MSL 2024 Work Plan

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Agency Plan	Plan Objective	Project	Goal	Accountable	Staff	Overall Status	Status Comments
GIS Strategic Plan	Goal 1. Improve GIS Coordination within the Library.	Develop and Implement New Geospatial Partnerships Strategies	Create and Strengthen Geospatial Partnerships	Erin Fashoway	Erin Fashoway, Troy Blandford, Michael Fashoway	Not Started	Seek new partnerships, develop a method for tracking and sustaining new and existing partnerships.
	Goal 2. Objective 1. Audiences are defined and appropriate communications methods and content are determined for each audience	Write Communication Plan & Adopt Gov Delivery	Improve Communication for MSL GIS Coordination	Erin Fashoway	Erin Fashoway	On Hold	Need additional support
	Goal 2. Objective 2. Incoming communication pathways for support requests and public inquiries are clearly defined	Develop & Implement Governance Strategies for AGOL & GIS Web	Improve Communication for MSL GIS Coordination	Erin Fashoway	Erin Fashoway, Matt Trebesch, Kenny Ketner, Bob Holliday, Sean Anderson	In Progress	
		Implement Service Now for GIS Requests & GIS Activities	Improve Communication for MSL GIS Coordination	Matt Trebesch	Matt Trebesch, Leads	In Progress	
	Goal 2. Objective 3. The Library GIS web content is structured for ease of use and discoverability	Explore and Implement Hub for Distributing Geospatial Information	Improve Communication for MSL GIS Coordination	Meghan Burns	Meghan Burns, Matt Trebesch, Leads	In Progress	
		GIS Website Redesign & Technology Enhancements	Improve Communication for MSL GIS Coordination	Meghan Burns	Meghan Burns, Erin Fashoway, All Staff	In Progress	
	Goal 2. Objective 4. An event schedule is maintained, engaging the Library stakeholders and building awareness of geospatial resources.	Explore & Implement a geospatial activities calendar	Improve Communication for MSL GIS Coordination	Erin Fashoway	Erin Fashoway, Nick Beckstrom	In Progress	
	Goal 3. Develop policies and brest practices for geospatial data.	Development of state government policies for geospatial data as part of its statewide GIS coordination mandate	Improve Geospatial Data Governance	Erin Fashoway	Erin Fashoway, Troy Blandford, Michael Fashoway	Not Started	Development of state government policies for geospatial data as part of its statewide GIS coordination mandate
	Goal 4. Continue to improve the collection, maintenance, and dissemination of authoritative land information	GIS Cloud Architecture	TBD	Kenny Ketner	Kenny Ketner, Bob Holliday, Joe Tosoni	Not Started	
		Managed Services Publishing Workflow Changes FY2024	TBD	Bob Holliday	Bob Holliday	In Progress	
		New Cadastral Application	Develop a new Cadastral interface that is easy to host and fast to serve out in a mobile first, responsive environment.	Kenny Ketner	Kenny Ketner, Michael Fashoway	Not Started	Kickoff meeting with vendor 7/27/2023
Land Information Plan 2024	Collect & Maintain Statewide Elevation Data (lidar)	Lidar data processing	Collect Maintain & Disseminate Standardized Geospatial Information Elevation MSDI Framework	Troy Blandford	Troy Blandford	In Progress	
	Complete contractual agreements and maintain federal partnership	MSL-NRCS Partnership Agreements	Maintain geospatial partnerships	Troy Blandford	Troy Blandford, Meghan Burns	In Progress	
	Have a stable cloud environment for geospatial information and work environments.	Geospatial Architecture Redesign	Distribute Geospatial Information & Support Staff Needs for GIS Work	Bob Holliday	Bob Holliday, Kenny Kenter, Joe Tosoni, GIS Leads	In Progress	
	Implement MSDI Geospatial Data into public safety workflows	NG9-1-1 GIS Data Initiative	Prepare & Support Montana PSAPs for NG9-1-1 Implementation	Michael Fashoway	Michael Fashoway, Bob Cochran	In Progress	
	Prepare & Support Montana SOS & County Election Administrators GeoEnabled Elections	GeoEnabled Elections Initiative	Implement MSDI Geospatial Data into elections workflows	Erin Fashoway	Erin Fashoway, Caroline Psaltis, Meghan Burns, Michael Fashoway	In Progress	
	Standardize geospatial information	MSDI Planning, Development, & Maintenance	Collect Maintain & Disseminate Standardized Geospatial Information All MSDI Frameworks	Erin Fashoway	Erin Fashoway, MSDI Theme Leads	In Progress	
LSTA 2023-2027	Goal 1. All Montanans have access to library content, services, and information to achieve their personal, educational, and professional goals.	2023_2024 Standards/state aid	Montanans have access to a base level of public library services	Pam Henley	Pam Henley	In Progress	Deferrals are being process; standards are now closed for the year
		Better utilize Recollect Google and Esri mapping tools	Create immersive tools for use on Portal	Jennifer Birnel	Jennifer Birnel, Dave Colamaria	In Progress	Create maps to show content and tell an in-depth story.
