

Memo

To: Montana State Library Commission

From: Jessica Edwards, Data Coordinator

Date: January 31, 2020

Re: **Montana State Library Work Plan**

The Montana State Library Work Plan has been updated by Lead Staff to reflect the current status of their identified projects. Screenshots of the Work Plan are attached.

MSL_Workplan

File created on: 2/3/2020 3:34:16 PM

Projects FY2020

Framework: All | Lead Work Group: All | Lead Staff: All | Additional Staff: All | Target Completion Date: 10/23/2019 to 12/31/2023 and Null values
 On Schedule: 35 | Delayed: 2 | Not Started: 3

Projects

Framework	Lead Work Group	Lead Staff	Project	Start	End	Status
Funding	Administration	Jennie Stapp	HB633 Study - Planning, Prep, Communication	2019-01-01	2021-06-30	On Schedule
			Performance management - Initiate use of state performanc..	2019-06-01	2021-03-31	Delayed
			Study administration of the Montana Natural Heritage Progr..	2019-01-01	2021-12-31	On Schedule
	Information Products	Evan Hammer	Productivity Tools - Project Management - identify tools, ed..	2019-01-01	2019-06-30	On Schedule
	User Services	Tracy Cook	Increase financial and community support for libraries	2019-01-01	2020-06-30	On Schedule
Information Infrastructure	Administration	Jennie Stapp	Org Flattening	2019-01-01	2020-12-31	On Schedule

Work Groups



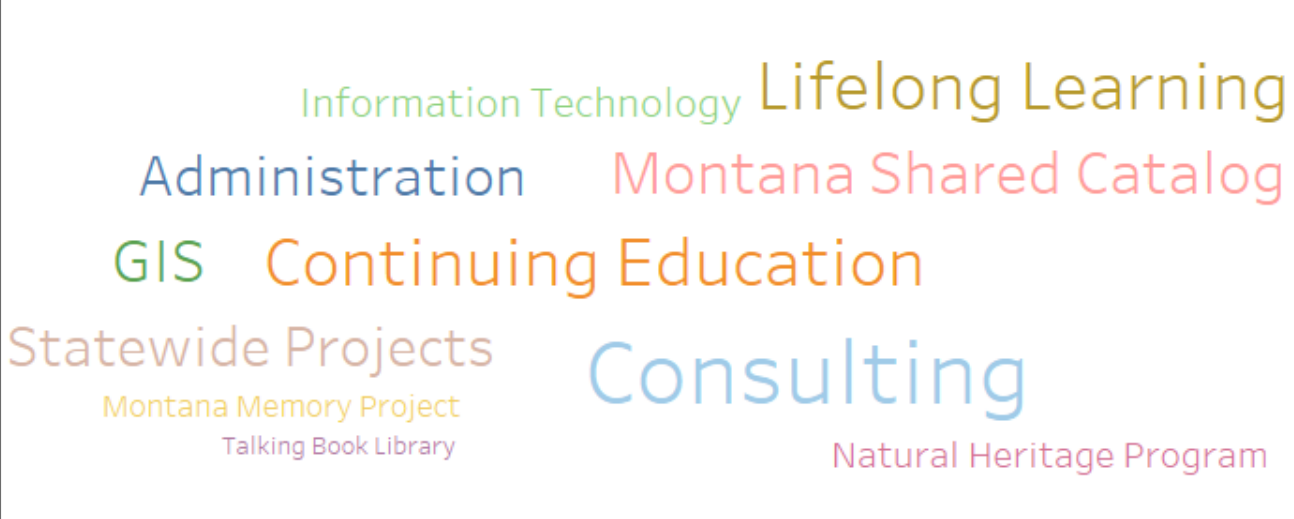
Projects FY2020

Framework: All | Lead Work Group: All | Lead Staff: All | Additional Staff: All | Target Completion Date: 10/23/2019 to 12/31/2023 and Null values
 On Schedule: 35 | Delayed: 2 | Not Started: 3

