles T. Mottl
Special Assistant
Attorney General

October 26, 1978

Lee E. Sheehy
Special Assistant
Attorney General

296-1288

In the Matter of the Proposed Adoption of Temporary Rules of the State Board of Education Governing Library Grant Programs

The above-captioned temporary rules have been approved pursuant to Minn. Stat. § 15.0412, Subd. 5, except as follows:

The citation in 5 MCAR § 1.0804 A appears to be incorrect. I believe "Laws of 1978, ch. 546, § 3, subd. 6" is the correct citation.

LES:mb

Enclosure

#479 Dept of Education

RULES REVIEW CHECKLIST

DATE RULES RECEIVED 10/20/78 Temporary Rule YES

Resubmitted and Received _____

DUE DATE 10/27

a. Returned to Agency w/o filing w/Secy of State _____
b. Approved 10-26 Date Sent Back to Agency _____

- - - - - - - - - - - w/ one citation error - - - - - - - - - - -

6yd

1. Rules as Adopted _____
2. Rules as Proposed _____
3. Certificate of Board's Authorizing Resolution, where applicable _____
4. Order for Hearing _____
5. Notice of Hearing _____
   (i) Sufficiency _____
6. Secretary of State's List _____
7. Certificate of Acquisition of Secretary of State's List _____
8. Affidavit of Mailing _____
   (i) At least 30 days prior to hearing _____
9. Statement of Need and Evidence _____
10. Hearing Examiner's Report _____
11. Agency's Findings of Fact _____
12. Certificate of Board's Resolution Adopting Rules, where applicable _____
13. Order Adopting _____
14. Report of Chief Hearing Examiner _____
    (i) Finding of No Substantial Change _____
    (ii) Permission to Incorporate by Reference, where applicable _____
15. Certificate of Compliance with Rulemaking Procedures _____
16. Copy of Notice of Intent to Solicit Outside Opinion, where applicable _____
17. Petition by Public, where applicable _____.

ADMIN. 1000A (REV. 8/76)

STATE OF MINNESOTA

Office Memorandum

DEPARTMENT Education

TO : Lee Sheehy
Special Ass't. Attorney General

DATE: 10-18-78

FROM : Lois Steinhaus
Lois Steinhaus
Education Statistics Section

PHONE: 6-4428

SUBJECT: Approval of OPLIC's temporary rule

Enclosed are copies of the order adopting rules, adoption of rules resolution, notice of intent to solicit outside opinion, proposed rules as they appeared in the STATE REGISTER, temporary rules as proposed and temporary rules as adopted. Also a letter that came in after the rule was published.

STATE OF MINNESOTA

DEPARTMENT OF EDUCATION

In the Matter of the Proposed Adoption of Temporary Rules of the State Board of Education Governing Library Grant Programs

STATEMENT OF COMPLIANCE WITH EMERGENCY RULE-MAKING PROCEDURES

I, Special Assistant Attorney General Charles T. Mottl, do hereby declare that I have examined the proposed temporary rules and all related documents and that, based on them and my personal familiarity with the applicable procedures, the emergency rule-making procedures have been followed. Any exceptions are noted below.

Charles T. Mottl

CHARLES T. MOTTL
Special Assistant
Attorney General

Dated: Oct. 18, 1978

STATE OF MINNESOTA

In the Matter of the Proposed
Adoption of Temporary Rules of
the State Board of Education
Governing Library Grant Programs

ORDER ADOPTING RULES

The above-entitled proposed temporary rules were published in the State Register August 21, 1978, pursuant to Laws of 1978, ch. 546, § 7.

To correct a typographical error, 5 MCAR § 1.0800, subd. D, part 1, which states in part:

"... in an amendment to the original application filed under provisions of 5 MCAR § 1.0800, subd. G;"

is amended to state in part:

"... in an amendment to the original application filed under provisions of 5 MCAR § 1.0800, subd. I;"

After affording all interested persons an opportunity to submit data and views on the proposed temporary rule in writing as required by Minn. Stat. § 15.0412, subd. 5 (supp. 1977), having considered all the data and views adduced and applicable statutory standards and criteria and having confirmed the need for the above-captioned rules and the reasonableness thereof;

NOW THEREFORE, it is ordered that these rules identified as 5 MCAR §§ 1.0800 - 1.0804 attached hereto as Exhibit A as amended are adopted this 16th day of October, 1978 pursuant to authority vested in us by Laws of 1978, ch. 546, § 7.

STATE OF MINNESOTA
STATE BOARD OF EDUCATION

Elving O. Johnson

President
State Board of Education

Temporary Rules as Adopted

Chapter Forty: Libraries
(all new material)

5 MCAR §1.0800 Grant application and review procedures.

A. Who may apply. Regional library systems designated as eligible under provisions of Laws of 1978, ch. 546, §5, subd. 3 may apply for establishment grants as specified in 5 MCAR §1.0801 and for regional library basic system support grants as specified in 5 MCAR §1.0802 and for special project grants as specified in 5 MCAR §1.0803. County and city public libraries which are participating in the aforementioned regional library systems may also apply for special project grants as specified in 5 MCAR §1.0803. The Minnesota department of corrections and the Minnesota department of welfare may apply for grants for institution library service and for library service for the blind and physically handicapped as specified in 5 MCAR §1.0804.

B. Application forms. All applications for grants shall be made on application forms provided by the office of public libraries and interlibrary cooperation (OPLIC), division of special services, Minnesota department of education. Content of application form varies with each type of grant and is specified in 5 MCAR §§1.0801 - 1.0804.

C. Application dates. All grant applications shall be filed on or before July 1 to be considered for funding during the succeeding state fiscal year provided that applications for establishment grants shall be filed by regional library systems either on or before July 1 or on or before January 1, to be considered for funding for the succeeding twelve-month period. Applications for special project grants shall be filed on a date established annually by the state board of education and published in the newsletter of OPLIC not less than 90 days before such date.

D. Assurances. Grant applicants shall sign a statement of assurance that:

1. Grant funds shall be used only for the purposes for which granted as specified in the approved grant application or approved by the director of OPLIC in an amendment to the original application filed under provisions of 5 MCAR §1.0800, subd. I;

2. A narrative report indicating program or project results accomplished and a report of grant expenditures shall be filed with OPLIC on forms supplied by OPLIC no later than 90 days after the completion of the project or program, or the end of the state fiscal year, whichever is earlier provided that such period allowed shall not be less than 90 days;

3. If participation by a regional library system or a member local governmental unit is discontinued, ownership of the discontinuing system or unit's assets, including cash or the fair market value thereof if such assets cannot be transferred by the grantee, acquired during the last three years of participation from establishment grant and regional library basic system support grant funds, shall revert to the Minnesota state board of education for reassignment for library services elsewhere;

4. It will comply with 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 and regulations.

E. Federal funds. The provisions of the library services and construction act, 20 USC 351 et seq. (1970), and its regulations shall apply to all projects and programs which are wholly or partially funded from grants received under the act.

F. Pertinent sections of Minnesota law. The activities and operations of applicants which are wholly or partially carried out with funds received through library grant programs shall be in accordance with relevant sections of Minnesota law.

