

APPLICATION FOR A
LIBRARY SERVICES AND TECHNOLOGY ACT FEDERAL (LSTA) GRANT
COMPETITIVE AWARDS -- FEDERAL FISCAL YEAR 2002

Submit one signed and dated original
and ten copies to :

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

Minnesota LSTA FY2002 Competitive Application Follow the exact form, contents, and pagination provided by LDS.

A. Administrative Information: [LDS uses items A: 1-7 for federal reporting. Be specific, direct and concise.]

The below-named applicant hereby applies for a LSTA project grant as established as a priority activity under the Minnesota Five Year Plan for the use of LSTA:

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 (Christine Clements);

University of Minnesota, Twin Cities, University Libraries, 309-19th Ave. S, Minneapolis, MN, 55455 (Thomas Shaughnessy). Also a member

MINITEX, Library Information Network, UofM, 15 Andersen Library, 222-21st. Ave. S, Mpls. MN, 55455 (Bill DeJohn)

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

2. Name, title, telephone number and e-mail address of grant administrator:

Kristi Tornquist, Dean

Learning Resources and Technology Services

St. Cloud State University

(320) 255-2022

kmtornquist@stcloudstate.edu

3a. Project Title: Minnesota Digital Library Planning Project – Stage II

3b. Federal Funds Requested \$49,832

4. Estimated number of people to be served by Project: The primary 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.

5. Identify targeted geographic location to be served; include city, county(s) or statewide:

Statewide

6. Federal Congressional District(s) within area to be served by the Project:

List by number: All

7. Minnesota's LSTA Plan: The Goal number: 2 **The Activity letter:** C

Applicant MAGNOLIA Group

8. Relevance to LSTA Goal & Activity: (Maximum Points: 5)

The Minnesota digital library project focuses on linking a variety of Minnesota’s organizations, including but not limited to libraries, museums, historical societies, schools, and businesses. In pre-planning stages, participants focused on making Minnesota’s cultural heritage resources accessible to Minnesotans, although reaching out to people from across the country and around the world. That focus continues to influence planning as it relates to decisions regarding collections to digitize, standards to adopt, and programs and databases to design.

The primary activity of this organization is to create, maintain and administer a digital database of Minnesota’s unique resources, a direct response to LSTA’s Federal Purpose II, Minnesota Goal 2, Activity C.

9. Abstract:

Work will continue on the planning for a Minnesota digital library project.

The MAGNOLIA Group, a consortium of the library directors from Minnesota’s largest public universities and the director of MINITEX, seek funding to continue planning work begun in the summer of 2001 to develop a digital library for Minnesota. This project will implement action plans developed by the four working groups established at the Aug. 14-16, 2001, planning conference held in Monticello, MN.

Primary tasks for the participants in this project include:

- 1) – developing governance options and cost analysis for this new library;
- 2) – identifying collections and objects for inclusion in the library;
- 3) – surveying potential library users for their input;
- 4) – adopting standards for high quality digital content capture and accompanying metadata;
- 5) – developing programs for connecting databases;
- 6) – conducting a one-day workshop on the Minnesota digital library for possible contributors;
- 7) – exploring designs for the library’s central database;
- 8) – developing the computer application program that will allow library patrons to access, manipulate, and share projects created with its resources.

As a result of this work, the planners will have created the structure needed to allow the organization to become an official entity with participation by the major collaborators in this digital resource – libraries, historical societies, museums, state agencies, private businesses and interested non-profit partners.

This grant project was also designed to prepare the participants for submitting an application to the Institute of Museum and Library Services to begin organizing the library and digitizing collections for its database.

Applicant MAGNOLIA Group

B. Project Information

1. Needs Assessment: (Maximum Points: 10) - Describe the need or problem that generated this project.

(Insert an additional page if needed)

The MAGNOLIA group, the library directors from Minnesota's four largest academic libraries and the director of MINITEX, gathered more than two years ago to talk about how they might work with the resources available to them to contribute to the people and the future of Minnesota. One of the exciting idea they came up with was the creation of a digital library for Minnesota. The vision of those planners led to a 2001 LSTA grant project that brought together computer, library, museum and historical experts from across Minnesota. Together, they explored how a collaborative group of people and organizations might create for Minnesota a digital collection of its most unique and valuable cultural, historical and informational resources. The MAGNOLIA members, working as part of and with this planning group, continue to guide the planning efforts with their vision for this project.

