

Council of Regional Public Library System Administrators (CRPLSA) Annual Calendar

Date Application or Form Distributed/ Form Opened	Date Application/Form/ Report Due	Application/Report Name	Description	Statutory Requirement
Early January	January 31	Arts and Cultural Heritage Fund quarterly Financial Reporting Form (FRF)	For time period Oct. 1-Dec. 31 for all open fiscal years	Minn. Stat. § 16B.98
February 1	April 1	Minnesota Public Library Annual Report	<p>An online survey that includes input and output measures related to facilities, services, programs, collections, staffing, hours of operation, and income and expenditures. Statistical information is used by public libraries and policymakers to plan and implement services that meet the needs of their communities.</p> <p>The data is also submitted to the Institute of Museum and Library Services for the Public Libraries in the United States Survey.</p>	<p>Minnesota’s public libraries are required by law (Minn. Stat. § 134.13) to submit annual reports to the Minnesota Department of Education.</p> <p>The Department of Education is required by Law (Minn. Stat. § 134.31, subd. 4) to collect statistics on the receipts, expenditures, services, and use of the regional public library systems and the public libraries of the state.</p>

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April 1	July 1	Regional Library Basic System Support (RLBSS) application	Regional library systems apply annually for RLBSS funds, dependent upon appropriation	Minn. Stat. § 134.34 and Minn. R. 3530
Early April	April 30	Arts and Cultural Heritage Fund quarterly Financial Reporting Form (FRF)	For time period Jan. 1-Mar. 31 for all open fiscal years	Minn. Stat. § 16B.98
Early May	July 1	Arts and Cultural Heritage Fund application	Regional library systems apply annually for second fiscal year funds of biennial appropriation	The regional library systems can apply for ACHF grants. Allocations follow 2019 Minnesota Special Session Laws, Chapter 2—SF.No 3, Article 4, Section 2, Subdivision 5.
July 1	October 1	Regional Library Basic System Support (RLBSS) report of results	Regional library systems report annually on use of RLBSS funds during the previous fiscal year	Minn. Stat. § 134.34 and Minn. R. 3530
Early July	July 31	Arts and Cultural Heritage Fund quarterly Financial Reporting Form (FRF)	For time period Apr. 1-Jun. 30 for all open fiscal years	Minn. Stat. § 16B.98
Mid-July	Early September	Regional Library Telecommunications Aid (RLTA) report	Regional library systems report annually on actual telecommunications costs to ensure correct allocation of RLTA funds	Minn. Stat. § 134.355

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Early June	August 15	Arts and Cultural Heritage Fund application	Regional library systems apply annually for first fiscal year funds of biennial appropriation	The regional library systems can apply for ACHF grants. Allocations follow 2019 Minnesota Special Session Laws, Chapter 2—SF.No 3, Article 4, Section 2, Subdivision 5.
Mid-July	Mid-October	Regional Library Telecommunications Aid (RLTA) application	Regional library systems apply annually for RLTA funds, dependent upon appropriation. Applications for additional Category Two services can submitted by the 25th of each month throughout the state fiscal year.	Minn. Stat. § 134.355
September	September 30	Arts and Cultural Heritage Fund Interim Progress Report	Regional library systems have historically received a biennial Arts and Cultural Heritage Fund (ACHF) appropriation that is administered by the Minnesota Department of Education (MDE). The Legacy Amendment's ACHF, approved by Minnesota voters in 2008, created the opportunity for public libraries to provide educational opportunities in the arts, history, literary arts, and cultural heritage of Minnesota. Each year, regional systems report the status of spending for all fiscal years' funds available to them.	For state fiscal years 2020-2021, under 2019 Minnesota Special Session Laws, Chapter 2—SF.No 3, Article 4, Section 2, Subdivision 5, the Arts and Cultural Heritage Fund is appropriated to the Education Commissioner for grants to the twelve regional library systems to provide educational opportunities in the arts, history, literary arts, and cultural heritage of Minnesota.

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Early October	October 31	Arts and Cultural Heritage Fund quarterly Financial Reporting Form (FRF)	For time period Jul. 1-Sep. 30 for all open fiscal years	Minn. Stat. § 16B.98
Varies	Varies	Arts and Cultural Heritage Fund Completion Report	A completion report is submitted once a fiscal year's funds have been spent in their entirety. The FRF reflecting completion of spending triggers MDE staff to prepare/send completion report information and materials.	For state fiscal years 2020-2021, see 2019 Minnesota Special Session Laws, Chapter 2—SF.No 3, Article 4, Section 2, Subdivision 5.