

**2005 FINAL REPORT AND EXPENDITURES FOR  
LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA) GRANT**

**Submit one electronic copy and one signed and dated original to:**

**Jym Wroblewski/LSTA Grant Coordinator-Administrator  
F30**

**State Library Services  
1500 Highway 36 West  
Roseville MN 55113-4266**

**Due to the State Library Agency 30 days after close of the grant program**

**PH: 651-582-8805; FAX: 651-582-8731**

**Minnesota LSTA FFY2005-Final Report.** Follow the exact form, contents and pagination provided. A separate report should be completed for each LSTA project for which you received funding.

**1. Name and address of grant recipient:**

**Minnesota Academic Group for New Opportunities in Library and Information Access (MAGNOLIA)**

Members include the library directors from: **St. Cloud State University**, 720 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 (Troy Paino); **University of Minnesota**, Twin Cities, University Libraries, 309-19<sup>th</sup> Ave. S, Mpls., MN, 55455 (Wendy Pradt Lougee); **MINITEX**, U of M, 15 Andersen Library, 222-21<sup>st</sup>. Ave. S, Mpls., MN, 55455 (Bill DeJohn).

**2. Name, title, phone, fax and e-mail address of administrator:**

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Report completed by:

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**3. Name of Project:** Minnesota Digital Library Implementation – Phase 2

**4. Grant was obtained under:** *State of Minnesota Five Year State Plan for the Use of Library Services and Technology Act (LSTA) Funds - Fiscal Years 2003-2007 and the LSTA Priorities for FY 2003.*

- a. Federal Project purpose number: To improve library services through the use of technology
- b. LSTA Plan Goal number: 4
- c. LSTA Plan Activity letter: \_\_\_\_\_
- d. Federal Congressional District(s) All (districts 1, 2, 3, 4, 5, 6, 7, and 8) were affected by this project

**5. People Served:** Give the actual (real) number of end users directly served by this project.

A total of 29,194 unique visitors used the “Minnesota Reflections” Website between 1 September 2005 and 31 July 2006. In addition, the MDL project directly serves 63 participating libraries, archives, and historical societies, 9 of which were new to this phase of the project.

**Minnesota LSTA FFY 2005-Final Report**

(Follow the exact form, contents and pagination provided.)

## 6. Narrative report for project.

### A. Project Purpose: See Directions

The Minnesota Digital Library Coalition was awarded an LSTA grant to expand upon the digitization of photographic and graphic images; to expand the digitization initiative to include textual documents, including letters, diaries, pamphlets, and books; and to develop prototype curricular tools to promote the use of digital resources in the K-12 community. Under this grant the MDL more than doubled the number of digitized photographs available through *Minnesota Reflections* to 10,169 images and added 3,369 “pages” from 242 documents. In addition, the MDL contracted with Sandbox Studios to create a demonstration curriculum unit on Minnesota Immigration; this resulted in a downloadable PowerPoint presentation and an online interactive presentation using Pachyderm, a new application for creating online presentation and exhibitions developed by the New Media Consortium under an IMLS grant. While the target population for *Minnesota Reflections* is every resident of Minnesota, some 29,000 unique individuals accessed the collection online during its first year; use was directly affected by an article in the Minneapolis StarTribune in April 2006. *Minnesota Reflections* was recognized by the American Association for State and Local History with an Award of Merit at its 2006 annual conference.

We successfully spent 99.1% of our \$113,818 LSTA award. Of the total award, 92.4% (\$104,226.77) went to projects included in the original grant application; 7.6% (\$8,556.65) was reallocated to meet computer hardware and software needs that arose during the grant period. The reallocations were available due to costs savings in the document digitization project and use of Pachyderm, an application tool developed by the New Media Consortium under an IMLS grant, to develop a demonstration K-12 curriculum unit.

## **B. Project Activities/Methods: See Directions**

Prior to initiating Phase 2 acquisitions and scanning, the MDL Management Team met to assess and revise the overall workflow from the Phase 1 implementation. We were pleasantly surprised by the number of institutions that participated in Phase 1, but noted some areas where the handling of the large numbers of images and associated metadata from a large number of institutions with varying degrees of skills could be improved. Written directions and guidelines provided to participants were revised; the metadata schema was revised to improve retrieval; and we improved the workflow between the two scanning centers (MHS and U of M) with the main server (at U of M).