G. Notification, review, and request for additional information. Applicants shall be notified of the receipt of their applications. The director of the office of public libraries and interlibrary cooperation shall review all applications for accuracy and completeness. Within 15 working days of receiving the application the director may request in writing the following additional information so that an applicant may more accurately or clearly describe the program or project for which grant funds are sought:

1. clarification of project or program objectives to better communicate functions or services to be performed;

2. clarification of proposed project or program implementation to better communicate how functions or services will be performed;

3. clarification of proposed project or program evaluation to better communicate evaluation methods to be used;

4. any other information which would strengthen or clarify the application.

If the additional information requested is not provided by the applicant within ten working days after the date of the request for additional information, the grant application shall be evaluated solely on the basis of the information it contains.

H. Grant awards. Grants shall be awarded by the state board of education for projects and programs in compliance with the law and these rules, subject to the availability of funds and such standards as are set forth for a grant program. All grant applicants shall be notified in writing within five working days of the action of the state board of education.

I. Amendments. If after a project or program has been funded, the grant recipient determines that modifications are necessary, the grant recipient shall file an amendment to the grant application. Budget modifications resulting in transfer from one budget category to one or more other budget categories of less than 20 percent of the total grant amount need not be filed as amendments. The grant amendment shall not change the purpose for which the grant was awarded. It shall, however, address at least one of the following:

1. modification of the scope or duration of the project or program, judged by the grant recipient to be necessary based on the amount of funds granted or knowledge acquired in operating the project or program;

2. modification of project or program objectives, steps in implementation or evaluation judged by the grant recipient to be necessary based on knowledge acquired in operating the project or program;

3. modification of the budget of the project or program, within limits of the amount of the grant and amounting to more than 20 percent of the total grant amount, judged by the recipient to be necessary to most economically and practically achieve project objectives.

All amendments shall be filed in writing with the information the recipient determines is necessary to accurately and completely explain the need for the amendment.

The director of the office of public libraries and interlibrary cooperation shall review all amendments and shall use the following standards in determining whether an amendment is approved:

1. the basic purposes for which funds were granted are not altered by the modifications; and/or

2. the proposed modifications result in improved project or program efficiency in terms of cost savings for equipment, materials, time or personnel; and/or

3. the proposed modifications result in improved project or program effectiveness in terms of greater quantities or qualities of service provided; and/or

4. the proposed modifications improve the applicant's ability to achieve the objectives of the project or program.

Approval or disapproval of all amendments shall be communicated to a grant recipient within ten working days following OPLIC's receipt of the proposed amendment.

5 MCAR §1.0801 Establishment grants.

A. Application. Regional library systems may apply for establishment grants to extend library service to additional counties as authorized in Laws of 1978, ch. 546 §3, subd. 2. Applicants shall submit the following information:

1. name, address and telephone number of applicant;

2. name of contact person;

3. name of county joining regional library system;

4. a copy of the resolution adopted by the county board of commissioners in which they agree to provide minimum levels of local support as required by Laws of 1978, ch. 546, §4;

5. purposes for which grant funds are requested, including a statement of program objectives and identification of results to be accomplished;

6. proposed expenditures to be made from grant funds.

B. Establishment grant formula. The amount of the establishment grant to a regional library system for each additional county to extend services shall be $1.00 per capita plus $10.00 per square mile for the first year, and $.50 per capita plus $5.00 per square mile for the second year, reduced by the population and land area of any nonparticipating governmental units. The most recent United States census is used to determine the population and land area.

C. Counties joining regional library systems. When a county has ceased to participate in a regional library system and at a later date rejoins a regional library system, no establishment grant shall be made.

5 MCAR §1.0802 Regional library basic system support grants.

A. Application. Regional library systems may apply for regional library basic system support grants authorized in Laws of 1978, ch. 546, §3, subd. 3. Applicants shall submit the following information:

1. name, address and telephone number of applicant;

2. name of contact person;

3. names of participating governmental units and identification of nonparticipating governmental units within participating counties;

4. name, educational background and library work experience of the chief administrative officer;

5. purposes for which grant funds are requested, including a statement of program objectives and identification of results to be accomplished;

6. for purposes of determining compliance with Laws of 1978, ch. 546, §5, provision for each participating governmental unit of the following financial information:

a. the amount provided by the governmental unit for public library service during the preceding fiscal year;

b. the amount provided by the governmental unit for public library service during the current fiscal year.

7. proposed expenditures to be made from grant funds.

B. Criteria for eligibility. Regional library systems shall be designated as eligible by the state board of education provided they meet the criteria in Laws of 1978, ch. 546, §5, and the following:

1. Employment of a chief administrative officer who has had at least two years of public library administrative experience and has received the master's degree in library science from a library education program accredited by the American Library Association.

2. Long range plan. Regional library systems shall provide to OPLIC by June 30 of each even-numbered year a long range plan which addresses the succeeding five years. Upon request by the regional library system, OPLIC staff shall provide consultation and advice on the content of the long range plan. The plan shall include narrative descriptions, goals and objectives which address the following:

a. service area; including steps to encourage participation of appropriate adjacent nonparticipating counties and cities.

b. funding; including cost projections to implement the first year of the plan.

c. personnel; including projections of numbers and qualifications needed to implement the plan.

d. collection development; including types and quantities, written materials selection policies of the applicant or of its members, a coordinated program of acquisition, identification and rectification of deficiencies, and sharing of resources.

e. programs of service; including minimum hours of operation of public service outlets and provision of bookmobile service.

f. physical facilities; including accessibility by the physically handicapped.

g. multitype library cooperation.

h. any other topics deemed appropriate by the regional library system.

C. Calculation of grant amounts. Regional library basic system support grants shall be calculated as specified in Laws of 1978, ch. 546, §6 or in subsequent law. The most recent United States census shall be used in calculation of all per capita and land area amounts, reduced by the population and land area of any nonparticipating governmental units.

D. Audit. Regional library systems which receive regional library basic system support grants shall annually submit to OPLIC an audit of receipts and disbursements within 180 days after the end of the regional library system's fiscal year. The audit shall be performed by the staff of the state auditor's office, by a certified public accountant or by a public accountant as defined in and in accordance with Minn. Stat. §§6.64 - 6.71 (1976).

5 MCAR §1.0803 Special project grants.

A. Application. Regional library systems and county and city public libraries which are participating in regional library systems may apply for special project grants as authorized by Laws of 1978, ch. 546, §3, subd. 4.

B. Categories of emphasis. The advisory council to OPLIC, required in federal regulations, may select one or more categories of programs which are designated as eligible in the federal law and regulations as the highest priority for funding during a fiscal year. The categories so designated shall be published in the newsletter of OPLIC no less than 90 days prior to the application date and supplied to any potential applicant on request. Applications for projects or programs in the highest priority category shall be given extra consideration in the review process.

C. Regional library system review. County and city libraries which submit applications to OPLIC shall also submit a duplicate copy of the application to their regional library system for review and comment not less than 30 days prior to the application date. The regional library system may submit to OPLIC by the application date comments stating how the proposed project or program relates to the system long range plan and how the proposed project or program could benefit the system or its members.