Projects

Framework	Lead Work Group	Lead Staff	Project	Start	End	Status
Information Infrastructure	Information Products	Amy Marchwick	Montana Shared Catalog Standardize user sharing groups	2019-06-01	2021-06-30	On Schedule
		Jennie Stapp	Digital Public Library of America - Complete and evaluate ebook pil..	2019-01-01	2021-12-31	On Schedule
		Jennifer Birnel	New Digital Archive for Montana Memory Project master files	2019-01-01	2020-12-31	On Schedule
		Jessica Edwards	Reporting - Identify and improve strategies for agencywide repor..	2019-06-01	2021-06-30	On Schedule
		Joe Tosoni	Review of ArcGIS Server Environment Needs - Enterprise,...	2019-01-01	2021-12-31	Delayed
		Kenny Ketner	Audit MSL web applications and prioritize updates	2019-01-01	2019-12-31	On Schedule

Work Groups



Projects FY2020

Framework: All | Lead Work Group: All | Lead Staff: All | Additional Staff: All | Target Completion Date: 10/23/2019 to 12/31/2023 and Null values
 On Schedule: 35 | Delayed: 2 | Not Started: 3

Projects

Framework	Lead Work Group	Lead Staff	Project	2019	2020	2021	2022	2023		
Information Infrastructure	User Services	Amelea Kim	Economic development - Implement and evaluate contrac..	[Progress bar]						
			Ready 2 Read Rendezvous	[Progress bar]						
			Young Adult Services Librarian Association train the trainer con..	[Progress bar]						
	Cara Orban	MTLibrary2Go - Conduct Request for Information/Request for Pro..	[Progress bar]							
			Resource sharing contracts (including Montana Memory Pro..	[Progress bar]						
	Jennifer Birnel	Big Sky Country Digital Network Local webpage with Dinital Publi	[Progress bar]							