In late November, Jim Dildine (MDL) and two volunteers (Kathleen Flynn (SPPL) and Dorothy Kettner (MHS volunteer)) started using the CONTENTdm Acquisitions Tool to add controlled vocabulary subject information for each image that is in “Minnesota Reflections” from Phase 1; the editing was completed in early July 2006. The editing process also allowed us to experiment with distributed access to the Acquisitions Tool to allow participants to edit their metadata. We uncovered some problems with granularity of security for accessing images and metadata in a consortium environment; these appear to be resolved. The Iron Range Research Center began using the Acquisitions Tool to input and edit their metadata in Spring 2006. However, at this time the majority of participants appear to most comfortable using the Excel-based forms for submitting their metadata and use of the Acquisitions Tool is limited to a few select participants.

Work on Phase 1 identified a problem with vocabulary control. The Metadata sub-committee recommended some minor changes in the metadata structure that we subsequently implemented in CONTENTdm. Editing the metadata from Phase 1 allowed us to improve the consistency of subject terminology without infringing on terminology used by each participant; this in turn should improve the overall search and retrieval functionality of the database.

The above steps, not identified in the original grant application, were prerequisite to fulfilling Phase 2 objectives.

1. *Expand “Minnesota Reflections,” the signature project of the Minnesota Digital Library, which is presently working to digitize more than 5,500 photos taken prior to 1909. For Phase 2, we will extend the inclusion creation date to before 1923 in an effort to attract more participating organizations and historical coverage of the development of Minnesota. We will seek out 3,750 photographic images taken prior to 1923. Of these the MDLC is expecting to digitize 3,000. The other 750 will come from previously digitized collections or be digitized by collection owners and submitted by cultural heritage organizations for inclusion in the Minnesota Digital Library.*

The Images sub-committee of the MDLC (Bonnie Wilson (retired MHS photo curator), Lisa Marohn (K12 media specialist), Jason Roy (MHS), Jim Dildine (MDL), and Marian Rengel (SCSU)) reviewed image scanning proposals. We received digitization proposals from 33 institutions—27 institutions submitted image proposals, 6 submitted document proposals, and 3 submitted image and document proposals. The final tally of digitization completed for Phase 2 is displayed under “C” below.

Jason Roy, after moving from the Minnesota Historical Society to the University of Minnesota, supervised scanning at the University; Monica Ralston assumed responsibilities for supervising scanning at the Historical Society. John Butler at the University of Minnesota continued to supervise data ingest into CONTENTdm.

As of the end of the period covered by this grant, 31 July 2006, *Minnesota Reflections* contained 10,042 JPG images and 127 compound objects (3,368 total pages) yielding 10,169 unique digital objects. The completion of Phase 2 will continue beyond the period covered by the grant; by the end of August 2006, *Minnesota Reflections* contained 11,208 unique digital objects. There were 11 new participants in this phase of the project and 22 continuing participants; an additional 32 participants from Phase 1 did not participate in Phase 2.

The MDL Management Team decided in spring 2006 to improve the online display of images by moving to JP2 (JPEG2000), allowing users to zoom in for closer inspection of images. In order to do this, we purchased the JP2 extension for CONTENTdm. Use of JP2 for higher resolution images online raises potential concerns among some participants, especially regarding the possible downloading of high resolution images that may jeopardize sales of print copies. However, we believe that the difficulty of downloading JP2 images (a person would have to take screen shots, at lower resolution, of each displayed segment of a complete image, then “paste” them together like a jigsaw puzzle), and the

resulting poor image would preclude widespread “pirating;” Lenny Tvedten, Director of the Martin County Historical Society, concurs. In addition, we believe the improved quality of the images would be well-received by users. As a consequence, we are investigating the possibility of creating JP2 images from the TIFF masters we hold from Phase 1 and updating all the images already in Minnesota Reflections; we plan to complete this process during Fall 2006, after the end of this grant project.

