

APPLICATION FOR A
LIBRARY SERVICES AND TECHNOLOGY ACT FEDERAL (LSTA) GRANT
FEDERAL FISCAL YEAR 2001

Library Development and Services. 1500 Highway 36 West. Roseville MN 55113-4266
PH: 651/582-8722 FAX: 651/582-8897

A. Administrative Information:

The below-named applicant library/library system/library consortia hereby applies for a project grant as authorized and provided for in Library federal funds and its regulations and as established as a Minnesota priority activity:

1. Applicant institution name and address:

The Minnesota Academic Group for New Opportunities in Library and Information Access (MAGNOLIA) Members include the library directors from:
St. Cloud State University, 420 Fourth Ave. S, St. Cloud, MN 56301-4498 (Kristi Tornquist);
Minnesota State University, Mankato, 228 Wiecking Center, Mankato, MN 56002-8419 (Joan Roca);
Winona State University, P.O. Box 5838, Winona, MN (Richard Bazillion);
University of Minnesota, Twin Cities, University Libraries, 309-19th Ave. S, Minneapolis, MN, 55455 (Thomas Shaughnessy);
MINITEX, 15 Andersen Library, 222-21st Ave. S, Minneapolis, MN 55455-0439 (Bill DeJohn).

St. Cloud State University will be the fiscal agent for this project.

Minnesota Tax I.D. no. 9-000-001 Federal Employer I.D. no. 41-1687554

2. Name, title and telephone number of grant administrator:

Kristi Tornquist, Dean
Learning Resources and Technology Services
St. Cloud State University
(320) 255-2022

3. Name of this Project: Minnesota Digital Library (MDL) Preliminary Planning Project

4. Minnesota's LSTA plan goals and activities address the federal purposes of this act (P.L.104-208). These federal purposes, state goals and activities are listed on the accompanying sheets. List the one pertinent goal and single activity under which this specific project is to be done.

The Goal number: 2 The Activity letter: C

5. State in a brief summary what the project is to do.

Members of MAGNOLIA will invite experts in information, library science, archiving and digitizing technology to become members of a group to do the preliminary planning for a state-wide digital library for Minnesota. This group, of between 20 and 24 people, will establish the framework for a Minnesota Digital Library (MDL). They will do the ground work necessary to creating an MDL: develop a clear vision of the steps and decisions needed to begin creating the MDL; establish goals and objectives; investigate technical issues that confront the creation of the MDL; identify funding opportunities; and establish a timeline and a budget for the first three to five years of work. They will begin the process of identifying collections to be digitized and address the financial and physical needs for creating a comprehensive collection of Minnesota's educational and cultural resources.

Applicant: Minnesota Academic Group for New Opportunities in Library and Information Access

B. Project Information:

1. Activity (10 points): How does this project further the Minnesota priority activity under which it will be done?

The funds MAGNOLIA seeks will support an essential first step in developing a digital collection of unique historical and research resources for making the state's information collections more widely available to the public. In this application, MAGNOLIA is requesting funds to support the planning of the MDL. These funds will allow planners to begin the process of creating this collection.

The members of the MAGNOLIA group gathered initially to explore ways in which their institutions could contribute to the long-term value of Minnesota's educational, cultural, and historical resources. They see the creation of a digital library for Minnesota as a project for which they can marshal the experience and expertise of their combined institutions. The group's vision is one of giving Minnesotans access to "specialized resources" through their partnership and the partnership this planning project will help build.

2. Integration (5 points): How does the project relate to other regional and state initiatives?

While several organizations across Minnesota have begun to digitize portions of their collections, the MDL planning group would work to coordinate those efforts and, in these early stages of Minnesota's experience with creating a digital library, establish a vision to allow more groups to participate in the project. They will work to create a technically seamless process between existing initiatives and future endeavors that will all come together in the MDL. Of great concern to the library directors who compose MAGNOLIA is that the planning build on existing technical and library infrastructures in Minnesota and that planning take advantage of current and future digital opportunities for sharing and using information.