Work Groups



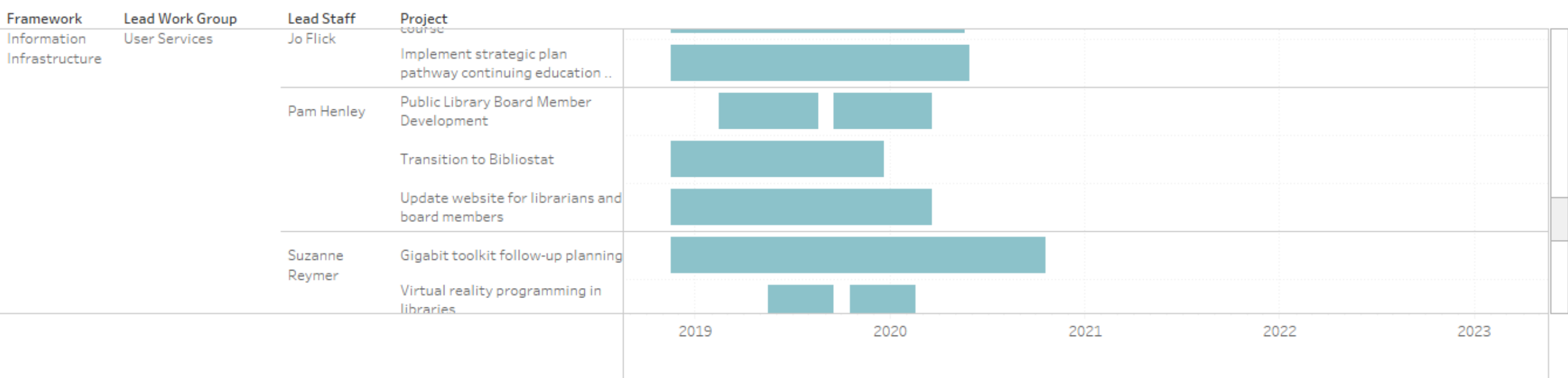
Projects FY2020

On Schedule Delayed Not Started

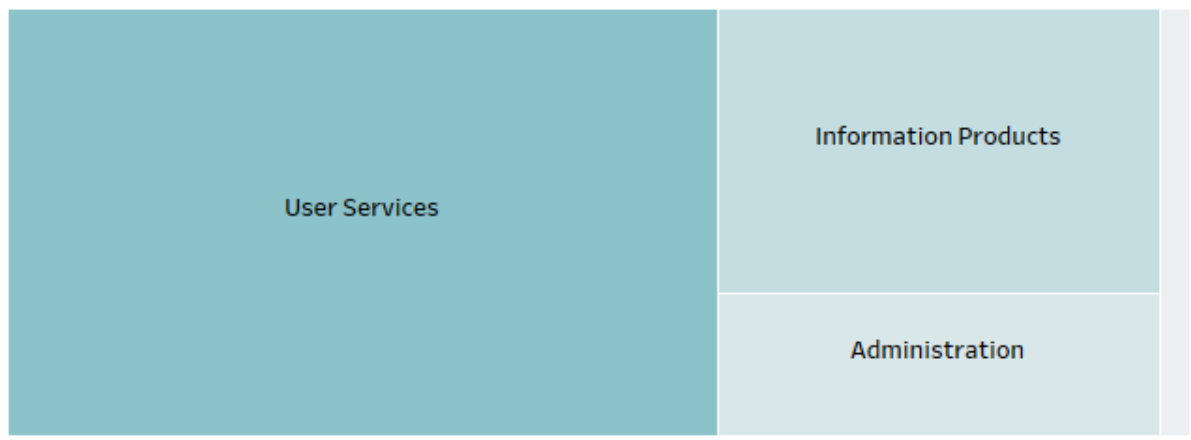
Framework: All Lead Work Group: All Lead Staff: All Additional Staff: All Target Completion Date: 10/23/2019 to 12/31/2023 and Null values

35 2 3

Projects



Work Groups



Projects FY2020

Framework: All | Lead Work Group: All | Lead Staff: All | Additional Staff: All | Target Completion Date: 10/23/2019 to 12/31/2023 and Null values
 On Schedule: 35 | Delayed: 2 | Not Started: 3

Projects

Framework	Lead Work Group	Lead Staff	Project	Start	End
Information Infrastructure	User Services	Tracy Cook	Public Library Standards revision	2019-01-01	2020-10-31
			Statewide data driven model/regional RIPL follow-up	2019-01-01	2020-10-31
Partnerships	Information Management	Troy Blandford	Lidar - Implement Statewide Plan	2019-01-01	2023-12-31
	User Services	Amelea Kim	Civic or civil engagement work	2019-01-01	2020-06-30
			Crisis Intervention Training at Federations	2019-01-01	2020-06-30
		Erin Fashoway	Grant management tool implementation	2019-01-01	2021-09-30
Jennie Stapp	Census 2020	2019-01-01	2020-12-31		

Work Groups



Projects FY2020

Framework: All | Lead Work Group: All | Lead Staff: All | Additional Staff: All | Target Completion Date: 10/23/2019 to 12/31/2023 and Null values
 On Schedule: 35 | Delayed: 2 | Not Started: 3

Projects

Framework	Lead Work Group	Lead Staff	Project	Start	End
Partnerships	User Services	Amelea Kim	Civic or civil engagement work	2019-01-01	2020-06-30
			Crisis Intervention Training at Federations	2019-01-01	2020-06-30
		Erin Fashoway	Grant management tool implementation	2019-01-01	2021-09-30
		Jennie Stapp	Census 2020	2019-01-01	2020-12-31
		Jennifer Birnel	Montana Memory Project Collections - reduce the number ..	2019-01-01	2021-03-31
		TBD	Volunteer program enhancements and administrati..	2019-01-01	2020-12-31

Work Groups



Milestones FY2020

Completed 37 On Schedule 71 Delayed 7 Not Started 4

Framework All Lead Work Group All Lead Staff All Additional Staff All Target Completion Date

Milestones

Framework	Lead Work Group	Lead Staff	Project	Milestone	Target Completion Date
Funding	User Services	Tracy Cook	Increase financial and community support for libraries	1. achieving this outcome 2. Present a workshop for the audience 3. Follow-up with attendees 4. Evaluate progress and use to create the next plan and set of mil..	
Information Infrastructure	Administration	Jennie Stapp	Org Flattening	1. Maintain ongoing communication with staff	
		Tom Marino	IT upgrades	1. Windows 10 2. Server 2008 Migration 3. Virtual desktop implementation/Windows 10 4. Website Updates - Reorganization/rewrite, Web Acce..	
	Information Products	Amy Marchwick	Montana Shared Catalog Cloud-based Integrated Library System reporting migration and data standardization (Phase 1)	1. Audit five configuration areas and reports 2. Establish standards and documentation 3. Migrate reports to BLUEcloud 4. BLUEcloud Central configuration with vendor 5. Develop and deliver training materials for report migration	
				Montana Shared Catalog Standardize user sharing groups	1. Establish a Sharing Group Committee with representation fr..