Phase 2, coming so rapidly on the heels of the previous project and primarily covering similar territory (photographic images), but with expanded dates (up to 1923), did not generate as much excitement among previous participants; 15 institutions stated they could not participate in Phase 2. Several institutions changed directors or moved to new facilities; however, in large part, lack of participation may be due to the continuing economic constraints under which local and regional historical collections operate. Dependent upon volunteers for operations, fearful of allowing local assets moving to scanning centers (despite “exhibition” agreements providing insurance extended by both MHS and U of M), and equally fearful of disrupting potential income from selling copies of photo images by making them widely available on the Web (despite the loss of resolution online) many previous participants were reluctant to expand their level of participation at this time. In addition, some previous participants would not “loan” objects to a digitization center. In at least one instance, we heard that a previous participant was considering pursuing their own digitization program and provide access to images on a local database outside of the MDL. As part of our continuing contact with Phase 1 and 2 participants, we are hoping to learn more about their concerns and how the MDL might be able to address them through this and future projects.

In time for the Minnesota State Fair, the MDL updated Minnesota Reflections to highlight Minnesota Maps Online (a joint MDL-MHS project) and Minnesota Auto Trails (provided by the Minnesota Department of Transportation Library). In addition we provided links to Bonnie Wilson’s excellent essays on the importance of photographs as historical records and how to “read” photographs and to the curriculum demonstration projects described under 3 below.

The following is a list of participants in *Minnesota Reflections*:

**New participants (Phase 2):**

Carleton College  
College of St. Catherine  
Faribault County Historical Society  
Hamline University  
Minnesota Department of Transportation  
Minnesota Historical Society  
Minnesota Law Library  
Minnesota State Revisors Office  
North Star Museum of Boy and Girl Scouting  
Sisters of St. Joseph of Carondelet  
Winona County Historical Society

**Continuing participants (Phases 1 & 2):**

American Swedish Institute  
Big Stone County Historical Society  
Concordia University Library  
Cottonwood County Historical Society  
Goodhue County Historical Society  
Gustavus Adolphus Lutheran Church Archives  
Iron Range Research Center  
Macalaster College  
Martin County Historical Society  
Minneapolis Public Library  
Minnesota State University, Mankato  
Nicollet County Historical Society  
Northeast Minnesota History Center  
Olmsted County Historical Society  
Otter Tail County Historical Society  
St. Benedict Monastery  
Stevens County Historical Society  
Stewartville Public Library

Stillwater Public Library  
University of St. Thomas  
University of Minnesota - Duluth  
Winona State University

**Phase 1 participants:**

Anoka County Historical Society  
Becker County Historical Society  
Beltrami Historical Society  
Blue Earth County Historical Society  
Carleton County Historical Society  
Carver County Historical Society  
Clearwater County Historical Society  
Dakota County Historical Society  
Douglas County Historical Society  
Fillmore County Historical Society  
Hennepin History Museum  
James J. Hill Library  
Kandiyohi County Historical Society  
Lake County Historical Society  
Mower County Historical Society  
Pennington County Historical Society  
Pipestone County Historical Society  
Pope County Historical Society  
Renville County Historical Society  
Roseau County Historical Society  
Sacred Heart Area Historical Society  
Scott County Historical Society  
Sherburne County Historical Society  
St. Cloud State University  
St. Olaf College  
Stearns History Museum  
U.S. Army Corps of Engineers  
University of Minnesota Archives  
University of Minnesota Northwest Architectural Archives  
University of Minnesota Minnesota Orchestra  
White Bear Lake Historical Society

2. *Digitize historical textual documents. We will seek participation from cultural heritage organizations across the state in choosing 250 significant early documents to digitize at an average of 5 pages per document for a total of 1,250 pages. We anticipate that these will all be handwritten. Half of them are likely to have been transcribed. The other half we will transcribe.*

Putting together a team to review text digitization proposals was more difficult than anticipated. Squeezing another project into already busy schedules is difficult. Nonetheless, we succeeded in putting together a strong team for this portion of the project: Tim Hoogland (MHS), Patrick Coleman (MHS), Steve Werle (Academy of Holy Angels (HS)), Steven Gross (U of M-Morris), John Chapman (U of M), Keith Ewing (SCSU), and Marian Rengel (SCSU). We adopted a broad and exciting theme for this portion of the project: “Triumphs, Tragedies, and Treasures.”

We purchased the OCR extension and the JP2 extension for CONTENTdm; this required an expenditure of \$3,000. The OCR extension worked well with published documents, but would not work with handwritten documents. Participants who submitted handwritten documents provided transcriptions; in addition, several documents in Swedish required both transcription and translation. The JP2 extension will be implemented after a mass replacement of existing JPG images later in 2006.

