

Montana State Library Digital Library Work Plan January – June 2018

Green (no font distinction) – activity progressing as expected.

Yellow (*italicized*) – activity may be delayed but the delays do not necessarily rise to the level of Commission concern

Red (**bolded**) – activity is delayed and Commission attention is warranted

Blue (underlined) – addition or change to the original work plan.

Strategic Framework – Foster Partnerships

Note: Work plan objectives will be evaluated and reprioritized to reflect the impact of budget reductions.

Activities:

- Develop or purchase an **updated request-tracking tool** to ensure consistent tracking of patron requests across the library and to enable better agency wide outreach planning and information product development.
 - I have tagged this as green for now because we do not have any benchmarks or milestones (or even a target completion date) determined yet. That should be a minimum target to reach before the next commission meeting to keep this from changing to yellow
 - Update, July 2017 – With the loss of the MSL Web Programmer the information products team has taken on additional support duties and current efforts are focused on building familiarity with the code base of existing Digital Library web applications. As a result, **the request tracker project is on hold indefinitely.**

- Develop a **plan for structured outreach activities across the Digital Library** that guides the activities of the GIS Coordinator, the Outreach and Electronic Resources Librarian, the Montana Natural Heritage Program Coordinator, and the Digital Library Administrator.
 - User Services has outlined work group responsibilities, which is a necessary first step for this outreach planning. Similar to the request tracker project we need to have more specific target dates in place before the next commission report.
 - Update, July 2017 - User Services has created an initial list of outreach opportunities and is seeking input from other Digital Library staff for information about additional events that we should try to attend in FY2018.
 - Update, September 2017 – Efforts to coordinate outreach activities have been significantly impacted as a result of HB2 and SB261 cuts. The user services team which has lead this effort has been subject to a great deal of disruption as a result of the HB2 and SB261 cuts – 3 employees lost and the relocation of remaining staff as well as a need to focus a substantial amount of time on the closure of the reading room and the consolidation with TBL. Additionally, all training and outreach has been severely restricted awaiting additional information about a possible 10% general fund cut. While great progress has been made in identifying potential outreach opportunities, funding uncertainty presents challenges when trying to prioritize these activities.
 - Update, November 2017 – Under the shadow of budget uncertainty, staff have worked to keep costs down while still trying to keep a presence with their respective communities of interest. Internally we have used this time to document and prioritize training and outreach opportunities of interest so that we will be in a position to make the most of available funding once the FY18 budgets are finalized. With the FY18 budget being finalized we expect the FY18 outreach plan to come together quickly and anticipate an uptick in outreach activities to come with the start of the new calendar year. You should expect a more positive report for this project at the next Commission meeting
 - Update, January 2018 – With some additional budget stability the Digital Library is preparing to participate in a number of outreach activities in the remaining months of this fiscal year as budget allows. While this is not the proactive outreach approach envisioned when this project began, it was

an approach necessitated by the combination of budget cuts and lingering budget uncertainty. On a positive note, we are in a much better position to have a more goal-based outreach calendar in place for FY 2019 and in the remaining months of this fiscal year we will work to have that in place by the end of June, 2018.

Inputs	Outputs	Outcomes	Impacts
<p><i>Staff time to identify outreach priorities – complete but ongoing</i></p> <p><i>Inventory of existing, regularly attended events (MAGIP, NSGIC, MACO, etc) – complete but ongoing</i></p> <p><i>Listing of upcoming and other known activities we would like to participate in – complete but ongoing</i></p> <p><i>Outreach, training, travel budget available for outreach activities - limited</i></p> <p><i>Define stakeholders we would like to engage with. – complete but ongoing</i></p>	<p><i>A plan that identifies attainable outreach goals for the remainder of the fiscal year with a process for reviewing, updating, and extending the plan through FY18. - ongoing</i></p> <p><i>Prioritized list of events and activities with the break between what we do and don't have funding for identified. – not possible without knowing what funding is available</i></p> <p><i>A core set of outreach materials that can be easily customized or supplemented for specific events. – also on hold pending funding</i></p>	<p><i>Digital Library programs are more coordinated in their outreach effort and more deliberate in making decisions on which events to attend, activities to offer, and trainings to host.</i></p> <p><i>Consistent presence at events.</i></p> <p><i>Better distribution of activities throughout the year to reduce stress at high activity times (around MAGIP, NSGIC, MACO conferences/meetings)</i></p> <p><i>Staff have the materials they need and are comfortable and prepared to discuss Digital Library products and services appropriate to the stakeholders they are engaged with.</i></p>	<p><i>Currently the biggest limitation on the usage of MSL resources is that users do not realize what is available or do not understand how to use it. Coordinated, deliberate outreach should allow us to maximize engagement possible given existing staffing and budgetary constraints.</i></p> <p><i>Increased use of Digital Library products and services</i></p> <p><i>More partnership opportunities as agencies and organizations better understand how our work can complement the work that they do.</i></p>