D. Grants committee review. Applications for special project grants shall be reviewed by a grants committee of five persons appointed by the chairperson of the advisory council to the office of public libraries and interlibrary cooperation. Special project grants shall be awarded on a competitive basis. Applications shall be evaluated in terms of:

1. relationship to categories of emphasis;

2. purposes for which grant funds are requested;

3. statement of project objectives and identification of results to be accomplished;

4. methodology for evaluating project results;

5. the project budget;

6. clear identification that the project activity would not or could not take place without a grant;

7. evidence that the project is either:

a. a one-time project of limited duration to accomplish an objective of long-term benefit; or

b. a pilot for contemplated future operation with a specific plan for absorbing it into on-going operations;

8. the comments from the regional library system review, when received;

9. qualifications of project staff.

The grants committee shall reports its recommendations for projects to be funded to the director of OPLIC.

E. Office of public libraries and interlibrary cooperation review. The director of OPLIC shall review all applications and the funding recommendations of the grants committee for special project grants using the same standards applied by the grants committee and shall report recommendations for projects to be funded to the state board of education.

F. State board of education action. The state board of education shall review the funding recommendations of the director of OPLIC and shall award grants using the same standards applied by the grants committee and subject to the availability of funds.

5 MCAR §1.0804 Grants for institution library service and for library service for the blind and physically handicapped.

A. Application. The Minnesota department of corrections and the Minnesota department of welfare may apply annually for grants to improve library services for institutionalized persons and for the blind and physically handicapped as authorized by Laws of 1978, ch. 546, §6 ~~§6~~ §7, subd. 6 and by the library services and construction act, 20 USC 351 et seq. (1970). Applicants shall submit the following information:

1. name, address and telephone number;

2. name of contact person;

3. locations where program activities will be carried out;

4. purposes for which grant funds are requested, including a statement of program objectives and identification of results to be accomplished;

5. proposed expenditures to be made from grant funds;

6. dollar amounts provided for library services by the departments during the preceding fiscal year;

7. numbers of services provided and numbers of persons served during the preceding year.

B. Eligible costs for institution library service. Funds are granted for library services for residents of corrections and welfare institutions and shall not be expended for library services for institution staff.

C. Office of public libraries and interlibrary cooperation review. The director of OPLIC shall review applications received and shall make recommendations to the state board of education regarding grant amounts based on the applicants' ability to provide services according to the information in the application.

D. State board of education action. The state board of education shall review the funding recommendations of the director of OPLIC and shall award grants using the same information used by the director of OPLIC and subject to the availability of funds.

CERTIFICATE OF BOARD'S

ADOPTION OF RULES RESOLUTION

I, Howard B. Casmey, do hereby certify that I am secretary and executive officer of the Board of Education, a board duly authorized under the laws of the State of Minnesota, and that the following is a true, complete, and correct copy of a resolution adopted at a meeting of the Board of Education duly and properly called and held on the 16th day of October, 1978; that a quorum was present at said meeting; (that a majority of those present voted for the resolution); that said resolution is set forth in the minutes of said meeting and has not been rescinded or modified.

> "RESOLVED, that the rules governing the library grant program be and hereby are approved and adopted, pursuant to authority vested in us by Laws of 1978, ch. 546, § 7 and that one of the members of the Board of Education, be and hereby is authorized to sign an order adopting these rules."

IN WITNESS WHEREOF, I have hereunto subscribed my name this 16th day of October, 1978.

Howard B. Casmey
Secretary and Executive Officer

Member, State Board of Education

OFFICIAL NOTICES

Pursuant to the provisions of Minn. Stat. § 15.0412, subd. 6, an agency, in preparing proposed rules, may seek information or opinion from sources outside the agency. Notices of intent to solicit outside opinion must be published in the *State Register* and all interested persons afforded the opportunity to submit data or views on the subject, either orally or in writing.

The *State Register* also publishes other official notices of state agencies, notices of meetings, and matters of public interest.

Department of Commerce Insurance Division

Notice of Intent to Solicit Outside Information and Opinion Regarding Proposed Rules for Implementation of the Minnesota Comprehensive Health Insurance Act of 1976

Notice is hereby given that the Department of Commerce, Insurance Division, shall solicit nonagency information and opinions in preparation for the adoption of permanent rules for implementation of the Minnesota Comprehensive Health Insurance Act of 1976, Minn. Stat. §§ 62E.01, *et. seq.* (1976).

All interested persons are hereby afforded the opportunity to submit relevant data or views on the subject either in written form or orally. Responses should be directed to:

John T. Ingrassia
Supervisor, Life & Health Section
Insurance Division
Department of Commerce
500 Metro Square Building
St. Paul, Minnesota 55101
(612) 296-2202

June 26, 1978

Thomas L. O'Malley
Assistant Commissioner of Insurance

Department of Education Division of Special Services — Office of Public Libraries and Interlibrary Cooperation

Notice of Intent to Solicit Outside Opinion Regarding Rules for Grants for Public Library Services and Interlibrary Cooperation

The Department of Education, Division of Special Services, Office of Public Libraries and Interlibrary Cooperation is drafting rules to implement Laws of 1978, ch. 546, which permits the State Board of Education to promulgate rules to govern grant programs for public library services and interlibrary cooperation, including application procedures, computation formulas for Establishment Grants and Regional Library Basic System Support Grants, and eligibility criteria for grants.

The Department invites interested persons or groups to provide information, comment and advice on the subject in writing or orally to Mr. William G. Asp, Director, Office of Public Libraries and Interlibrary Cooperation, 301 Hanover Building, 480 Cedar Street, St. Paul, Minnesota 55101.

Written statements will be made part of the public hearing record.

State Planning Agency Health Planning Division

Notice of Availability of State Funds for Health Research

Pursuant to Laws of 1977, ch. 453, § 27, there is made available $1.5 million of state funds for a Health Research Program (HRP). This program will help to maintain biomedical research in Minnesota and will strengthen the state's ability to produce health services research, nonmedical health research, and health policy research and analysis. As mandated by the Minnesota Legislature, the disbursement of these funds is to be directed by the Minnesota Statewide Health Coordinating Council (SHCC).

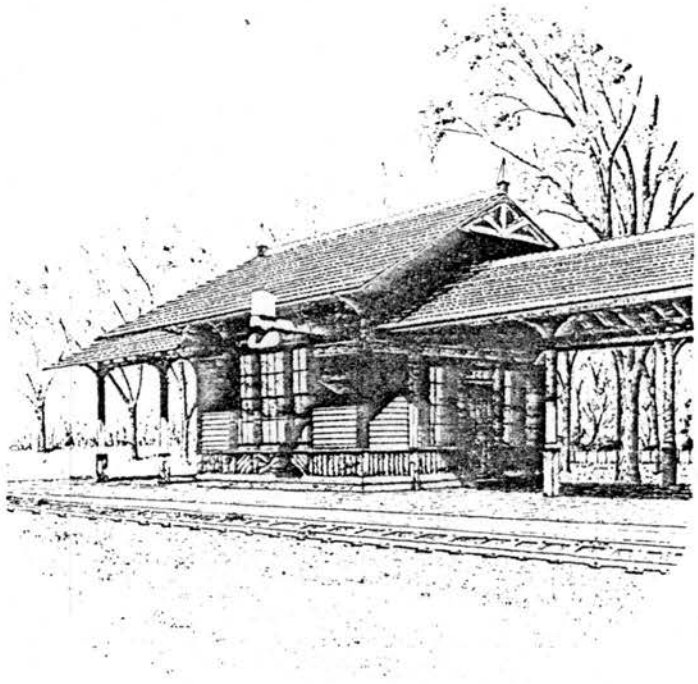
Three categories of research grants are established, with the total funds to be divided among them as follows:

OPLIC

PROPOSED RULES

Pursuant to Minn. Stat. § 15.0412, subd. 4, agencies must hold public hearings on proposed new rules and/or proposed amendment of existing rules. Notice of intent to hold a hearing must be published in the *State Register* at least 30 days prior to the date set for the hearing, along with the full text of the proposed new or amended rule. The agency shall make at least one free copy of a proposed rule available to any person requesting it.

