

## State Parks Vehicle Permit Library Program Application Overview

### Program Overview

The Minnesota Department of Natural Resources (DNR), Division of Parks and Trails, is currently accepting applicants for participating libraries to receive a state parks vehicle permit from June 1st, 2021- June 30th, 2022. Library patrons can use these vehicle permits to visit a state park in Minnesota, free of charge.

### Library Applicant Requirements:

Selected library sites must meet the following requirements to be eligible for consideration:

#### 1. Checkout Policy:

Libraries must agree to implement a checkout policy for each permit that is no more or less than 7- consecutive days. This duration has been set based on previous research, and is necessary for consistent program implementation. Because most community members only use one library, libraries are allowed to have different internal checkout policies regarding holds or reservations of the permits. A printable template for vehicle permits will be provided by the DNR. Vehicle permits will be printed by library sites upon check-out & library staff must write the date of expiration (exactly 7 days from check-out) on each individual patron's library permit receipt. Library patrons will be responsible for displaying these receipts on their vehicle dashboards when visiting a state park.

#### 2. Program Reporting, Promotion, and Data Collection:

Library sites must be able to track the number of vehicle permit checkouts each month. Library associations or sites must be willing to adopt the state parks vehicle permits into their electronic cataloging system for reporting requirements. Libraries must report to DNR Staff the number of permit checkouts in the electronic system by the first Monday of each previous month. Library sites must also be willing to promote necessary program information, including voluntary online surveys for participating patrons. All necessary promotional materials and information will be provided by the DNR at no cost, and libraries will be responsible for program promotion at their sites.

#### 3. Memorandum of Understanding (MOU):

The DNR will work with selected regional library associations/library sites to complete a Memorandum of Understanding for this program. Libraries & their associations cannot implement multiple contracts for multiple library sites in the same region. In the event that multiple selected library sites are under the jurisdiction of the same regional association, The Department of Natural Resources will not implement multiple contracts for individual library sites in the same region. Rather, the DNR will work to complete the MOU with their respective "parent" regional library association as a whole. This is necessary for consistent implementation of the program's logistics.

#### 4. Community Income Demographics:

Given departmental and division priorities to connect people to the outdoors in an equitable & inclusive way, the DNR is proposing a scaled approach of the library program to serve library patrons that represent lower income communities. The goal is to provide this public service to people who could otherwise not access the known health and wellness benefits associated with outdoor activity. Library sites will be selected based on the following income thresholds, which is based on statewide research:

- Libraries will be selected by their residents' participation in free and reduced priced school lunch programs at 40 %, or greater.
- Libraries will also be selected by their residents' median household income of \$58,000 or less.

**Please contact Margaret Krueger for program or application questions.**

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## Applicant Information:

### Participating Library Site Information

Contact's Full Name:

Phone:

Email:

Library Site Address Line 1:

Library Site Address Line 2:

City:

ZIP/ Postal Code:

County:

### Regional Association Information

Regional Library Association:

Contact's Full Name:

Phone:

Email:

**Please describe in detail why your library site would benefit from participating in the State Parks Vehicle Permit Program:**

**Program Eligibility:** Libraries must meet the following requirements in the implementation of the program (please select all items to be eligible for consideration).

7- day check-out policy for state parks vehicle permits

Adoption of state parks vehicle permits into Library's electronic system

Libraries will complete the necessary program reporting, promotion, and data collection specified above

Must provide patrons with information on voluntary survey of DNR's program

Must complete a single "blanket" Memorandum of Understanding per regional library association

Library sites are placed in a county that meets one of the following income thresholds:

1. 40.00% or more county residents participate in free & reduced price lunch programs
2. County's median household income is 58,000.00 or less.