- Make the **Natural Resource Information System Advisory Committee** active again and update the NRIS Core Funding MOU.
 - We need to fill open NRIS Advisory Committee seats (DNRC, Dept of Ag) before the end of March to ensure an update MOU is signed by June 30. Should target April 30 as a deadline for having a draft updated MOU to distribute among partner agencies.
 - Update, July 2017 – While well behind schedule, a draft of an updated NRIS MOU has been distributed to NRIS Advisory Committee members and a tentative NRIS AC meeting date has been set for August 7.
 - Update, September 2017 – The meeting of the NRIS Advisory Committee went well with several suggestions for revising the core funding MOU. We are currently trying to identify the right people to work with in our partner agencies as many of the existing Advisory Committee representatives feel that different people in these agencies should be involved in a deeper discussion of NRIS funding strategies.
 - Update, November 2017 – Updated NRIS MOUs have been distributed to the 5 Core Funding agencies. One has already been signed and returned and we will likely have 2-3 more before the December Commission meeting. All 5 should be finalized by the end of the calendar year. We have a new representative from the Office of the Commissioner of Higher Education (Frieda Houser) and we hope to have remaining vacancies filled by year end as well. This will put us in position to begin discussing possible funding model changes early in the next calendar year.
 - Update, January 2018 – All updated NRIS MOUs have been received as well as NRIS pass through payments from all funding agencies for the first half of FY 2018.
- Develop partnerships beyond NRIS data partners to enhance State Publications, Natural Resources, and MSDI Collections (Professional Development as well?)
 - This is a longer-term project. While I think we can be having some discussions with partners now, I think some of this will follow the initial NRIS Advisory Committee meetings.

Inputs	Outputs	Outcomes	Impacts
Staff and agency rep time to meet, review existing MOU, and create a framework for updating or creating a new agreement	An updated memorandum of understanding between NRIS and core funding agencies that may also be used to encourage other non-named agencies to partner with and support MSL programs and services	<p>MSL better understands the needs of partner agencies and agency NRIS Advisory Committee representatives are more informed of MSL resources.</p> <p>Agency NRIS AC representatives are comfortable communicating with staff in their agencies and with their partners about MSL has to offer.</p> <p>Usage of MSL resources increases and time spent explaining the value when invoices are sent to partners is minimized</p>	A supportive set of core partnerships that serves as the foundation for establishing additional funding and data source partnerships.

Create new **MARC records for electronic resources for digitized state publications.**

- Clean up existing MARC records for print state publications.
 - Update, July 2017 – This project has been delayed when staff time was diverted to implement space reductions. Staff hope to complete the project by the end of September.
 - Update, September 2017 – There have been some additional delays as MSL transitions from the Permanent URL (PURL) resolver (previously) hosted by OCLC to the PURL resolver hosted at the Internet Archive.
 - Update, November 2017 - Still unable to find contact person at Internet Archive to access MSL PURL account. Links in existing bibliographic records for digitized items have all been validated and fixed. Additional bibliographic issues have been identified in records from which new records will be derived. Some record issues may not be barriers to proceeding in the creation of new records for digitized state publications. MSC transition to SaaS and a just-released update of MarcEdit version 7.0 utility is also impacting the MARC record project.

- Update, January 2018 – A project plan is now in place and we are currently coordinating with the Montana Shared Catalog to continue clean-up of existing MARC records and the process for ensuring the updated records are synced between MSC and WorldCat. With this update we are on target to have this project completed by the end of this Fiscal Year.
- Update, May 2018 – Catalog records have been removed for items that MSL does not have. Mass cataloging for the digitization project should be completed by the end of the Fiscal Year. Work on scripts to derive new records will continue at least through the first quarter of the next Fiscal Year.