The Minnesota Digital Library planning project will recognize the work, expertise, and resources associated with MINITEX, MnLINK, Connect Minnesota, Research QuickStart, and the Minnesota Historical Society and people in other organizations that have begun to digitize their collections. The MAGNOLIA members and the coordinator of this project will draw upon all of this expertise to do this preliminary planning, thus increasing the depth of the expertise in the planning group and ensuring a greater chance of success for the planning and the MDL to which it will lead.

3. Planning (5 points): How does the project fit with the long-range and technology plans pertinent to the applicant?

Creating the Minnesota Digital Library is one of three primary goals established in 1998 when MAGNOLIA formed (see attachment). The members see creating the MDL as supporting distance education initiatives and supporting the conversion of historic and unique Minnesota documents to widely available digital formats. Individually, the MAGNOLIA members have been incorporating digital resources in their libraries for more than two decades. Each continues to develop long-range plans to serve their individual users with beneficial advances in technology. Many of the organizations from which they will draw the experts to plan a digital library have also been working with computer-based information and have moved rapidly into the realm of digitized computer resources.

The planning process proposed in this application would further the long-range informational goals of all of these organizations by helping to establish a well thought out, well researched, well funded beginning to the creation of a state-wide digital library.

4. Collaboration (5 points): How does the project build upon or support collaboration with other libraries and on-library partners?

MAGNOLIA's reason for existing is to achieve its primary goals. The goal of a digital library for Minnesota was born in collaboration among library directors. The five members of MAGNOLIA worked together to discover ways in which the state could benefit from their collaboration. Recently, three members, MSU, Mankato, Winona State University, and the U of M, worked together to license Harpers Weekly, to make it available to the U of M and Minnesota State Colleges and Universities.

The members have discussed the Minnesota Digital Library project with and found support from the Council of Academic Library Directors and participants at Library Legislative Day in June 2000. By convening a preliminary planning conference, MAGNOLIA takes the first concrete steps toward achieving one of their primary goals.

Applicant Minnesota Academic Group for New Opportunities in Library and Information Access

5. Access (15 points): How does the project extend library and information access to unserved or underserved populations?

The Minnesota Digital Library would make academic and cultural resources widely available electronically to all of Minnesota's residents, including those in rural, Native American, Hmong, migrant, and inner city communities. MAGNOLIA members dream of making the many informational and cultural resources kept across Minnesota available to all Minnesotans, to people across the nation and even around the world. By digitizing the tribal archives of Minnesota's Native Americans, for example, MAGNOLIA would help all people learn about the histories of the original inhabitants of this state, and perhaps their own lands.

The planning outlined in this project will address the concerns and anticipate the needs of all potential patrons of a digital library.

6. Reach (15 points): How does the project benefit others or apply to others outside of those immediately served?

The planning process that MAGNOLIA proposes will establish the ground work needed to create a state-wide, open digital library. By working together and doing a thorough job of discussing the issues and anticipating the difficulties, the group will ensure that the digital library that results from the planning becomes a valuable resource for its patrons.

Also, the planning process itself could serve as a model to groups in other states and nations as they embark on similar digitization projects.

The MDL that will result from this preliminary planning will eventually give people around the world access to such resources as genealogy information, scientific and medical resources, even athletic and leisure information.

7. Standards (5 points): How does the project comply with relevant Minnesota and national technical standards and requirements (as, Joint MINITEX/LDS, MnLINK)?

Establishing the Minnesota Digital Library will require that group planners identify state, national and international technical standards already in use and in development to ensure that they are incorporated into the MDL structure. Members of this planning group will be responsive to and guided by the findings and decisions of the MINITEX/LDS working group which is currently forming to address standards for non-bibliographic materials, such as text, images, and multimedia, that fit into the concept of a Minnesota Digital Library. Planners will contact the National Information Standards Organization and consult with the Digital Library Federation, to which the U of M Twin Cities Libraries belong, to develop timely knowledge of current and developing standards related to digital libraries.

MAGNOLIA has every expectation of complying with state, national, and international standards that relate to the creation and maintenance of digital libraries.

C. Implementation Information:

1. Identify the geographic location to be served; include county or counties unless statewide.

Statewide

2. Identify, describe and provide an estimate of the number of individuals in the specific target population group(s) to be served.

The primary target for the planning stage of developing a Minnesota Digital Library is the state's library, historical, and cultural community.