With funding from a \$25,000 LSTA grant, 25 people came together for three days in Monticello, Minnesota, in August 2001, and developed a scheme for moving ahead in this creation process. One of the concerns they identified, interestingly, was the name of the very entity they wanted to create. Is "library" the best name? Without having a better suggestion, the group has continued to call this the "Minnesota Digital Library" project and tabled action on a name until the organization begins to take shape. The participants in the August conferences formed into four working groups. Since August, they have studied the standards, collections, policies, organizational structures, audiences, techniques and software needs of a Minnesota digital library. They have also invited new members to join in the project. Several of the work groups have held face-to-face meetings and nearly half of the members, new and old, met at St. Cloud State University in October to discuss developments. In fact, funds remaining in the 2001 LSTA grant will now be spent bringing these groups together again. Some of that 2001 LSTA funding will also be spent to help find the best name for this new entity.

The report from that conference, prepared by Mr. Keith Ewing, project coordinator, forms the working document that supports this 2002 LSTA grant application. It is available on the World Wide Web at lrts.stcloudstate.edu/mdl/index.html. A print copy is appended to this application.

The digital library planners are ready to move ahead, from the "pre-planning" stage that the 2001 LSTA grant supported, into the full planning stages. Giving common access to Minnesota's resources to the people of this state is perhaps the strongest driving force of this planning group. The participants want to use their talents to bring to the "end users" easy and convenient access to resources, which, without digitization, remain dormant in hard-to-access collections. Eventually, the Minnesota Digital Library will provide to organizations with small but valuable collections to digitize items in their possession. This will allow the public access to collections which might have a small audience, but which are invaluable to the people seeking their information. Also motivating the digital library planners is a desire to develop a concept they have for a computer application tool that will be flexible and powerful and allow patrons of the library to develop their own presentations and educational or communication projects.

The emphasis of the 2002 LSTA grant will focus on establishing the platform of standards and user and collection needs upon which to create the digital library. This platform will prove the concept behind the planners' database proposals, their metadata schemes, and the standards of digitization they establish.

Applicant MAGNOLIA Group

2. Planning: (Maximum Points: 15) (Insert an additional page if needed)

A. Process:

The plan for this grant grew out of the work conducted by the 25 people at the August 26, 2001, digital library pre-planning conference in Monticello, MN. Planning, analysis, and research continued after that meeting as the members of the four work groups established then moved ahead with their missions.

In November, the project director, Mr. Keith Ewing, library systems professor at St. Cloud State University, Kristi Tornquist, dean of Learning Resources & Technology Services (LR&TS) at SCSU, and Chuck Thomas, digital projects coordinator for the University of Minnesota libraries, collaborated on designing the specifics of this grant proposal, with input from Marian Rengel, LR&TS grants writer.

B. Participation:

MAGNOLIA and the guests at the Monticello conference agreed to continue working on the planning of the Minnesota digital library. They formed these work groups:

Policy and Planning: **Kristi Tornquist (MAGNOLIA)** – Dean, LR&TS, SCSU. **Keith Ewing, (Project coordinator)** – Professor of Library Sciences, LR&TS, SCSU. **Mike Kathman** – Library director, College of St. Benedict and St. John’s University. **Eileen McCormack** – Planning director, Minnesota Office of Technology, St. Paul. **Joan Roca (MAGNOLIA)** – Interim Dean of Library Services, MSU, Mankato. **Christine Clements (MAGNOLIA)** – Associate vice president of Academic Affairs & interim dean of Library and Information Services, WSU.

Standards and Training: **Chuck Thomas** – Digital Projects Coordinator, UofM Libraries. **Jason Roy** – Minnesota Historical Society. **Eileen Quam** – Information technologist, DNR, St. Paul. **Steve Harsin** – Head librarian, Iron Range Research Center, Chisholm. **Robin Dowden** – Manager New Media Initiatives, Walker Art Center, Minneapolis. **Joyce Swonger** – Director of Library Development Services, Roseville. **Scott Sayre** – Director of Media & Technology, Minneapolis Institute of Arts.