Pursuant to Minn. Stat. § 15.0412, subd. 5, when a statute, federal law or court order to adopt, suspend or repeal a rule does not allow time for the usual rulemaking process, temporary rules may be proposed. Proposed temporary rules are published in the *State Register*, and for at least 20 days thereafter, interested persons may submit data and views in writing to the proposing agency.



The Minnehaha Depot, built at East Forty-ninth St. and Minnehaha Ave. in Minneapolis during the 1870s, was one of three stops in the Milwaukee Road connecting Minneapolis with Chicago and the East. After construction of a direct route from Minneapolis to St. Paul in 1880, the depot was used mainly by commuters who paid five cents for the 16-mile ride. The depot closed in 1963 and has been restored to its Victorian appearance by the Minnesota Historical Society. (Drawing by Ron Hunt reprinted, with permission, from *A Living Past: 15 Historic Places in Minnesota*, copyright 1973, 1978 by the Minnesota Historical Society.)

Department of Education Special Services Division Office of Public Libraries and Interlibrary Cooperation

Proposed Temporary Rules Governing the Library Grant Program

The State Board of Education has proposed the following temporary rules in response to Laws of 1978, ch. 546. Authority to adopt such temporary rules is provided by Laws of 1978, ch. 546, § 7.

All interested persons are hereby afforded the opportunity for 20 days after publication of this material in the *State Register* to submit data and views on the proposed temporary rules by writing to William Asp, Director of the Office of Public Libraries and Inter-Library Cooperation, Minnesota State Department of Education, 301 Hanover Building, 480 Cedar Street, St. Paul, Minnesota 55101. Such publication is hereby ordered.

Any written material received by the agency shall become part of the hearing record in the final adoption of the temporary rule.

Temporary Rules as Proposed

Chapter Forty: Libraries (all new material)

5 MCAR § 1.0800 Grant application and review procedures.

A. Who may apply. Regional library systems designated as eligible under provisions of Laws of 1978, ch. 546, § 5, subd. 3 may apply for establishment grants as specified in 5 MCAR § 1.0801 and for regional library basic system support grants as specified in 5 MCAR § 1.0802 and for special project grants as specified in 5 MCAR § 1.0803. County and city public libraries which are participating in the aforementioned regional library systems may also apply for special project grants as specified in 5 MCAR § 1.0803. The Minnesota Department of Corrections and the Minnesota Department of Welfare may apply for grants for institution library service and for library service for the blind and physically handicapped as specified in 5 MCAR § 1.0804.

B. Application forms. All applications for grants shall be made on application forms provided by the office of public libraries and interlibrary cooperation (OPLIC), division of special services, Minnesota Department of Education. Content of application form varies with each type of grant and is specified in 5 MCAR §§ 1.0801-1.0804.

C. Application dates. All grant applications shall be filed on or before July 1 to be considered for funding during the succeeding state fiscal year provided that applications for

establishment grants shall be filed by regional library systems either on or before July 1 or on or before January 1, to be considered for funding for the succeeding twelve-month period. Applications for special project grants shall be filed on a date established annually by the state Board of Education and published in the newsletter of OPLIC not less than 90 days before such date.

D. Assurances. Grant applicants shall sign a statement of assurance that:

1. grant funds shall be used only for the purpose for which granted as specified in the approved grant application or approved by the director of OPLIC in an amendment to the original application filed under provisions of 5 MCAR § 1.0800, subd. G;

2. a narrative report indicating program or project results accomplished and a report of grant expenditures shall be filed with OPLIC on forms supplied by OPLIC no later than 90 days after the completion of the project or program, or the end of the state fiscal year, whichever is earlier provided that such period allowed shall not be less than 90 days;

3. if participation by a regional library system or a member local governmental unit is discontinued, ownership of the discontinuing system or unit's assets, including cash or the fair market value thereof if such assets cannot be transferred by the grantee, acquired during the last three years of participation from establishment grant and regional library basic system support grant funds, shall revert to the Minnesota state board of education for reassignment for library services elsewhere;

4. it will comply with 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 and regulations.

E. Federal funds. The provisions of the library services and construction act, 20 USC 351 *et seq*. (1970), and its regulations shall apply to all projects and programs which are wholly or partially funded from grants received under the act.

F. Pertinent sections of Minnesota law. The activities and operations of applicants which are wholly or partially carried out with funds received through library grant programs shall be in accordance with relevant sections of Minnesota law.

G. Notification, review, and request for additional information. Applicants shall be notified of the receipt of their applications. The director of the Office of Public Libraries and Interlibrary Cooperation shall review all applications for accuracy and completeness. Within 15 working days of receiving the application the director may request in writing the following additional information so that an applicant may more accurately or clearly describe the program or project for which grant funds are sought:

1. clarification of project or program objectives to better communicate functions or services to be performed;

2. clarification of proposed project or program implementation to better communicate how functions or services will be performed;

3. clarification of proposed project or program evaluation to better communicate evaluation methods to be used;

4. any other information which would strengthen or clarify the application.

If the additional information requested is not provided by the applicant within ten working days after the date of the request for additional information, the grant application shall be evaluated solely on the basis of the information it contains.

H. Grant awards. Grants shall be awarded by the state Board of Education for projects and programs in compliance with the law and these rules, subject to the availability of funds and such standards as are set forth for a grant program. All grant applicants shall be notified in writing within five working days of the action of the state board of education.

I. Amendments. If after a project or program has been funded, the grant recipient determines that modifications are necessary, the grant recipient shall file an amendment to the grant application. Budget modifications resulting in transfer from one budget category to one or more other budget categories of less than 20 percent of the total grant amount need not be filed as amendments. The grant amendment shall not change the purpose for which the grant was awarded. It shall, however, address at least one of the following:

1. modification of the scope or duration of the project or program, judged by the grant recipient to be necessary

KEY: RULES SECTION — Underlining indicates additions to proposed rule language. ~~Strike outs~~ indicate deletions from proposed rule language. PROPOSED RULES SECTION — Underlining indicates additions to existing rule language. ~~Strike outs~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material."

based on the amount of funds granted or knowledge acquired in operating the project or program;

2. modification of project or program objectives, steps in implementation or evaluation judged by the grant recipient to be necessary based on knowledge acquired in operating the project or program;

3. modification of the budget of the project or program, within limits of the amount of the grant and amounting to more than 20 percent of the total grant amount, judged by the recipient to be necessary to most economically and practically achieve project objectives.

All amendments shall be filed in writing with the information the recipient determines is necessary to accurately and completely explain the need for the amendment.