2020 2021 2022 2023

Milestones FY2020

Completed On Schedule Delayed Not Started

Framework All Lead Work Group All Lead Staff All Additional Staff All Target Completion Date 37 71 7 4

Milestones

Framework	Lead Work Group	Lead Staff	Project	Milestone	Target Completion Date	Completed	On Schedule	Delayed	Not Started
Information Infrastructure	Information Products	Jennie Stapp	Digital Public Library of America - Complete and evaluate ebook pilot	1. Test SimplyE app functionality	2020-07-01 to 2020-12-31	37	71	7	4
				2. Evaluate selection functionality and content in DPLA Exchange	2020-10-01 to 2020-11-30	37	71	7	4
		Jennifer Birnel	New Digital Archive for Montana Memory Project master files	TBD	2020-07-01 to 2020-11-30	37	71	7	4
		Jessica Edwards	Reporting - Identify and improve strategies for agencywide repor..	TBD	2020-08-01 to 2020-12-31	37	71	7	4
		Joe Tosoni	Review of ArcGIS Server Environment Needs - Enterprise,..	TBD	2020-07-01 to 2020-12-31	37	71	7	4
		Kenny Ketner	Audit MSL web applications and prioritize updates	TBD	2020-07-01 to 2020-09-30	37	71	7	4
			Cadastral Refresh - Interface updates and roll-out/promotion	TBD	2020-07-01 to 2020-11-30	37	71	7	4
		Rebekah Kamp	Montana Shared Catalog mobile-friendly catalog	1. Test server upgrade to enable responsive design	2020-07-01 to 2020-07-31	37	71	7	4
				2. Complete debugging, javascript widgets and CSS revisions	2020-08-01 to 2020-09-30	37	71	7	4
				3. Mobile app put to membership vote	2020-08-01 to 2020-10-31	37	71	7	4
4. Mobile profile testing	2020-10-01 to 2020-10-31			37	71	7	4		
5. Update production	2020-10-01 to 2020-10-31			37	71	7	4		
6. Document changes in knowledge base	2020-10-01 to 2020-10-31			37	71	7	4		
User Services	Amelea Kim	Economic development - Implement and evaluate contract with economic development	1. Creation of limited solicitation	2020-07-01 to 2020-10-31	37	71	7	4	
			2. Successful selection of vendor	2020-10-01 to 2020-10-31	37	71	7	4	

2020 2021 2022 2023

Milestones FY2020

Completed On Schedule Delayed Not Started

Framework All Lead Work Group All Lead Staff All Additional Staff All Target Completion Date 37 71 7 4

Milestones

Framework	Lead Work Group	Lead Staff	Project	Milestone	Target Completion Date	
Information Infrastructure	User Services	Cara Orban	Resource sharing contracts (including Montana Memory Project)- Conduct Request for Information/Request for Proposal	3. RFP release	2020-08-15	
				4. RFP scoring	2020-09-15	
				5. New contract and budget	2020-10-15	
		Jennifer Birnel		Big Sky Country Digital Network Local webpage with Digital Publi..	TBD	2020-07-15
		Jo Flick		Directors Institute	1. Contract with facilitator is completed	2020-07-15
	2. Planning for workshop is completed				2020-08-15	
	3. Institute is offered				2020-10-15	
	4. Follow-up with attendees is completed				2020-11-15	
				Foundations of librarianship course	1. Creation of modules for librarian course	2020-07-15
				Implement strategic plan pathway continuing education model	1. Update certification manual with Commission adopted changes	2020-07-15
					2. Webinar for librarians about new pathway	2020-10-15
					3. Assistance for librarians who follow the pathway	2020-10-15
		Pam Henley		Public Library Board Member Development	1. Increase number of trustees in MLA trustee interest group	2020-07-15
	2. Increase enagement of the group				2020-08-15	
3. Offer trustee workshop	2020-10-15					
4. Follow-up with attendees to see	2020-11-15					