As noted in the table under 1 above, 242 unique documents (3,368 “pages”) were scanned and are contained in *Minnesota Reflections*. Some problems with distinguishing search requirement (text from image objects) have been noted and we

will investigate ways to support search filters (document/text, photo, etc.) during the next phase of the project.

The MDL spent \$34,865.85 to digitize 22 photographic collections and 7 document collections. The MDL proposed spending \$38,125 in the original application, but the anticipated large format scanning did not occur; in addition, due to the acquisition of the DiMeMa OCR plug-in for CONTENTdm which allowed for transcription for published documents, reduced the overall cost of document scanning to the same rate per page as photographs. We spent slightly more than half of the anticipated transcription budget (\$3,540 out of a budgeted \$6,250), primarily for transcription and translation of handwritten letters and the minutes of St. Ansgar's Academy (predecessor to Gustavus Adolphus College).

3. *Expand work begun to integrate the Minnesota Digital Library as a viable resource for K-12 teachers. Plans include consulting with K-12 teachers, inviting them to the digitization sites, involving them in the MDLC Steering Committee, sharing with them the collections, and providing them with the opportunity to develop curricular units based upon these growing collections.*

The MDL acquired the CONTENTdm PowerPoint plug-in and implemented it in *Minnesota Reflections*. The plug-in allows users to create and download PowerPoint presentations based on content from *Minnesota Reflections*. An introductory workshop of using the PowerPoint plug-in was offered at the MDL Annual Conference at the Minnesota History Center in June; the workshop was attended by 19 people.

The MDL contracted with Scott Sayre and Kris Wetterlund of Sandbox Studios to develop and produce a demonstration curriculum unit on "Minnesota Immigration" and a Teacher's Guide for *Minnesota Reflections*. These projects were identified in a previous grant's survey of interest in digital resources among K-12 instructors. The demonstration curriculum was produced using both the PowerPoint plug-in and Pachyderm, a software application developed by the New Media Consortium under an IMLS contract. The PowerPoint demonstration curriculum is available from the MDL Website (<http://www.mndigital.org>) for both online use and downloading. Pachyderm allowed the MDL to experiment with a very new resource in a way that had not been completely envisioned by its developers. Scott Sayre presented a brief introduction to Pachyderm at the MDL Annual Conference; it generated considerable discussion. Despite some technical limitations (requires Macromedia Flash), the potential of Pachyderm to support additional curriculum units and, more importantly, allow end users to create their own multimedia interactive presentations is enormous. The MDL is exploring ways to provide access to Pachyderm on an MDL server and create the necessary "hooks" to integrate it with *Minnesota Reflections*. The Pachyderm version of the demonstration curriculum is available from the MDL Website. The anecdotal response from teachers who have seen the Pachyderm version (available online from 20 July) has been positive, with several inquiries on how they can use the application to create their own online presentations.

The MDL spent \$16,400 to develop these demonstration teacher resources.

4. *Strengthen the MDL computer infrastructure by purchasing a testing/disaster recovery server.*

MDL purchased and is in the process of implementing a three-server configuration to replace the current two-server configuration for *Minnesota Reflections*. The three-server configuration consists of:

- 1) A T2000 application and Web server on the front end, with provisions for a second applications server for testing, development and failover;
- 2) A back-end database server; and
- 3) Master file storage facility, consisting of a StorEdge 3511 3Tb storage array and Sunfire V120 server.

The T2000 front-end server provides the MDL with the ability to process requests quicker for more users; it also allows the capacity to test new configurations and version upgrades without any impact upon public access. The StorEdge 3511 server provides storage for all the reference display images; a segment of the server, inaccessible to the public, allows the MDL to store master TIFF image files. The third server provides a link between the two primary servers. This configuration allows for better overall management of the system as well as improves processing times. This configuration will be implemented after the close of the Minnesota State Fair. The cost to achieve this reconfiguration was higher than anticipated in the grant proposal, \$5,557.65 versus the budgeted \$2,700.

The content files on the two primary servers are included in the backup processes and procedures provided by the University of Minnesota's Office of Information Technology. In addition, we continue to maintain CD-ROM backups of master TIFF images through a set returned to the contributing institution and a set stored at the University of Minnesota.