While the students and faculty at the colleges and universities served by the members of MAGNOLIA may benefit early from the work on the MDL, the goal of this project is to make the collections available to all Minnesotans. Thus the secondary target population, served by a digital library is the entire state, latest population figure – 4,782,264.

The eventual target population will include all people who are interested in accessing resources unique to Minnesota.

3. (15 points): On an accompanying sheet, give the timeline and outline the steps that will be taken to carry out this project.

See attached sheet.

Applicant: Minnesota Academic Group for New Opportunities in Library and Information Access**C. Implementation Information:**

3. (15 points): On an accompanying sheet, give the timeline and outline the steps that will be taken to carry out this project.

Month 1: MAGNOLIA invites a person to coordinate this preliminary planning project. This coordinator will be reimbursed for his/her time. Estimates indicate that the coordinator will need approximately 20 days to do the work of the following steps. (Since the coordinator is likely to be an employee of one of the MAGNOLIA member colleges, the "Personnel" budget line is based upon payment for overload duty days, including salary and benefits.)

Month 2: Immediately after receiving funding, MAGNOLIA members and the coordinator, with assistance from the Council of Academic Library Directors, the Capitol Area Library Consortium, leaders in the public library and K-12 library communities, the Minnesota Historical Society and other resources, assembles a list of people to invite to be part of a group charged with planning a digital library. MAGNOLIA invites those people to undertake the planning task.

Months 3 through 6: MAGNOLIA members, or the coordinator, create a discussion list for the planning group to use for communication as their work commences. The members use this discussion list to share information, resources, and questions.

The coordinator, working with the planning group members and the MAGNOLIA group members, develops a core reading list of articles to be made available to all planners early in the process.

MAGNOLIA and the coordinator invite a consultant experienced in creating digital libraries to join them in their retreat.

Month 7 or 8: MAGNOLIA hosts a 3-day, 2-night retreat for the planning group at a centrally located Minnesota convention or retreat center. The coordinator serves as planner and moderator.

At the retreat, planners discuss the issues involved in developing the Minnesota Digital Library, such as the protection of intellectual property as it may be affected by digitizing collections and making originally digital works available in a statewide library. In small group, break out sessions, planners begin to make some of the decisions necessary to the creation of that resource. They will reconvene as a whole to work through differences and prioritize areas of consensus. The planners will establish the identity and purpose of the MDL and develop a vision statement for their work and for the overall MDL project. They will hold discussions that will lead to a formal plan of action and a list of action items that will form the next step to creating the MDL. Included in that plan will be identifying funding sources for the creation of the Minnesota Digital Library and projecting start-up costs for the long-term project.

Months 9 through 12: The coordinator continues to work with the planners to on details and recommendations while preparing a final report of the planning concerns. The coordinator will distribute this report to all of the participants, the members of MAGNOLIA, and widely across Minnesota to people interested in developing the Minnesota Digital Library.

Applicant Minnesota Academic Group for New Opportunities in Library and Information Access

8. (5 points): Projected expenditures for the project from all sources: Give LSTA budget breakdown as listed and for other sources budgeted for this project, totals only.

	Federal-LSTA	State Total	Local Total	Other Total	Grand Total
Personnel	\$8,100		\$19,200		\$27,300
Library Materials					
Online Resources					
Equipment and Furniture					
Telecommunications					
Automation Hardware					
Automation Software					
Staff Development					
Supplies	\$ 1,000				
Contractual*					\$ 1,000
Other*	\$15,900		\$ 1,415		\$17,315
Total	\$25,000		\$20,615		\$45,615

*Attach documentation.

Contractual:

Other: (See attachment)

Food and lodging – for a three-day retreat for 24 people	\$11,490	
Travel for 24 people	\$1,895	
Consultant	\$1,100	
Administrative costs to SCSU as fiscal agent (indirect costs)	<u>\$1,415</u>	
Total	\$15,900	

(See attachment for local figures.)

Note: Subgrants. Because any subgrant is treated as a separate application, requiring fulfillment of all

information in Parts A, B, C, and because all recipients of subgrants also are required to submit organization-wide audits in compliance with OMB Circular A-128, there will be no subgrants.