The director of the Office of Public Libraries and Interlibrary Cooperation shall review all amendments and shall use the following standards in determining whether an amendment is approved:

1. the basic purposes for which funds were granted are not altered by the modifications; and/or

2. the proposed modifications result in improved project or program efficiency in terms of cost savings for equipment, materials, time or personnel, and/or

3. the proposed modifications result in improved project or program effectiveness in terms of greater quantities or qualities of service provided; and/or

4. the proposed modifications improve the applicant's ability to achieve the objectives of the project or program.

Approval or disapproval of all amendments shall be communicated to a grant recipient within ten working days following OPLIC's receipt of the proposed amendment.

5 MCAR § 1.0801 Establishment grants.

A. Application. Regional library systems may apply for establishment grants to extend library service to additional counties as authorized in Laws of 1978, ch. 546, § 3, subd. 2. Applicants shall submit the following information:

1. name, address and telephone number of applicant;

2. name of contact person;

3. name of county joining regional library system;

4. a copy of the resolution adopted by the county board of commissioners in which they agree to provide minimum levels of local support as required by Laws of 1978, ch. 546, § 4;

5. purposes for which grant funds are requested, including a statement of program objectives and identification of results to be accomplished;

6. proposed expenditures to be made from grant funds.

B. Establishment grant formula. The amount of the establishment grant to a regional library system for each additional county to extend services shall be $1.00 per capita plus $10.00 per square mile for the first year, and $.50 per capita plus $5.00 per square mile for the second year, reduced by the population and land area of any nonparticipating governmental units. The most recent United States census is used to determine the population and land area.

C. Counties rejoining regional library systems. When a county has ceased to participate in a regional library system and at a later date rejoins a regional library system, no establishment grant shall be made.

5 MCAR § 1.0802 Regional library basic system support grants.

A. Application. Regional library systems may apply for regional library basic system support grants authorized in Laws of 1978, ch. 546, § 3, subd. 3. Applicants shall submit the following information:

1. name, address and telephone number of applicant;

2. name of contact person;

3. names of participating governmental units and identification of nonparticipating governmental units within participating counties;

4. name, educational background and library work experience of the chief administrative officer;

5. purposes for which grant funds are requested, including a statement of program objectives and identification of results to be accomplished;

6. for purposes of determining compliance with Laws of 1978, ch. 546, § 5, provision for each participating governmental unit of the following financial information:

a. the amount provided by the governmental unit for public library service during the preceding fiscal year;

b. the amount provided by the governmental unit for public library service during the current fiscal year.

7. proposed expenditures to be made from grant funds.

B. Criteria for eligibility. Regional library systems shall be designated as eligible by the state Board of Education provided they meet the criteria in Laws of 1978, ch. 546, § 5, and the following:

1. Employment of a chief administrative officer who has had at least two years of public library administrative experience and has received the master's degree in library science from a library education program accredited by the American Library Association.

2. Long range plan. Regional library systems shall provide to OPLIC by June 30 of each even-numbered year a long range plan which addresses the succeeding five years. Upon request by the regional library system, OPLIC staff shall provide consultation and advice on the content of the long range plan. The plan shall include narrative descriptions, goals and objectives which address the following:

a. service area: including steps to encourage participation of appropriate adjacent nonparticipating counties and cities:

b. funding: including cost projections to implement the first year of the plan:

c. personnel: including projections of numbers and qualifications needed to implement the plan:

d. collection development: including types and quantities, written materials selection policies of the applicant or of its members, a coordinated program of acquisition, identification and rectification of deficiencies, and sharing of resources:

e. programs of service: including minimum hours of operation of public service outlets and provision of bookmobile service:

f. physical facilities: including accessibility by the physically handicapped:

g. multitype library cooperation:

h. any other topics deemed appropriate by the regional library system.

C. Calculation of grant amounts. Regional library basic system support grants shall be calculated as specified in Laws of 1978, ch. 546, § 6 or in subsequent law. The most recent United States census shall be used in calculation of all per capita and land area amounts, reduced by the population and land area of any nonparticipating governmental units.

D. Audit. Regional library systems which receive regional library basic system support grants shall annually submit to OPLIC an audit of receipts and disbursements within 180 days after the end of the regional library system's fiscal year. The audit shall be performed by the staff of the state auditor's office, by a certified public accountant or by a public accountant as defined in and in accordance with Minn. Stat. §§ 6.64-6.71 (1976).

5 MCAR § 1.0803 Special project grants.

A. Application. Regional library systems and county and city public libraries which are participating in regional library systems may apply for special project grants as authorized by Laws of 1978, ch. 546, § 3, subd. 4.

B. Categories of emphasis. The advisory council to OPLIC, required in federal regulations, may select one or more categories of programs which are designated as eligible in the federal law and regulations as the highest priority for funding during a fiscal year. The categories so designated shall be published in the newsletter of OPLIC no less than 90 days prior to the application date and supplied to any potential applicant on request. Applications for projects or programs in the highest priority category shall be given extra consideration in the review process.

C. Regional library system review. County and city libraries which submit applications to OPLIC shall also submit a duplicate copy of the application to their regional library system for review and comment not less than 30 days prior to the application date. The regional library system may submit to OPLIC by the application date comments stating how the proposed project or program relates to the system long range plan and how the proposed project or program could benefit the system or its members.

D. Grants committee review. Applications for special project grants shall be reviewed by a grants committee of five persons appointed by the chairperson of the advisory council to the Office of Public Libraries and Interlibrary Cooperation. Special project grants shall be awarded on a competitve basis. Applications shall be evaluated in terms of:

KEY: RULES SECTION — Underlining indicates additions to proposed rule language. ~~Strike outs~~ indicate deletions from proposed rule language. PROPOSED RULES SECTION — Underlining indicates additions to existing rule language. ~~Strike outs~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material."

5 MCAR § 1.0803

1. relationship to categories of emphasis;

2. purposes for which grant funds are requested;

3. statement of project objectives and identification of results to be accomplished;

4. methodology for evaluating project results;

5. the project budget;

6. clear identification that the project activity would not or could not take place without a grant;

7. evidence that the project is either:

a. a one-time project of limited duration to accomplish an objective of long-term benefit; or

b. a pilot for contemplated future operation with a specific plan for absorbing it into on-going operations;

8. the comments from the regional library system review, when received;

9. qualifications of project staff.

The grants committee shall report its recommendations for projects to be funded to the director of OPLIC.

E. Office of Public Libraries and Interlibrary Cooperation review. The director of OPLIC shall review all applications and the funding recommendations of the grants committee for special project grants using the same standards applied by the grants committee and shall report recommendations for projects to be funded to the state Board of Education.

F. State Board of Education action. The state Board of Education shall review the funding recommendations of the director of OPLIC and shall award grants using the same standards applied by the grants committee and subject to the availability of funds.

5 MCAR § 1.0804 Grants for institution library service and for library service for the blind and physically handicapped.

A. Application. The Minnesota Department of Corrections and the Minnesota Department of Welfare may apply annually for grants to improve library services for institutionalized persons and for the blind and physically handicapped as authorized by Laws of 1978, ch. 546, § 6 and by the library services and construction act, 20 USC 351 *et seq*. (1970). Applicants shall submit the following information:

1. name, address and telephone number;

2. name of contact person;

3. locations where program activities will be carried out;

4. purposes for which grant funds are requested, including a statement of program objectives and identification of results to be accomplished;

5. proposed expenditures to be made from grant funds;

6. dollar amounts provided for library services by the departments during the preceding fiscal year;

7. numbers of services provided and numbers of persons served during the preceding year.