5. *Support the ongoing developmental and administrative work of the Minnesota Digital Library Coalition, which includes regular meetings of the Steering Committee, the Management Team, and several subcommittees, such as the selection, metadata and interface committees. This work includes continuing the position of project manager.*

The MDLC Steering Committee expanded to include representation from two key participants in Phase 1—Steve Harsin (Director of the Iron Range Research Center), Ben Leonard (Director of the Nicollet County Historical Society)—a representative from the K12 community—Gay Galles (Media Services Manager, Moorhead High School)—and three key policy advisors—Suzanne Miller (Director of State Library Services & School Technologies, Minnesota Department of Education), Emily Kissane (Policy Analyst, Minnesota Office of Higher Education), and Todd Digby (System Director of Libraries, Minnesota State Colleges and Universities). The expansion is proving unwieldy and difficult to manage; this is an issue that will be address during Fall 2006.

Through regular monthly meetings, the Steering Committee continues to focus on long range funding and organizational stability, as well as providing a forum to advise the MDL Management Team on specific policy issues. Working with MnSCU, the MDLC prepared documentation to support a request for federal “earmarks” funding; Hurricane Katrina and other regional disasters took precedence in federal funding initiatives and the whole concept of federal “earmarks” has been the subject of considerable scrutiny and justifiable criticism. The MDLC also prepared documentation for MINITEX to support funding from the Minnesota Legislature; this was in coordination with the plan to move MDL under the MINITEX umbrella as an organizational home. MDL will continue to work with MINITEX to secure more stable baseline funding to sustain *Minnesota Reflections* and support maintain the overall project.

MDL Annual Conference was held at the Minnesota History Center in June 2006. An ambitious program provided nine topical sessions, including “Scanning 101,” “Beyond Photos—Digitizing documents and maps,” “Metadata 101,” “Developing presentations using *Minnesota Reflections*,” and “What comes next for digital libraries.” Over 120 individuals registered for the conference; 61 completed program evaluations. The evaluations were overall extremely positive:

No.	Question text	Excellent (value=4)	Good (3)	Fair (2)	Poor (1)	No Opinion (0)	Total	Average
1	How would you rate the overall value (the degree to which you learned something new or of importance) of the 2006 Annual Conference?	22	38	1			61	3.344262
2	Overall, the speakers and information presented were:	21	38	1			60	3.333333
3a	"How you can be part of the MDL" moderated by Kristi Tornquist	5	6	1			12	3.333333
3b	"Develop a presentation using "Minnesota Reflections" moderated by Kathleen Flynn	8	3	1			12	3.583333
3c	"Scanning 101" presented by Jason Roy	18	16	3			37	3.405405
3d	"Digital Resources and the K-12 community" presented by Kris Wetterlund	1	7	2			10	2.9
3e	"Beyond photos--Digitizing documents and maps" moderated by John Butler	14	12				26	3.538462
3f	"Metadata 101" presented by John Chapman	4	17	4			25	3
3g	"What comes next for digital libraries" moderated by Mike Kathman	4	9	1	1		15	3.066667
3h	"How to be popular and make money with digital images" moderated by Todd Digby	8	5	2			15	3.4
3i	"Because not everything belongs on the Internet--choosing what to digitize" moderated by Jim Dildine	6	22	1			29	3.172414

4	Based on information presented during the Annual Conference, how well is the MDLC fulfilling its vision to “work with local, regional, and statewide collections to identify and digitize unique resources and special collections to support education, scholarship, and entertainment through Internet-access”?	19	33	3		2	57	3.175439
<b>Total</b>		130	206	20	1	2	359	3.284123

The MDL Management Team is responsible for managing the day-to-day development and implementation of the overall project and identifying policy issues to present to the MDL Steering Committee.

The MDLC spent \$45,762.92 to support the management and continuing development of its projects and initiatives. Expenditures included \$35,150 to the Minnesota Historical Society for project management services; \$9,943.72 to support meetings, including the Annual Meeting and steering committee meetings throughout the year; \$404.84 in publicity costs; and \$264.36 in supplies.

System/Library: Minnesota Digital Library Coalition

**C. Project Outputs:**

MDL Annual Meeting: 120 people registered; 104 attended; 61 completed evaluation surveys.

MDL and participating institutions digitized 9,702 images under this grant as detailed below.