Collections: **Daardi Sizemore** – Archivist, MSU, Mankato. **Nancy Broughton** – Library director, Fond du Lac Tribal and Community College, Cloquet. **Sue Ellingwood** – Central Library Supervisor, Materials Management Center, St. Paul Public Library. **Thomas Malefatto** – Special Collections Librarian and Archivist, UofM at Duluth. **Mark Reidell** – Director, Dakota County Historical Society, South St. Paul. **Betsy Williams** – Humanities Division, Minneapolis Public Library.

Users/Audiences: **John T. Butler** – Associate Librarian, UofM libraries. **Steve Harsin** – Head Librarian, Iron Range Research Center, Chisholm. **Chris Olson** – Executive director and systems administrator, Cooperating Libraries in Consortium, St. Paul. **Marian Rengel** – Grants and Technical Writer, LR&TS, SCSU. **Scott Sayre** – Director of Media & Technology, Minneapolis Institute of Arts. **Sherry Sweetman** – Archivist, Olmstead County Historical Society, Rochester.

Also involved in the planning: **Bill DeJohn, (MAGNOLIA)** – Director, MINITEX, UofM Andersen Library, Minneapolis **Tom Shaughnessy (MAGNOLIA)** – University Librarian, UofM.

To complete their goals for this grant project, members of these working groups will invite other people to join them. They will draw upon people from across the state with expertise and decision-making ability to move the digital library planning and creation forward.

This project is collaborative by its nature. The participants so far involved come from northern, central and southern Minnesota, from university libraries, public libraries and that state’s library oversight and service organization, from county historical societies, regional historical organizations and the state historical society, from arts institutes and from state government offices. New participants will reflect and increase this geographic and organizational breadth.

The planners will strive to provide this resource to all Minnesotans, those with few computing and digital resources and those with significant resources. The dream of the planners is to present to the people of Minnesota convenient, easy to use, and powerful access to resources that have long been only available to a few scholars or library and museum professionals. Part of this project, however, involves identifying how best to provide those

resources and to identify the people most anxious and ready to make use of them.

C. Documents: The report of the actions and results of the August 2001 planning conference in Monticello, written by Project Coordinator Keith Ewing, explains the relevance of this project to the organizations involved to date and establishes the plans for developing the Minnesota digital library. It is available on the Web at lrs.stcloudstate.edu/mdl. It is included as an appendix to this application.

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Applicant MAGNOLIA Group

3. Goals and Objectives: (Maximum Points: 20)

The Minnesota digital library planning group has established the following goals for this LSTA grant project:

Goal #1 – Identify Partners and create governance structure

- Tasks: 1) Explore policy and governance options
2) Conduct cost analysis

Outcome: A Plan for making the Minnesota Digital Library a separate, viable entity complete with business plan, partners and decision making procedures.

Goal #2 – Conduct Assessments

- Tasks: 1) Identify/inventory collections: identify object types in existing and potential collections
2) Survey/identify users: develop survey tool, work with consultant

Outcome: Specific understanding of audience need for a centralized, statewide cooperative digital library project. Project plan in place for acquisitioning current digital collections into this library and digitizing important collections to make them available through this library

Goal #3 – Establish standards

- Tasks: 1) Review and adopt metadata standards, object selection standards, standard procedures
2) Adapt existing University of Minnesota crosswalk scheme and database for use by MDL
3) Review and adopt standards for digital image quality
4) One-day workshop for potential participants in MDL to raise awareness about participating in and managing digitization projects

Outcome: Have in place technical standards for using metadata, establish functioning crosswalks between collections, begin training and create awareness of the digital library project

Goal #4 – Provide opportunities for a variety of enhancements

- Tasks: 1) Conceptual and Phase 1 development of application tool (which will allow people to select digital text or image object through central database, use Web-based template to select from available metadata about the objects and load additional metadata for personal annotations, and export to HTML pages for loading on remote server)
2) Interface design and implementation for prototype of central database

Outcome: A prototype or working version of the digital library's first and primary program for allowing people to work with its collections

Applicant MAGNOLIA Group

4. Implementation: (Maximum Points: 10) (Insert an additional page if needed)

Goal #1 Activities: 1) Three face-to-face meetings of the policy and planning work group with invited guests who will be able to help gain commitment from organizations to participate in creating the Minnesota digital library

- 2) E-mail discussions to advance work of committee
- 3) Preparation and dissemination of a working plan for establishing this entity