Milestones FY2020

Completed On Schedule Delayed Not Started

Framework All Lead Work Group All Lead Staff All Additional Staff All Target Completion Date 37 71 7 4

Milestones

Framework	Lead Work Group	Lead Staff	Project	Milestone	Target Completion Date	Completed	On Schedule	Delayed	Not Started
Information Infrastructure	User Services	Cara Orban	Resource sharing contracts (including Montana Memory Project)- Conduct Request for Information/Request for Proposal	3. RFP release	2020-08-15	0	0	1	0
				4. RFP scoring	2020-09-15	0	0	1	0
				5. New contract and budget	2020-10-15	0	0	1	0
	Jennifer Birnel	Big Sky Country Digital Network Local webpage with Digital Publi..	TBD	2020-07-15	0	0	0	0	
	Jo Flick	Directors Institute	1. Contract with facilitator is completed	2020-07-15	0	0	0	0	0
			2. Planning for workshop is completed	2020-08-15	0	0	0	0	
			3. Institute is offered	2020-10-15	0	0	0	0	
			4. Follow-up with attendees is completed	2020-11-15	0	0	0	0	
	Foundations of librarianship course	1. Creation of modules for librarian course	2020-07-15	0	0	0	0		
	Implement strategic plan pathway continuing education model	1. Update certification manual with Commission adopted changes	2020-07-15	0	0	0	0		
		2. Webinar for librarians about new pathway	2020-10-15	0	0	0	0		
		3. Assistance for librarians who follow the pathway	2020-10-15	0	0	0	0		
	Pam Henley	Public Library Board Member Development	1. Increase number of trustees in MLA trustee interest group	2020-07-15	0	0	0	0	
			2. Increase enagement of the group	2020-08-15	0	0	0	0	
			3. Offer trustee workshop	2020-10-15	0	0	0	0	
4. Follow-up with attendees to see			2020-11-15	0	0	0	0		

Milestones FY2020

Completed On Schedule Delayed Not Started

Framework All Lead Work Group All Lead Staff All Additional Staff All Target Completion Date 37 71 7 4

Milestones

Framework	Lead Work Group	Lead Staff	Project	Milestone	Target Completion Date
Information Infrastructure	User Services	Pam Henley	Transition to Bibliostat	1. Data is migrated to Bibliostat	2020-07-15
				2. Statistics forms and historical reports are created	2020-07-15
				3. Product go live for libraries	2020-07-15
				4. Librarians submit statistics and can use historical reports	2020-08-15
				5. Statistics are successfully uploaded to IMLS	2020-09-15
	Update website for librarians and board members			1. Resources are updated	2020-07-15
				2. Website is made as user friendly as possible within existing parameters	2020-10-15
				3. End user feedback is obtained and acted upon if changes are needed	2020-11-15
	Suzanne Reymer	Gigabit toolkit follow-up planning	1. Analysis of data	2020-07-15	
			2. Tell library story about data	2020-09-15	
3. Action plan on addressing deficiencies with hardware and Internet			2020-10-15		
4. Obtain resources for addressing deficiency			2020-11-15		
5. Assist libraries with addressing deficiencies.			2020-11-15		
Virtual reality programming in libraries			1. Research on implementation of VR in libraries	2020-07-15	
			2. Create action plan for program	2020-10-15	

Milestones FY2020

Completed 37 On Schedule 71 Delayed 7 Not Started 4

Framework All Lead Work Group All Lead Staff All Additional Staff All Target Completion Date

Milestones

Framework	Lead Work Group	Lead Staff	Project	Milestone	Target Completion Date
Information Infrastructure	User Services	Suzanne Reymer	Virtual reality programming in libraries	3. Offer session at OFFLINE	2020-08-15
				4. Deploy VR sets to Montana libraries	2020-09-15
	TBD	Adaptive technologies implementation	TBD	2020-07-15	
	Tracy Cook	Public Library Standards revision	1. PLSTF Meeting	2020-07-15	
			2. 1st Draft of standards	2020-08-15	
			3. Review and final draft of standards	2020-09-15	
			4. Present draft to Commission	2020-10-15	
			5. Public Comment and Administrative Rules process	2020-11-15	
			6. Adoption of new standards	2020-12-15	
	Statewide data driven model/regional RIPL follow-up	1. RIPL Training	2020-07-15		
2. Follow-up meeting with Colorado State Library		2020-07-15			
3. Create follow-up plan		2020-08-15			
4. Implement follow-up plan		2020-09-15			
Partnerships	Information Management	Troy Blandford	Lidar - Implement Statewide Plan	1. Develop posters/postcards one-pagers about State Lidar Plan	2020-07-15
			2. Apply for USGS 3D Elevation Program Broad Area Announceme..	2020-08-15	
			3. Gather success and state lidar	2020-09-15	