		Community Focused Summers for Libraries, Train the Trainer	MSL staff assist Montana libraries in developing summer reading programs	Amelea Kim	Amelea Kim	In Progress	Three trainings attended
		Compile data on collection development practices in MT public libraries to identify ways to increase value and efficiency'	Reduce costs and barriers to resource sharing so that all Montanans can access the content they want and need.	Cara Orban	Cara Orban	Not Started	Work commences in August with resource sharing task force
		Create detailed courier budget and plan	Reduce costs and barriers to resource sharing so that all Montanans can access the content they want and need.	Cara Orban	Cara Orban	Not Started	Work commences in August with resource sharing task force
		Develop a history LEGO program	Develop an activity students and adults to engage in historical content and Portal content	Dave Colamaria	Dave Colamaria, Jennifer Birnel	In Progress	Looking for a partner and developing a project plan
		Develop and deploy Adventure Lab content	Publish 20 AL tours acorss the state	Dave Colamaria	Dave Colamaria	In Progress	Published 6 AL tours
		Develop GA4 Reporting infrastructure	Use GA4 to successfully track the use of the Portal pages	Dave Colamaria	Dave Colamaria	In Progress	GA4 is implemented on the Portal and tracking data
		Develop the policies for individuals to contribute content to the Montana History Portal - Citizen Archivist Collection	Allow for individuals to contribute content to the portal	Jennifer Birnel	Jennifer Birnel, Dave Colamaria, Cultural Resources Committee	Not Started	
		Develop the policies to allow the use of new features like crowd-sourcing transcripts and getting content from individual contributors	Allow volunteers to work on improving and creating transcripts to improve portal search	Jennifer Birnel	Jennifer Birnel, Dave Colamaria, Cultural Resources Committee	Not Started	
		Developing ways to promote our content outside our immediate circle influence	Develop awarenes and use of the Portal content	Jennifer Birnel	Jennifer Birnel	In Progress	Attending upcoming conferences
		Evaluate value of OCLC Group Services contract	Reduce costs and barriers to resource sharing so that all Montanans can access the content they want and need.	Cara Orban	Cara Orban	Not Started	Work commences in August with OCLC study task force
		MSL Learn Course Development - Community Led Libraries	Montana library directors, staff, and board members learn about library services focused on community needs	Suzanne Reymer	Suzanne Reymer	In Progress	Content created by subject matter expert; content being added to Moodle
		Plan Second Teacher Workshop for building Portal Exhibits	Hold a second Teacher workshop to create exhibits for classroom use	Jennifer Birnel	Jennifer Birnel	Not Started	
		Public Libraries Survey Software Procurement and Implementation	Deploy new Public Libraries Survey software to 82 public libraries and 4 tribal libraries for FY 2023 data collection with 90% completion rate.	Rebekah Kamp	Rebekah Kamp	In Progress	ITPR approved and contract signed. The data coordinator is presently working with Counting Opinions to configure the new system and to load data from the previous 10 years MSL Learn webinar scheduled for August 31, presentation at Fall Workshops scheduled for September 19. Five drop-in office hours scheduled in October and November.