Goal #2 Activities: 1) Three face-to-face meetings of the users and collections group working jointly, current members plus invited new members, to create assessment surveys of users and resources, correlate results and establish policies based upon assessment results

- 2) E-mail discussions
- 3) Conduct assessment survey and analyze results
- 4) Disseminate survey results to all participants

Goal #3 Activities: 1) Three face-to-face meetings of the standards group to build and test crosswalks and to adopt standards

- 2) E-mail discussions
- 3) Workshop for 40 participants, to begin training of people interested in creating the digital library

Goal #4: Activities: 1) Three face-to-face meetings of the users, collections and standards groups, working together, to develop the guiding principals of an application tool that will allow library users to take advantage of its digital collections

- 2) Work with a consultant with computer-assisted K-12 educational experience in developing that tool
- 3) Hire consultant/programmer to design and create a prototype of a central database

The work for this project will be completed from May 1 through December 1, 2002. We are applying for a National Leadership Grant for Libraries from the Institute for Museum and Library Services to fund specific digital projects to build the Minnesota digital library. This LSTA grant project will prepare the group for that grant project and to undertake additional library-creation projects. We have set an ambitious timeline and expect to meet this schedule, perhaps moving even more quickly than its realistic scope, perhaps needing more time to resolve complicated issues.

Project timeline follows on the next page.

Applicant MAGNOLIA Group

5. Budget: (Maximum Points: 20) (a. Narrative, b. Summary, & c. Project Continuation)

5a. Budget Narrative: (Insert an additional page if needed)

A. Personnel:

Project coordinator (overall) – Keith Ewing will spend approximately 26 days from April 1 through Sept. 15, 2002, coordinating the work of this project. His salary for this time period is based upon a projection of ongoing faculty union contract negotiations. We anticipate that Mr. Ewing’s salary will be \$67,596, during this LSTA grant project. His daily pay rate then will be \$345/day plus benefits of \$114/day calculated at 33 percent of base pay. Total salary and benefits = \$459 day for a total LSTA budget cost of \$11,934.

He will work with all of the planning groups, serving as an advisor, as well as coordinator of the grant. He will help the planners set and meet deadlines, assist in communication between the groups and work to ensure the cohesiveness of the project.

Stipend (overall): To date in the planning project, people and organizations have donated their time. We are proposing in this grant awarding a small stipend or honorarium to the participants in appreciation of the work they will do in the six months of this grant. We have dedicated \$275 for each of 32 planners including the original group and new members of the working groups for a total of \$8,800.

B. Library Materials:

C. Online Resources:

Server (Project 3): We anticipate needing to “rent” server space on the University of Minnesota system to adapt the existing crosswalks between differing databases of existing collections that are likely to become part of a digital library. UofM librarians estimate this cost at \$1,000.

D. Equipment:

E. Furniture:

F. Telecommunications:

G. Telecommunications Equipment:

H. Automation Hardware:

I. Automation Software:

J. Staff Development:

K. Supplies:

Workshop (Project 3): We estimate a cost of \$465 for supplies for arranging a 40-person, one-day conference, including registration materials, handouts, and office supplies.

L. Contractual:

Workshop (Project 3): We also expect to bring three speakers to the training workshop that is part of Project 3. We will hire them for \$300/speaker, a fee that will cover their time, mileage and meals.

Consultants (Project 4): Our current plan is to hire two consultants in Project 4 to work on the design of the computer application that will access the databases at the heart of the digital library. One will be an educator with K-12 curriculum experience to provide an understanding of how one major target of the library’s audiences might use the collection. We estimate this cost at \$750.

The other consultant needs to be a programmer capable of building the prototype central database of new collections to this library. This, too, would be a contract rather than staff position. We estimate that this will take two to three months of full-time work. We estimate this consultant cost at \$12,000.

M. Other:

Mileage/meals/refreshments (overall): With meetings at the heart of this stage in developing the digital library, we would like to help people attend those meetings. To do that, this grant will fund mileage – at \$0.275/mile – and meals or refreshments for the meetings. Meal prices are based upon prices at St. Cloud State University with estimates of \$20/meal for one of the three meetings for each project and \$20/meeting for refreshments at the other two meetings. Total cost of mileage/meals/refreshments for 12 meetings is \$5,063.