Inputs	Outputs	Outcomes	Impacts
<p>Jim Kammerer will work with MSC staff and Kenny Ketner to establish project roles and responsibilities for creating new records and cleaning existing records. – COMPLETE</p> <p>Project team will decide how to store MSC records for non-circulating print items that have been digitized –COMPLETE</p> <p>Standardize the hyperlink text in the 856 field for all records. Delete records for print items that cannot be found and have an equivalent record for digital version. - ONGOING</p>	<p>Revised SIRSI template for how MSL and State Government Information Center (SGIC) items are cataloged.</p> <p>Items in home location of STATE-PUB will switch to ONLINE.</p> <p>SGIC collection will grow in size.</p> <p>Makes MARC records for electronic resources available for import by any library, not just MSC libraries.</p> <p>Global access to state publications.</p>	<p>Cleaner, more accurate library catalog records.</p> <p>Better user experience; less confusion about what is available from catalog.</p> <p>Absence of circulation protects print state publications from possible loss, damage. Fewer interlibrary loan (ILL) requests for already digitized items.</p> <p>MSL collection shifts to more digital content, which aligns with collection development policy preference for digital over print content.</p>	<p>By reducing barriers to information access a higher level of transparency in state government is achieved</p> <p>Improved information discovery aides research critical for decision making processes.</p> <p>Improved collection management strengthens partnerships with existing and potential MSC and state depository library partners.</p>

Strategic Framework – Create a useful information infrastructure

Activities:

- Update the **Montana Cadastral Application**
 - Initial planning steps are under way. I only made this one yellow because I am concerned about the potential for the new DOR Non-disclosure rules to impact the data exchange and thus complicate the development process – I very much hope it will not play out that way.
 - Like the Request Tracker, we do not have any benchmark's or milestones (or even a target completion date) determined yet. That should be a minimum target to reach before the next commission meeting.
 - Update, July 2017 – Like the Request Tracker update, **this project has been delayed indefinitely** due to the loss of staff and the need to review application development priorities. This remains a top priority for both MSL and the Digital Library, but without the support of a dedicated programmer position within the IT group we need to evaluate the best path forward to ensure we can maintain an update cadastral application in the future.
 - Update, January 2018 –
 - The FY 2019 Montana Land Plan has allocated up to \$40,000 in Montana Land Information Act funding to be used towards updating the Montana Cadastral application. Additionally, we may be able to allocate some staff time towards project planning, which could put us in a position to begin work on an updated cadastral application as early as July.
 - Prior to planning for budget cuts, it was decided that this project should be split into two projects. The first will address updates to the user interface. Additionally, there is a need to identify a better approach to managing access to the property record card data provided by the Department of Revenue.
 - Update, March 2018 – MSL met with ESRI to discuss the possibility of using credits from the ESRI Enterprise License Agreement to fund an update to the Cadastral Application. This was just an initial

meeting to discuss the feasibility of such an approach. The outcome was encouraging and we are in discussions with ESRI about the idea of holding a training event which could include some training in how to develop the core functionality of such an application using their platform as well as guidance for how to build add on modules to further customize the tool. We have set a target completion date for the end of the calendar year.

- Update, May 2018 – We are scheduling a training event with ESRI for mid-August 2018. We still expect to have this portion of the application update by the end of the calendar year with a project to update the data feed portion of the cadastral application possibly started before the end of the calendar year as well
- **Standardize drought and water supply map data reporting**
 - Like the Request Tracker, I have tagged this as green for now because we do not have any benchmark's or milestones (or even a target completion date) determined yet. That should be a minimum target to reach before the next commission meeting to keep this from changing to yellow
 - Update, July 2017 – This project remains on track based on the original goals. In part as a result of this work, DNRC is seeking to have the Montana Climate Office play a larger role in the drought mapping process and the monthly Drought and Water Supply Advisory Committee meetings. We are not clear on what impact this may have on the MSL/WIS role in these activities but we hope to have more information to report at the October commission meeting.
 - Update, September 2017 – Most of the original objectives of this project have been achieved. Work continues on understanding how to better integrate this process with the US Drought Monitor. Related to this, there continue to be discussions about greater involvement of the Montana Climate Office in the drought mapping process. I think that we should consider this **project completed successfully.**