B. Eligible costs for institution library service. Funds are granted for library services for residents of corrections and welfare institutions and shall not be expended for library services for institution staff.

C. Office of Public Libraries and Interlibrary Cooperation review. The director of OPLIC shall review applications received and shall make recommendations to the state Board of Education regarding grant amounts based on the applicants' ability to provide services according to the information in the application.

D. State Board of Education action. The state Board of Education shall review the funding recommendations of the director of OPLIC and shall award grants using the same information used by the director of OPLIC and subject to the availability of funds.

Department of Health
Health Systems Division
Proposed Rule Relating to Charges for Examination Fees of Health Maintenance Organizations and Proposed Amendments to Rules Relating to Minnesota Hospital Rate Review System

Notice of Hearing

Notice is hereby given that a public hearing in the above-entitled matters will be held pursuant to Minn. Stat. § 15.0412, subd. 4 (1976), in the Board Room, Minnesota

Temporary Rules as Proposed

Chapter Forty: Libraries
(all new material)

5 MCAR §1.0800 Grant application and review procedures.

A. Who may apply. Regional library systems designated as eligible under provisions of Laws of 1978, ch. 546, §5, subd. 3 may apply for establishment grants as specified in 5 MCAR §1.0801 and for regional library basic system support grants as specified in 5 MCAR §1.0802 and for special project grants as specified in 5 MCAR §1.0803. County and city public libraries which are participating in the aforementioned regional library systems may also apply for special project grants as specified in 5 MCAR §1.0803. The Minnesota department of corrections and the Minnesota department of welfare may apply for grants for institution library service and for library service for the blind and physically handicapped as specified in 5 MCAR §1.0804.

B. Application forms. All applications for grants shall be made on application forms provided by the office of public libraries and interlibrary cooperation (OPLIC), division of special services, Minnesota department of education. Content of application form varies with each type of grant and is specified in 5 MCAR §§1.0801 - 1.0804.

C. Application dates. All grant applications shall be filed on or before July 1 to be considered for funding during the succeeding state fiscal year provided that applications for establishment grants shall be filed by regional library systems either on or before July 1 or on or before January 1, to be considered for funding for the succeeding

twelve-month period. Applications for special project grants shall be filed on a date established annually by the state board of education and published in the newsletter of OPLIC not less than 90 days before such date.

D. Assurances. Grant applicants shall sign a statement of assurance that:

1. Grant funds shall be used only for the purposes for which granted as specified in the approved grant application or approved by the director of OPLIC in an amendment to the original application filed under provisions of 5 MCAR §1.0800, subd. G;

2. A narrative report indicating program or project results accomplished and a report of grant expenditures shall be filed with OPLIC on forms supplied by OPLIC no later than 90 days after the completion of the project or program, or the end of the state fiscal year, whichever is earlier provided that such period allowed shall not be less than 90 days;

3. If participation by a regional library system or a member local governmental unit is discontinued, ownership of the discontinuing system or unit's assets, including cash or the fair market value thereof if such assets cannot be transferred by the grantee, acquired during the last three years of participation from establishment grant and regional library basic system support grant funds, shall revert to the Minnesota state board of education for reassignment for library services elsewhere;

4. It will comply with 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 and regulations.

E. Federal funds. The provisions of the library services and construction act, 20 USC 351 et seq. (1970), and its regulations shall apply to all projects and programs which are wholly or partially funded from grants received under the act.

F. Pertinent sections of Minnesota law. The activities and operations of applicants which are wholly or partially carried out with funds received through library grant programs shall be in accordance with relevant sections of Minnesota law.

G. Notification, review, and request for additional information. Applicants shall be notified of the receipt of their applications. The director of the office of public libraries and interlibrary cooperation shall review all applications for accuracy and completeness. Within 15 working days of receiving the application the director may request in writing the following additional information so that an applicant may more accurately or clearly describe the program or project for which grant funds are sought:

1. clarification of project or program objectives to better communicate functions or services to be performed;

2. clarification of proposed project or program implementation to better communicate how functions or services will be performed;

3. clarification of proposed project or program evaluation to better communicate evaluation methods to be used;

4. any other information which would strengthen or clarify the application.

If the additional information requested is not provided by the applicant within ten working days after the date of the request for additional information, the grant application shall be evaluated solely on the basis of the information it contains.

H. Grant awards. Grants shall be awarded by the state board of education for projects and programs in compliance with the law and these rules, subject to the availability of funds and such standards as are set forth for a grant program. All grant applicants shall be notified in writing within five working days of the action of the state board of education.

I. Amendments. If after a project or program has been funded, the grant recipient determines that modifications are necessary, the grant recipient shall file an amendment to the grant application. Budget modifications resulting in transfer from one budget category to one or more other budget categories of less than 20 percent of the total grant amount need not be filed as amendments. The grant amendment shall not change the purpose for which the grant was awarded. It shall, however, address at least one of the following:

1. modification of the scope or duration of the project or program, judged by the grant recipient to be necessary based on the amount of funds granted or knowledge acquired in operating the project or program;

2. modification of project or program objectives, steps in implementation or evaluation judged by the grant recipient to be necessary based on knowledge acquired in operating the project or program;

3. modification of the budget of the project or program, within limits of the amount of the grant and amounting to more than 20 percent of the total grant amount, judged by the recipient to be necessary to most economically and practically achieve project objectives.

All amendments shall be filed in writing with the information the recipient determines is necessary to accurately and completely explain the need for the amendment.

The director of the office of public libraries and interlibrary cooperation shall review all amendments and shall use the following standards in determining whether an amendment is approved:

1. the basic purposes for which funds were granted are not altered by the modifications; and/or

2. the proposed modifications result in improved project or program efficiency in terms of cost savings for equipment, materials, time or personnel; and/or

3. the proposed modifications result in improved project or program effectiveness in terms of greater quantities or qualities of service provided; and/or

4. the proposed modifications improve the applicant's ability to achieve the objectives of the project or program.

Approval or disapproval of all amendments shall be communicated to a grant recipient within ten working days following OPLIC's receipt of the proposed amendment.

5 MCAR §1.0801 Establishment grants.

A. Application. Regional library systems may apply for establishment grants to extend library service to additional counties as authorized in Laws of 1978, ch. 546 §3, subd. 2. Applicants shall submit the following information:

1. name, address and telephone number of applicant;

2. name of contact person;

3. name of county joining regional library system;

4. a copy of the resolution adopted by the county board of commissioners in which they agree to provide minimum levels of local support as required by Laws of 1978, ch. 546, §4;

5. purposes for which grant funds are requested, including a statement of program objectives and identification of results to be accomplished;

6. proposed expenditures to be made from grant funds.

B. Establishment grant formula. The amount of the establishment grant to a regional library system for each additional county to extend services shall be $1.00 per capita plus $10.00 per square mile for the first year, and $.50 per capita plus $5.00 per square mile for the second year, reduced by the population and land area of any nonparticipating governmental units. The most recent United States census is used to determine the population and land area.