We have also planned a workshop to acquaint people across the state with the MDL project. We intended to pay mileage/meals/refreshments for 40 people to attend that workshop at a cost of \$1,590.

Also included in this budget line are:

Publicity (overall): \$1,000 for publicizing the digital library project in library, museum, historical society, and educational publications and on listservs;

Surveys (Project 2): The surveys that are part of Project 2 – estimated costs vary from \$1/survey to \$8/survey and total survey numbers also vary. That planning group is also considering conducting focus group studies in place of traditional surveys. We have budgeted \$3,500 to cover these costs.;

Indirect costs (overall): While St. Cloud State University's rate of indirect costs is generally 12 percent, SCSU is willing to share the cost in this project and is asking in the budget for \$2,830, or half of those expenses at a rate of 6 percent.

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Applicant MAGNOLIA Group

5b. Budget Summary:

	Federal-LSTA	State Funds	Local Funds	Other Funds	Totals
Personnel	\$20,600		\$54,597		
Library Materials					
Online Resources	\$1,000				
Equipment* and Furniture					
Telecommunications					
Automation Hardware*					
Automation Software*					
Staff Development					
Supplies	\$465				
Contractual*	\$13,950				
Other*	\$13,983		\$2,830		
Totals	\$49,998		\$57,427		

*Additional documentation required: Please include additional information in the Budget narrative page

Note: Subgrants. There will be no subgrants. This is 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.

The attached project budget shows the breakdown of funding for each of the four major projects proposed in this application.

Applicant MAGNOLIA Group

5c. Project Continuation:

Project planners are preparing a \$250,000 grant application to the Institute of Museum and Library Services (IMLS) to support initial digitization projects. Applications for this grant are due Feb. 1, 2002. Awards are generally made in September. The planners intend to have work on the 2002 LSTA grant completed by the time an IMLS grant period would begin.

The group also intends to seek funding support from private foundations and private businesses, particularly those that might have cultural collections of interest to the library.

The first goal listed for the 2002 LSTA grant involves the policy and planning work group developing an organizational structure for the library. Included in that will be plans for the staffing and financing of this new entity.

6. Evaluation (Maximum Points: 20 points): What are the intended results of this project, and how will the project be evaluated in order to determine that these intended results have been achieved

The primary form of evaluation will be to determine if groups have met each of the four goals, as follows:

Project 1: The Minnesota digital library will have a governance structure and a business plan.

Project 2: A Collection policy will be in place

-- The users and collections work group will have a clearer understanding of the people who will use this new state resource

-- The users and collections work group will have established general guidelines for collection development based upon user expectations and needs.

Project 3: Crosswalks will be in place between existing collections and for new collections.

The workshop will have inspired interest among organizations with valuable collections to participate in the development of this library.

Standards for metadata, object selection and procedures will be in place.

Project 4: A prototype of the computer application that will bring these digital resources to the people of Minnesota will be developed or under development. The planning committee expects to review that prototype tool and prepare it for testing in a future grant project.

The project coordinator, Keith Ewing, will oversee all activities involved in this grant. He will work to ensure that committees are conducting their face-to-face meetings and moving ahead with their projects. He will oversee the planning for the workshop built into project 3, guide the selection of the consultants in projects 3 and four, and oversee publicity. Based upon the activities in which he participates and reports from the working groups, Mr. Ewing will write a report evaluating the successes and exploring the challenges revealed by the efforts of these groups.

Applicant MAGNOLIA Group

7. 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. Interest on Grant funds shall be limited to the amount allowable by federal rules and regulations that must not exceed \$100.00 annually on all LSTA federal dollars received. This regulation applies to IMLS grants to States and State sub-grants to public libraries, public school libraries, and other agencies that are governed by State and/or Local governments. 45 C.F.R. Section 1183.21(i). Interest earned on advances/grant awards made by the State Library Administrative agencies to universities, hospitals, and non-profit organizations falls into a different category. These entities may keep interest amounts up to \$250 per year for administrative expenses. OMB Circular A-110 C.22 Payment (1)."
- 3. 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 30 days after the completion date of the project set forth in the grant agreement.
- 4. 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 & Learning for reassignment for library services elsewhere.
- 5. 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.
- 6. 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

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 Friday, October 19, 2001.

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