Inputs	Outputs	Outcomes	Impacts
<p>Staff - Primarily WIS Manager</p> <p>Staff - IT (web programming)</p> <p>Copyright/ownership/terms of use (for products such as PRISM, VegDri, etc.)</p> <p>Storage space (possibly database)</p> <p>Discussion/coordination with DNRC and Gov. Drought and Water Supply Advisory Committee</p>	<p>single webpage delivering the data/maps/products used to produce the monthly drought status map</p> <p>list of products used by the Drought Committee to make the monthly map</p> <p>model to aggregate drought-related data/maps/products</p> <p>documentation of how the monthly drought status map is produced</p>	<p>monthly drought status map is produced in objective manner</p> <p>users understand why a county is assigned a particular drought category (transparency)</p> <p>DNRC Drought Coordinator and Gov. understand when to issue a "drought alert" and "severe drought" to local governments and they have the data supporting the decision.</p>	<p>drought map is produced more efficiently (committee members spend less time each month)</p> <p>products used to create the monthly drought map are readily available to watershed groups and other interested parties (broadened usage of WIS)</p> <p>Montana's drought status map directly feeds into the US Drought Monitor (US Drought Monitor uses the data best for Montana)</p>

Upcoming projects or potential projects:

- Modernization of the [public and private land ownership maps](#)
 - For the current fiscal year we have put notice that these maps were not updated in August 2017
 - We have not yet determined if these maps will be refreshed in FY 2019
 - Update May 2018 - A decision on FY 2019 maps needs to be made by June 30, 2018.
- [NG 911](#) GIS Data Assessment and Implementation Plan – In progress
 - A Request for Proposal was in development, and nearly ready to hit the streets, but it looks like an alternative, and possibly much quicker, bid process may be an option for this project.

- An Invitation for bid process has completed (March 27) and we hope to have a contractor selected and an agreement in place in the near future. We are still confident this project can be completed by the end of the calendar year.
- Update May 2018 - A contractor has been selected and the NG 911 GIS Data Assessment is underway with a completion date set for December 28, 2018. The results of this contract will be shared with the commission as they are received.
- Data Model and Standards Development for [MSDI themes](#)
 - Necessary, but long-term project. Should identify 1-2 themes to focus on in the current fiscal year.
 - Update May 2018 - We will seek guidance from MLIAC on how to proceed with this work.
- Comprehensive review of the [MSDI Transportation Theme](#)
 - Necessary, but may have to be delayed until FY19
 - We have been in contact with MDT about their plans to update their Linear Referencing System. This could be an opportunity to build a tighter partnership with MDT around the MSDI Transportation Theme
 - Update May 2018 - We will seek guidance from MLIAC on how to proceed with this work.
- Handling of [Geographic Names requests](#)
 - A comprehensive review of this theme may be needed as well but until then we need to develop a process for handling basic requests.
 - A number of name change requests have come in over the past year that we have not had the resources to process to date.
 - Update May 2018 - We will seek guidance from MLIAC on how to proceed with this work.
- Improve access to [NAIP Imagery](#)
 - This has been ongoing and is nearing completion. May be worthy of a report to the commission.
 - It is also worth noting that a new NAIP mission was flown in 2017 and we hope to have that data available to post in the coming months.
 - The 2017 NAIP imagery has been received and we are currently processing it for public distribution.
 - Update May 2018 - [The 2017 NAIP imagery is now available for download and as a web map service.](#)

- [GPS Base Station Network](#)
 - this has just come to our attention as an existing need and possible funding opportunity. More details if/when this looks like it is something we can realistically pursue.
 - MSL participated in a planning meeting with the MDT director and several members of the Surveying community. We plan to follow-up with MDT in the near future.
 - Update May 2018 - The GIS Coordinator is developing a business plan for this project.
- LiDAR Inventory
 - Update May 2018 - MSL has been working with stakeholders to identify basic requirements for a LiDAR Inventory and Depository. An initial [LiDAR Inventory web application](#) containing known and planned LiDAR datasets has been established and as [Survey](#) has been developed and distributed to allow others to supplement the information in this tool. Next steps will include identifying LiDAR datasets the MSL already has or can easily access and beginning to prioritize additional dataset acquisition.
- State Publications Plan
 - Need to develop administrative rules for State Publications Depository Library program
 - A memo with additional information and a timeline for this work is included in the June 13 Commission Materials.
- Collection Development Policy
 - We are working on an updated MSL Collection Development and Circulation Policies. The changes are primarily driven by changes made as a result of the 2017 budget cuts and will include the addition of the Talking Book Library collection development policy and updates to reflect the removal of the reading room, reductions to our print collection and expansion of our digital collection. The updated policies will be presented for review at the August 2018 Commission meeting.