2020 2021 2022 2023

Milestones FY2020

Completed 37 On Schedule 71 Delayed 7 Not Started 4

Framework All Lead Work Group All Lead Staff All Additional Staff All

Target Completion Date

Milestones

Framework	Lead Work Group	Lead Staff	Project	Milestone	Target Completion Date
Partnerships	Information Management	Troy Blandford	Lidar - Implement Statewide Plan	4. Develop prototype lidar data delivery system	2020-03-15 to 2020-04-15
				1. Meeting of NAC sub-group and staff to identify a path	2020-01-15 to 2020-02-15
	User Services	Amelea Kim	Civic or civil engagement work	2. Create an action plan for implementing the path	2020-01-15 to 2020-01-15
				3. Deliverables from the plan are created	2020-02-15 to 2020-03-15
				4. Libraries use the deliverables	2020-03-15 to 2020-04-15
				1. Fall training	2020-09-15 to 2020-11-15
			Crisis Intervention Training at Federations	2. Spring training	2020-03-15 to 2020-04-15
				1. WebGrants Implementation - Application Development	2020-01-15 to 2020-02-15
	Erin Fashoway		Grant management tool implementation	2. WebGrants MLIA Grant Application Testing	2020-02-15 to 2020-02-15
				3. Go Live MLIA Grants Application	2020-02-15 to 2020-02-15
				4. WebGrants - Review Process Development	2020-02-15 to 2020-03-15
				5. WebGrants Administration - Documentation Development	2020-01-15 to 2020-03-15
				6. WebGrants Implementation - Award Management Development	2020-03-15 to 2020-04-15
				7. WebGrants - Fully Implemented & Maintenance Mode	2020-02-15 to 2020-11-15
				1. Printing of posters, etc;	2020-01-15 to 2020-01-15
Jennie Stapp	Census 2020				

2020 2021 2022 2023

Milestones FY2020

Completed 37 On Schedule 71 Delayed 7 Not Started 4

Framework All Lead Work Group All Lead Staff All Additional Staff All Target Completion Date

Milestones

Framework	Lead Work Group	Lead Staff	Project	Milestone	Target Completion Date
Partnerships	User Services	Amelea Kim	Crisis Intervention Training at Federations	1. Fall training	2020-08-01 to 2020-11-30
				2. Spring training	2021-02-01 to 2021-03-31
	Erin Fashoway	Grant management tool implementation	1. WebGrants Implementation - Application Development	2020-07-01 to 2020-09-30	
			2. WebGrants MLIA Grant Application Testing	2020-09-01 to 2020-09-30	
			3. Go Live MLIA Grants Application	2020-09-01 to 2020-09-01	
			4. WebGrants - Review Process Development	2020-09-01 to 2020-09-30	
			5. WebGrants Administration - Documentation Development	2020-08-01 to 2020-11-30	
			6. WebGrants Implementation - Award Management Development	2021-01-01 to 2021-02-28	
			7. WebGrants - Fully Implemented & Maintenance Mode	2020-12-01 to 2021-06-30	
	Jennie Stapp	Census 2020	1. Printing of posters, etc;	2020-07-01 to 2020-07-31	
			2. Training	2020-07-01 to 2020-07-31	
			3. Census Week	2021-01-01 to 2021-01-01	
			4. Final Census Count Day	2021-02-01 to 2021-02-28	
	Jennifer Birnel	Montana Memory Project Collections - reduce the number ..	1. Collection from remaining 15 counties , improved collections fro..	2020-07-01 to 2020-11-30	
	TBD	Volunteer program enhancements and administrati..	TBD	2020-07-01 to 2020-11-30	

2020 2021 2022 2023