	Goal 2. All Montanans have sufficient access to and can use technology to enable their personal, educational, and professional growth.	Set up administrative access for hot spot management for every participating library	Library staff can serve community members' internet access needs efficiently and effectively.	Cara Orban	Cara Orban	In Progress	
	Goal 3. All Montanans live in communities where the local government and library work together to build resilient communities.	Build local government relationships	Montana librarians, board members, and local government officials work together to improve services for local community members	Tracy Cook	Tracy Cook	In Progress	First session happening at Fall Workshop
		MSL Learn Course Development - Basics of Library Law	Montana library directors and board members learn about laws that impact the work of library boards	Colet Bartow	Colet Bartow	In Progress	Content created by subject matter expert; content being added to Moodle
		MSL Learn Course Development - Budgeting	Montana library directors and board members learn about library budgets and financial review	Colet Bartow	Colet Bartow	In Progress	Content created by subject matter expert; content being added to Moodle

		Public Libraries Salary Study	Publish and present one study of comparable wages and occupational standards for library positions to the Network Advisory Council based on submissions from a minimum of 74 libraries in order to evaluate the need to advocate for improved library salaries.	Rebekah Kamp	Rebekah Kamp	In Progress	Sample questions were collected from other State Library Administrative Agencies (SLAA). Questions were reviewed with the PLS task force and other library development leads. The questions will be incorporated into the Public Libraries Survey (PLS) which will launch October 2023. Notification is scheduled for August 1 via GovDelivery MSL newsletter.
	Goal 4. All Montanans have access to learning experiences that support personal, educational, and professional growth.	2023 MSL Learn Webinar Series	Montana library directors, staff, and board members learn about library services	Colet Bartow	Colet Bartow	In Progress	6 webinars have been held; monthly 30 minute webinar
		2023_2024 Federation Task Force	Montana library directors and board members have a structure that supports learning and networking	Tracy Cook	Tracy Cook	In Progress	Will discuss charge with Commission
		2023_2024 Virtual Programming Series	Montanans have access to high quality programming that supports lifelong learning	Amelea Kim	Amelea Kim	In Progress	Year is scheduled
		Assist Missoula Public Library with workflow data analysis	Data provides insights to improve scheduling and processes so that workloads are more balanced.	Cara Orban	Cara Orban	In Progress	
		Bat Week	Montanans have access to high quality programming that supports lifelong learning	Amelea Kim	Amelea Kim	In Progress	Materials ordered
		Certification Program Administration	Montana library directors, staff, and board members become certified	Colet Bartow	Colet Bartow	In Progress	Weekly review and processing of certification activities
		Co-lead data evaluation cohort for libraries after Fall Workshops	Library staff have the skills to effectively evaluate the public value of library services.	Cara Orban	Cara Orban	Not Started	Working with Rebekah Kamp on this project
		Continuing Education Program Update	Montana library directors, staff, and board members become certified	Colet Bartow	Colet Bartow	In Progress	New certification tracks added to ASPeN; manual updated, webpages updated, webinars and newsletters scheduled
		Create Youth Services Basics Course	Library staff develop a basic understanding of the value and key components of providing services to youth	Amelea Kim	Amelea Kim	Completed	Finished and available for self-enrollment in Moodle
		Create Youth Services Early Childhood Course	Library staff develop a basic understanding of the value and key components of providing services to youth	Amelea Kim	Amelea Kim	In Progress	Course available for librarians
		Create Youth Services School Age Course	Library staff develop a basic understanding of the value and key components of providing services to youth	Amelea Kim	Amelea Kim	In Progress	Course available for librarians
		Create Youth Services Tween and Teen Course	Library staff develop a basic understanding of the value and key components of providing services to youth	Amelea Kim	Amelea Kim	Not Started	
		Creative Aging	Montanans have access to high quality programming that supports lifelong learning	Amelea Kim	Amelea Kim	In Progress	Have partner libraries
		FY23 Summer Reading 2023	Montana librarians help children maintain reading levels during the summer	Amelea Kim	Amelea Kim	In Progress	Evaluation is beginning; planning fpr future years is in progress
		FY24 Food Programming in Libraries - Small Cohort	Montana librarians develop library programming that supports food literacy and nutrition education	Amelea Kim	Amelea Kim	In Progress	Contract created