C. Counties rejoining regional library systems. When a county has ceased to participate in a regional library system and at a later date rejoins a regional library system, no establishment grant shall be made.

5 MCAR §1.0802 Regional library basic system support grants.

A. Application. Regional library systems may apply for regional library basic system support grants authorized in Laws of 1978, ch. 546, §3, subd. 3. Applicants shall submit the following information:

1. name, address and telephone number of applicant;

2. name of contact person;

3. names of participating governmental units and identification of nonparticipating governmental units within participating counties;

4. name, educational background and library work experience of the chief administrative officer;

5. purposes for which grant funds are requested, including a statement of program objectives and identification of results to be accomplished;

6. for purposes of determining compliance with Laws of 1978, ch. 546, §5, provision for each participating governmental unit of the following financial information:

a. the amount provided by the governmental unit for public library service during the preceding fiscal year;

b. the amount provided by the governmental unit for public library service during the current fiscal year.

7. proposed expenditures to be made from grant funds.

B. Criteria for eligibility. Regional library systems shall be designated as eligible by the state board of education provided they meet the criteria in Laws of 1978, ch. 546, §5, and the following:

1. Employment of a chief administrative officer who has had at least two years of public library administrative experience and has

received the master's degree in library science from a library education program accredited by the American Library Association.

2. Long range plan. Regional library systems shall provide to OPLIC by June 30 of each even-numbered year a long range plan which addresses the succeeding five years. Upon request by the regional library system, OPLIC staff shall provide consultation and advice on the content of the long range plan. The plan shall include narrative descriptions, goals and objectives which address the following:

a. service area; including steps to encourage participation of appropriate adjacent nonparticipating counties and cities.

b. funding; including cost projections to implement the first year of the plan.

c. personnel; including projections of numbers and qualifications needed to implement the plan.

d. collection development; including types and quantities, written materials selection policies of the applicant or of its members, a coordinated program of acquisition, identification and rectification of deficiencies, and sharing of resources.

e. programs of service; including minimum hours of operation of public service outlets and provision of bookmobile service.

f. physical facilities; including accessibility by the physically handicapped.

g. multitype library cooperation.

h. any other topics deemed appropriate by the regional library system.

C. Calculation of grant amounts. Regional library basic system support grants shall be calculated as specified in Laws of 1978, ch. 546, §6 or in subsequent law. The most recent United States census shall be used in calculation of all per capita and land area amounts, reduced by the population and land area of any nonparticipating governmental units.

D. Audit. Regional library systems which receive regional library basic system support grants shall annually submit to OPLIC an audit of receipts and disbursements within 180 days after the end of the regional library system's fiscal year. The audit shall be performed by the staff of the state auditor's office, by a certified public accountant or by a public accountant as defined in and in accordance with Minn. Stat. §§6.64 - 6.71 (1976).

5 MCAR §1.0803 Special project grants.

A. Application. Regional library systems and county and city public libraries which are participating in regional library systems may apply

for special project grants as authorized by Laws of 1978, ch. 546, §3, subd. 4.

B. Categories of emphasis. The advisory council to OPLIC, required in federal regulations, may select one or more categories of programs which are designated as eligible in the federal law and regulations as the highest priority for funding during a fiscal year. The categories so designated shall be published in the newsletter of OPLIC no less than 90 days prior to the application date and supplied to any potential applicant on request. Applications for projects or programs in the highest priority category shall be given extra consideration in the review process.

C. Regional library system review. County and city libraries which submit applications to OPLIC shall also submit a duplicate copy of the application to their regional library system for review and comment not less than 30 days prior to the application date. The regional library system may submit to OPLIC by the application date comments stating how the proposed project or program relates to the system long range plan and how the proposed project or program could benefit the system or its members.

D. Grants committee review. Applications for special project grants shall be reviewed by a grants committee of five persons appointed by the chairperson of the advisory council to the office of public libraries and interlibrary cooperation. Special project grants shall be awarded on a competitive basis. Applications shall be evaluated in terms of:

1. relationship to categories of emphasis;

2. purposes for which grant funds are requested;

3. statement of project objectives and identification of results to be accomplished;

4. methodology for evaluating project results;

5. the project budget;

6. clear identification that the project activity would not or could not take place without a grant;

7. evidence that the project is either:

a. a one-time project of limited duration to accomplish an objective of long-term benefit; or

b. a pilot for contemplated future operation with a specific plan for absorbing it into on-going operations;

8. the comments from the regional library system review, when received;

9. qualifications of project staff.

The grants committee shall report its recommendations for projects to be funded to the director of OPLIC.

E. Office of public libraries and interlibrary cooperation review. The director of OPLIC shall review all applications and the funding recommendations of the grants committee for special project grants using the same standards applied by the grants committee and shall report recommendations for projects to be funded to the state board of education.

F. State board of education action. The state board of education shall review the funding recommendations of the director of OPLIC and shall award grants using the same standards applied by the grants committee and subject to the availability of funds.

5 MCAR §1.0804 Grants for institution library service and for library service for the blind and physically handicapped.

A. Application. The Minnesota department of corrections and the Minnesota department of welfare may apply annually for grants to improve library services for institutionalized persons and for the blind and physically handicapped as authorized by Laws of 1978, ch. 546, §6 and by the library services and construction act, 20 USC 351 et seq. (1970). Applicants shall submit the following information:

1. name, address and telephone number;

2. name of contact person;

3. locations where program activities will be carried out;

4. purposes for which grant funds are requested, including a statement of program objectives and identification of results to be accomplished;

5. proposed expenditures to be made from grant funds;

6. dollar amounts provided for library services by the departments during the preceding fiscal year;

7. numbers of services provided and numbers of persons served during the preceding year.

B. Eligible costs for institution library service. Funds are granted for library services for residents of corrections and welfare institutions and shall not be expended for library services for institution staff.

C. Office of public libraries and interlibrary cooperation review. The director of OPLIC shall review applications received and shall make recommendations to the state board of education regarding grant amounts based on the applicants' ability to provide services according to the information in the application.

D. State board of education action. The state board of education shall review the funding recommendations of the director of OPLIC and shall award grants using the same information used by the director of OPLIC and subject to the availability of funds.

State of Minnesota
Department of Education

Office of Public Libraries
and Interlibrary Cooperation
301 Hanover Bldg.
480 Cedar Street
St. Paul, Minnesota 55101

Advisory Council to OPLIC
Minutes of the June 9, 1978 Meeting

The meeting was convened at 10:20 a.m. in Conference Room A, Capitol Square Bldg., by Chairperson Dickerson, with a quorum present as follows:

Lon Dickerson	Ray Ogden
Gretchen Starks	Nancy Witta+
Geri King	Mike Kathman
Ed Grebis	Eldred Smith+ (a.m. only)
Jim Littig	Phyllis Thornley (a.m. only)
Bill Asp (ex officio)	Robert Miller+ (ex officio) (left at 1:20 p.m.)