	Number	Number of Institutions
Photos scanned by MDL	5,233	21
Photos scanned by Participant	1,101	6
<b>total photos:</b>	<b>6,334</b>	
Document pages scanned by MDL	1,277	6
Document pages scanned by Participants	2,091	3
<b>total document pages:</b>	<b>3,368</b>	
Documents scanned by MDL	150	6
Documents scanned by Participants	92	3
<b>total documents:</b>	<b>242</b>	
<b>Total images scanned by MDL:</b>	<b>6,510</b>	
<b>Total images scanned by Participants:</b>	<b>3,192</b>	
<b>TOTAL SCANS</b>	<b>9,702</b>	<b>33</b>

**SCANNING CENTERS**

<b>Minnesota Historical Society:</b>	2,286	12
<b>University of Minnesota:</b>	4,224	16

The images from this grant, added to the images previously scanned, results in more than 11,000 images in *Minnesota Reflections*.

A demonstration curriculum on “Minnesota Immigration” was created in two formats: a downloadable PowerPoint presentation and an online Pachyderm presentation. In addition, a Teacher’s Guide is available for both.

**D. Project Outcomes:**

This project did not include an assessment designed to measure any change in audience skills, knowledge, behavior, attitude, status, or life condition. We have received, however, considerable anecdotal testimony from individuals about *Minnesota Reflections* and its potential value. In addition, the following table details the use of *Minnesota Reflections* over the first year of operations:

Month	Unique visitors	Number of visits	Pages	Hits	Bandwidth
Aug-05	600	980	25998	208052	2.38 GB
Sep-05	2086	4259	44647	315916	4.05 GB
Oct-05	2460	5224	84590	485521	6.99 GB
Nov-05	2864	5503	141616	662987	9.15 GB
Dec-05	1382	2258	26595	251790	3.06 GB
Jan-06	1561	2453	32749	313569	3.67 GB
Feb-06	1739	2539	25490	283559	3.15 GB
Mar-06	2345	3365	30679	277221	3.38 GB
Apr-06	5277	9686	115746	924136	11.96 GB
May-06	3703	5350	46735	360844	4.88 GB
Jun-06	2126	3321	32580	241356	3.16 GB
Jul-06	3051	4517	34041	292039	3.80 GB
<b>Totals</b>	<b>29194</b>	<b>49455</b>	<b>641466</b>	<b>4616990</b>	

**Note:** Article on *Minnesota Reflections* in *Minneapolis StarTribune* appeared on 11 April 2006.

## E. Other Results

Not applicable.

System/Library: Minnesota Digital Library Coalition

**7. Expenditures** on the project from all sources (Break down expenditures for all funds used on the project to include LSTA funds):

	<b>Federal-LSTA</b>	<b>State Funds</b>	<b>Local Funds</b>	<b>Member Funds</b>	<b>Other</b>	<b>Total</b>
Personnel – Project staff						
Library Materials						
Online Resources						
Equipment and Furniture						
Telecommunications						
Telecommunications Equipment						
Automation Hardware	\$5,557.65					
Automation Software	\$3,000.00					
Staff Development						
Supplies	\$264.36					
Contractual	\$93,613.85					
Other	\$10,348.56					
Totals	\$112,784.42					

**8. Continuation: See Directions**

Long-term project sustainability has yet to be adequately addressed by the MDLC. In part this is due to lack of consistent and stable funding. Nonetheless, the primary members of the coalition have agreed to assume responsibility to maintain *Minnesota Reflections* as an online resource; however, support would be limited to maintaining the current database and could not extend to additional scanning. Complicating this view is an embryonic plan being developed by the Minnesota Historical Society (MHS) for a “Cultural Heritage Matrix” that includes the MDL. This plan could include moving responsibility for maintaining and expanding *Minnesota Reflections* to MHS. A subcommittee of the MDLC is discussing future directions and opportunities, including the potential impact of the “Cultural Heritage Matrix.”

System/Library: Minnesota Digital Library Coalition

**9. Attachments:** Attach to this form any materials relevant to this project evaluation, such as survey questions, comparative statistics, news clippings, testimonial letters, reports and reactions from participants or residents of the community. If your project resulted in bibliographies, brochures, handbooks, A.V., catalogs, etc.. Please attach a minimum of three copies of each item.

**10. Signatures:** We, the undersigned certify that the data and information contained in this report are true and correct to the best of our knowledge and belief.

\_\_\_\_\_  
Date Dean, Learning Resources & Technology Services

\_\_\_\_\_  
Date Provost, St. Cloud State University