Minnesota LSTA FY 2001 Application	(Follow the exact form, contents, and pagination provided by LDS.)
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Applicant Minnesota Academic Group for New Opportunities in Library and Information Access

C. 4 Budget

Explanation of "Other" expenses.

Food and lodging for three-day, 2-night conference/retreat

\$11,490

Transportation

Based upon average of estimated round-trip miles at \$0.29 per mile for 24 people

\$1,895

Consultant (fee and travel)

\$1,100

Administrative costs to SCSU as fiscal agent (indirect costs): for business office services (setting up accounts, paying bills, keeping records, account reporting); payroll processing; support of office space (telephone, computer, lights, etc.). This is a 6 percent rate. SCSU typically collects indirect costs at 12 percent, but is willing to support this grant project by providing the remaining 6 percent of the indirect costs.

\$1,415

Total for "Other"

\$15,900

Explanation of "Local" figures:

The participants in the preliminary planning retreat will, in effect, be donating their time to attend. Estimating 12 hours of time at \$50 per hour for salary and benefits for 24 people puts their contribution to the project at:

\$19,500

St. Cloud State University's agreement to cover half of the administrative costs of fulfilling this grant puts the university's contribution at

\$1415.

Applicant Minnesota Academic Group for New Opportunities in Library and Information Access

9. (5 points): Tell how the project will be continued after the availability of grant funds?

A major task for the digital library planning group will be to identify resources for continuing the creation process beyond the planning stages. Planning group members will establish a financial needs statement to guide the establishment of the MDL through the first five to ten years of development. The planners shall identify specific sources from which to seek out funding – including philanthropic, business, federal, state, and local resources. They will also pursue the possibility of legislative funding for the MDL project in light of Governor Jesse Ventura’s recently announced plans for Minnesota’s technological development. The planning members will seek opportunities for joining in existing projects, as well.

MAGNOLIA members believe the time has come to establish the Minnesota Digital Library; their commitment to this goal will lead them to continue work toward digitizing their own collections and toward helping other interested organizations work to create and make available to the public the state’s informational and cultural resources in digital formats. They would commit as many of their own resources as possible to the MDL project, including the expertise of their people and their finances.

D. Evaluation (15 points): How will the project be evaluated in order to determine that intended results have been achieved?

The preliminary planning project for the MDL will have these results:

- The planning group will meet the goals and objectives established first by the MAGNOLIA members themselves, and then by their early months of work.
- The three-day planning conference will begin with creation of goals by the 24 members for the work they need to do during that conference and they will meet those goals.
- The conference will end with the writing of a list of goals and actions needed to move the MDL project beyond this preliminary planning stage and into the immediate and near future.

The preliminary planning project, then, will be evaluated on the achievement of all of these goals.

In addition, the planning group will produce an archive of its own discussions to document the creation of this technological resource and the success of the project will, in part, be based upon the value of that archive

Ultimately, the project will be evaluated on the action items the group creates that others are able to act upon soon after the conference ends.

Applicant Minnesota Academic Group for New Opportunities in Library and Information Access

E. Assurances. The applicant assures that it will comply with the following:

1. Grant funds shall be used only for purposes for which granted as specified in the approved grant application or approved by the Director of LDS in an amendment to the original application filed under provisions of the grant agreement. Approval by the Director of LDS shall be obtained for expenses in a category that reflect more than a 10% change from the proposed budget in the approved grant application.

2. A narrative evaluation report indicating project results and a report of grant expenditures shall be submitted to LDS on forms supplied by LDS no later than 90 days after the completion date of the project set forth in the grant agreement.

3. If participation by a regional library system or a member local governmental unit or member library is discontinued, ownership of the discontinuing system, unit, or member'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 this grant, shall revert to the Minnesota Department of Children, Families and Learning for reassignment for library services elsewhere.

4. 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, rules and regulations.

5. An independent auditor's report of the applicants' general purpose financial statements in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. The audit shall be submitted no later than 180 days after the close of the applicant's fiscal year.

F. We, the undersigned, certify that the data given in this application are true and correct to the best of our knowledge and belief.

Date

Board President (where applicable)

Date

Administrator

**>Submit one signed and dated original and ten copies to the office of
>Library Development and Services by 4:30 p.m. on Monday, October 23, 2000.**

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