The following members were absent:

Barbara Amram*	Bill Andrews+
Elizabeth Gomer+	Jack Key+
Ingrid Miller+	Susan Powell+ (ex officio)

\+ Indicates number of excused absences during calendar year
* Indicates number of unexcused absences during calendar year

The following visitors were present for all or part of the meeting:

Alan Lewis	Allen Sevigny
Jan Feye-Stukas	Greg Waddick
Joel Rosenfeld	David Smith

Dickerson announced that he had received petitions from Joel Rosenfeld and Steve Von Vogt to address the Advisory Council and that discussion would be open after the Formula Committee report. Dickerson welcomed new member Geri King and introduced Allen Sevigny who had formerly served as USOE Region V Library Services Program Officer for Minnesota. Asp requested that location of the September meeting be added to the agenda as 9 b. In response to a question by Smith, Dickerson announced that agenda items 8 a and 8 b would not be on the floor until the afternoon session which would be reconvened at 12:30 p.m. Motion by Littig/Grebis to adopt the agenda as amended; carried. Motion by Smith/Littig to approve the minutes of the March 17, 1978 meeting as mailed; carried.

Asp presented a report of OPLIC activities. Efforts have begun in OPLIC, the Educational Media Unit and the Higher Education Coordinating Board to prepare statements of function as a first step toward carrying out the Advisory's Council's request for information concerning state level responsibilities for libraries. These statements will be discussed, combined and presented to the Council.

The Minnesota Library for the Blind and Physically Handicapped became a unit of OPLIC on April 1. The library has a staff of 10.5 FTE and a budget of $143,000 in state funds plus LSCA funds. A slide-tape presentation introducing the services of the library was shown. Informational meetings to better acquaint public library personnel with these services will be held in August, September and October. The library's budget is extremely tight, and it is necessary to increase LSCA support for administration in FY 1979 by approximately $7,300 to cover operation of the WATS telephone line, travel and preparation of informational materials.

Planning for the Minnesota Governor's Pre-White House Conference on Library and Information Services was reviewed. Major speakers are Harrison Salisbury and Alice Ihrig. Issues have been identified from analysis of Speak-Out results and background materials on the issues are being prepared for the conference kits. A large exhibit area is planned. Initial invitations to 200 delegates have been mailed. It is hoped that a large number of observors also will attend the conference.

Al Lewis noted that 28 Letters of Intent were filed for FY 1978 LSCA Title I Special Grants. An OPLIC staff member has been assigned to each potential project to provide technical assistance. Applications are due on June 30 and Grants Committee review begins in early July.

Asp announced that Suzanne LeBarron has been hired as Project Director of OPLIC's National Endowment for the Humanities funded study entitled "The Role of Minnesota's Public Libraries in Continuing and Alternative Education for Adults in the Humanities." Ms. LeBarron begins her responsibilities on June 9. He also noted that a committee of the Minnesota Educational Media Organization and the Public Library Division of the Minnesota Library Association are preparing a joint statement on public library-school media center cooperation. The statement is likely to be on the agenda for discussion at the September Advisory Council meeting. Also on the agenda will be OPLIC staff recommendations for categories of emphasis for F.Y. 1979 LSCA Title I Special Grants.

Recessed for lunch at 11:30 a.m. and reconvened at 12:35 p.m.

Dickerson announced that the following had agreed to serve on a committee to review the Long Range Plan: Jack Key (Chairperson), Phyllis Thornley, Elizabeth Gomer, Joel Rosenfeld and Dottie Hiebing. Others who will be invited to serve are Bill Andrews and Gil Johnsson. Dickerson suggested that there should be correlation between OPLIC's Long Range Plan and those of the regional library systems. Kathman suggested that the committee should have the report which will be prepared on OPLIC/HECB/EMU functions. Kathman asked about the history of the state long range plan and its relationship to an MLA long range plan. The state long range plan and MLA's documents were explained as having quite different functions and scopes. Dickerson stated that the committee is charged to present a preliminary report to the Council at the December 1978 meeting and the final report at the March 1979 meeting.

Asp introduced the May 30, 1978 second draft of proposed Rules for the new OPLIC grant program enabling legislation and stated the intention of presenting a third draft to the State Board of Education at its July meeting to be the temporary rules for up to 300 days while permanent rules are being adopted. After several questions, comments and suggestions, motion by Littig/Kathman that the two years of public library administrative

experience in V. A. should be desirable rather than required; carried with one "no" vote. Motion by Littig/Kathman to remove the statement on non-resident fees from the system long range plan section and make it a separate section; carried. Motion by Kathman/Ogden that the Advisory Council approve the direction (concepts) of the proposed Rules as discussed with the suggestions for revision; carried.

Discussion of an out-state location for the September Advisory Council meeting resulted in St. Cloud and Cambridge being suggested for consideration. OPLIC will explore possibilities of meeting in these cities.

As the discussion began on the Formula Committee report made by Ogden, Dickerson asked and received a consensus to conclude discussion in one hour (by 2:45 p.m.). Motion by Ogden/Littig that the Formula Committee report be recommended to OPLIC for action. After considerable discussion as summarized in the next paragraph, the motion carried with 3 "yes" votes, 1 "no" vote and 4 abstentions. Waddick asked if the abstentions would give their reasons for abstaining. Kathman said an increase of 87% is too much. King said that since she favored shifting more of the load from the local property tax to state and federal sources, the Formula Committee report didn't go far enough. Grebis and Starks said they didn't have enough background and information to be able to vote.

In addition to a written document from the Formula Committee which was mailed in advance, an explanatory document entitled "STATE AID DISTRIBUTION FORMULA FOR PUBLIC LIBRARIES" was distributed at the meeting. Dickerson's critique, entitled "THE PROPOSED STATE LIBRARY AID DISTRIBUTION FORMULA", was distributed with no additional comment by Dickerson. Joel Rosenfeld read a prepared statement (copy filed with official minutes) responding to Dickerson's critique. Asp commented on incomplete and misleading statements in the Dickerson document and several other comments and statements were made.

David Smith reported for the Public Library Goals Review Committee, requesting that it be extended through December 1978. Motion by Kathman/Ogden to continue the committee through December 1978 with the same Chairperson and membership; carried. Three draft documents from the committee were distributed to the Council: one on library materials collections, one on physical facilities and one on application procedures for construction funds. Kathman asked for clarification about use of the words "should" and "must." Asp commented that quantities in the materials document were generally too low for use as "goals." King inquired about print and non-print.

Motion by Ogden/Grebis at 3:35 p.m. to adjourn; carried.

Bill Asp, Secretary
Alan Lewis, Recorder

Moorhead Public Library, Hdqrs. Box 699 Moorhead, MN 56560

LAKE AGASSIZ REGIONAL LIBRARY

August 14, 1978

Mr. Bill Asp
OPLIC
301 Hanover Building
480 Cedar Street
St. Paul, MN 55101

Dear Bill:

This letter is in reference to the "Proposed Temporary Rules". Item one on Page 7 indicates the chief administrative officer of any regional library system must have at least two years of public library administrative experience. I personally disagree with this requirement. I think two years of library administrative experience is adequate (deleting public). On June 9 the Advisory Council to OPLIC also recommended two years of library administrative experience without any reference to the type of library.

I would hope my opinion and the recommendation of the Advisory Council could be made part of the testimony for the adoption of temporary and permanent rules.

Sincerely yours,

Lon R Dickerson

Lon R. Dickerson
Director

LRD:mjb

Telephone (218) 233-7594 TWX 910-561-2627