		FY24 Library Handbook Update	Montana library directors and board members have resources to assist them in providing library services	Pam Henley	Pam Henley	In Progress	Trustee and director manuals are being edited
		FY24 Reimagining School Readiness Trainings	Montana librarians support school readiness in children that participate in their local programs	Amelea Kim	Amelea Kim	In Progress	Training will be held in early November
		MSL Fall Workshop	Montana library directors, staff, and board members learn about library services	Colet Bartow	Colet Bartow	In Progress	Workshop held 9/18-9/19
		MSL Learn Administration, Reporting, Promotion	Montana library directors, staff, and board members become certified	Colet Bartow	Colet Bartow	In Progress	Monthly data review routine, newsletters planned, HelpTickets resolved
		MSL Learn Course Development - Intro to Excel Cohort	Montana library staff learn Excel basics	Amelea Kim	Amelea Kim	In Progress	Content created by subject matter expert; content being added to Moodle
		Provide training on library services evaluation at Fall Workshops in September 2023	Library staff have the skills to effectively evaluate the public value of library services.	Cara Orban	Cara Orban	In Progress	Planning in progress
		R2R Rendezvous	Montana library staff learn how to incorporate early literacy skill building into their regular programming	Amelea Kim	Amelea Kim	In Progress	Quarterly check-ins have occurred
Other	Administrative Rules updates	FY24 Admin Rules Updates	Administrative rules are updated to clarify requirements for state aid and use of resource sharing funds.	Tracy Cook	Tracy Cook	In Progress	Task force meetings held; recommendations for Commission in progress
		Implement Updated MGIA Code	Align with current statute	Erin Fashoway	Erin Fashoway, Jennie Stapp	In Progress	
		Support the work of the Administrative Rules Task Force	Administrative rules are updated to clarify requirements for state aid and use of resource sharing funds.	Cara Orban	Cara Orban	Not Started	Working with Tracy Cook on this project
	Create a useful information infrastructure	ASPeN Enhancements FY2024	TBD	Kenny Ketner	Kenny Ketner, Nick Beckstrom	In Progress	ASPeN Roadmap document contains details
		msl.mt.gov Website Enhancements FY2024	TBD	Kenny Ketner	Kenny Ketner, Nick Beckstrom, Dave Ratz	In Progress	Enhancements to layout, broken link checking report, adding more analytics
		Rack workstation installation	Install rack workstations to support heavy duty processing that portable and consistent so that staff can be untethered from specific offices.	Lee Fossum	Lee Fossum	In Progress	
		ServiceNow FY2024	Migrate library services help desk and knowledge base articles to ServiceNow so that the State Library can benefit from a shared agency support platform.	Kenny Ketner	Kenny Ketner	In Progress	Zoho Migration is the main task
	Outreach	Montana Historical Society sensory trail	Contribute expertise on braille, recordings, and VR for inclusion with the sensory trail.	Marilyn Bennett	Marilyn Bennett	In Progress	
		Recording studio	Reimagine the future of the recording studio in partnership with other agencies and explore different ways to record.	Marilyn Bennett	Marilyn Bennett	In Progress	The recording studio was relocated to MDT and is now in use.
	Permanent, public access to state government information	Digitize Revised Code of Montana and MCA (1978-present)	Work with law library to improve metadata of online MCA and Annos.	Jim Kammerer	Jim Kammerer	In Progress	Discussing with law librarian best approach for acquiring PDFs of MCA going forward.
		FDLP Collection Management	Provide convenient, digital FDLP access to natural resource information pertinent to Montana.	Jim Kammerer	Jim Kammerer	In Progress	Reviewing collection development policy. Discussing retention criteria. Provide training on MarcEdit to batch review subject fields of FDLP collection. Automate and subscribe to reports for FDLP use.
		Historic Legislative Audit Reports collection	Create complete MSL collection of all historic Legislative Audit Reports	Jim Kammerer	Jim Kammerer	In Progress	Open ticket with MSC to recommend more efficient acquisition/cataloging workflow.
		State publication digitization project - next phase	Shifting attention and increasing interaction with Montana libraries that have govt info not held by MSL.	Jim Kammerer	Jim Kammerer	In Progress	Declining number of undigitized state pubs area available at agencies.
		State publication visualization project	Discuss/select two items for testing LocateXT.	Jim Kammerer	Jim Kammerer	In Progress	Test/evaluate new methods for geo-locating state government information.

| Test, possibly adopt, ARCH (Archives Research Compute Hub) | Create new research options for state government data | Jim Kammerer | Jim Kammerer | In Progress | Edited FY2024 contract to include provision for adopting ARCH. Requested cost info for various account levels. Contacting UM, MSU, Carroll faculty about trial and possible adoption of ARCH to expand user base. |