

# Montana State Library Digital Library Work Plan June 2019

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

### Activities:

- Implement a Digital Depository Library model for Montana State Publications

Inputs	Outputs	Outcomes	Impacts
<p>Staff time to update existing policy and create new Administrative Rules related to the State Depository Library Program.</p> <p>Stakeholder input to ensure the management plan and administrative rules provide a workable framework for our partners.</p>	<p>Updated Montana State Publications Management Plan that clearly outlines how the state will Identify, Acquire, Catalog, Preserve, and Provide Public Access to Montana State Publications.</p> <p>Administrative Rules that clearly defines the role of MSL, Montana State Agencies, and Depository Libraries.</p>	<p>A set of tools (in the Management Plan and Administrative Rules) that have been developed specifically for a digital depository library that produce a more streamlined and manageable depository library program.</p> <p>Appropriate tools, training, and other resources are available to any library in Montana that wished to participate in the State Publications Depository Library Program</p>	<p>Citizens across the state have more awareness of, and access to Montana State Publications either directly through MSL or through more familiar local library resources.</p> <p>Unprecedented increases in the level of circulation of Montana State Publications.</p>

			A resource that agencies will want to partner in, and decision makers will be eager to support.
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### Updates - December 2018

- [Your Library and Open Government Collaboration Opportunities](#) was presented at the ASLD/PLD Fall Retreat on October 15, 2018.
- The MSL Commission adopted the updated [State Publications Management Plan](#) in August 2018.
- The MSL Commission adopted [Draft State Publications Depository Program Administrative Rules](#) in October 2018 and these draft rules are currently open for public comment.

### Updates - April 2019

- The larger goals of this project, those things that require Commission involvement such as the Plan and Administrative Rules changes, have been completed and are in place. This project will continue as part of ongoing State Publications work and we have a number of outreach activities coming up but it is not clear how much of this work needs to be reported to the commission on a regular basis through this report. Perhaps a good discussion item for the reporting group? Should this Activity be removed from this work plan, updated, or should we just continue to report?

### Updates - June 2019

- As stated in April, the inputs required of this project were committed, and the outputs anticipated have been produced. In terms of outcomes, the tools identified have been developed, and the appropriation of those tools, training, and other resources is ongoing and will continue as part of ongoing State Publications work. The only remaining question is how do we approach the task of measuring the impacts of this work and reporting that information back to the MSL Commission, interested stakeholders and decision makers, and the public?

- Assume stewardship of the MSDI Elevation Dataset as a core component of the Water Information System.

Inputs	Outputs	Outcomes	Impacts
<p>Staff time and other resources from the Natural Resource Information System, Water Information System, and Montana Land Information Act as well as funding support from partner agencies including the Montana DNRC and USDA NRCS</p> <p>Staff time to participate in the <a href="#">NSGIC sponsored 3DEP for the Nation Initiative</a></p> <p>Stakeholder partnership in the development of a plan sharing of existing elevation data and acquisition of new high resolution (LIDAR) elevation data.</p>	<p>An MSDI Elevation Theme Plan that outlines a strategy for acquiring high resolution elevation data for the State of Montana</p> <p>An elevation data clearinghouse managed by the State Library that contains or provides access to all existing high-resolution elevation data for the state and procedures for partners to contribute elevation data from future collection efforts to the clearinghouse.</p> <p>Regular, ongoing stakeholder meetings through the Montana Elevation Working Group</p>	<p>Future elevation data collection initiative in Montanan are informed of available funding sources and any funding used is leveraged to its maximum ability to ensure that data collection happens as quickly as possible and the highest quality data needed is acquired for the best possible price.</p> <p>Stakeholders will recognize the Montana State Library as the source for the best available statewide elevation data for Montana.</p> <p>Elevation data is planned for and maintained as a MSDI Framework Theme which will allow it to become a foundational dataset for the maintenance of other MSDI Hydrography datasets (Hydrography, Watershed Boundaries, Wetlands, and Land Cover among others)</p>	<p>Elevation and Hydrography data are viewed as, managed as, and supported as integral to one another.</p> <p>High Resolution Elevation data will allow for improvements to the MSDI Hydrography Dataset that result in more widespread use and support of this theme by other state agencies, allowing them to focus their efforts on their more specific hydrography related business needs.</p> <p>Automated feature extraction will reduce staff time required to Maintain the base features of the Hydrography dataset freeing up resources for implementing the vision of a true Water Information System.</p>

### Updates - December 2018

- MSL continues to participate in the NSGIC 3DEP Pilot Project which has included several online meetings as well as a workshop at the [NSGIC Annual Meeting on October 1, 2018](#).

- MSL has held multiple Elevation Working Group meetings. At the [November 2 Montana Elevation Working Group Meeting](#) the attendees agreed on the group Charter and identified a Elevation Plan as the first priority for the group.
- MSL has been working in partnership with the NRCS and with input from other stakeholders to develop a [Montana LiDAR Inventory application](#) and to establish a repository for gathering existing Montana LiDAR datasets.
- MSL is the state champion of the [USGS 3D Nation Benefits and Requirements Study](#) focused on documenting state LiDAR uses and needs.

#### **Updates - February 2019**

- MSL continues to host productive Elevation Working Group meetings. During the [January 24 meeting](#) a group out of Bozeman indicated that they may push for legislation in the current session to provide some base funding for LIDAR collection in the state. We will watch for any bill drafts to come up.

#### **Updates - April 2019**

- MSL has submitted a final report to NSGIC for the 3DEP Pilot Project.
- The plan is to present the draft Elevation Plan to the Elevation working group at the meeting on April 3 (at the Big Sky GeoCon)
- We continue to work with stakeholders to respond to the 3D Nation survey/study.
- Finally, when it comes to assuming MSDI Elevation theme stewardship, MSL has done this. We continue to plan and participate in a number of related activities as part of regular, ongoing work tasks. Is the commission interested in continuing to receive updates on this work?

**Updates - June 2019**

- The tasks identified as necessary in order for the State Library to assume stewardship of the MSDI Elevation Dataset have all been completed. The state library has committed staff time towards engaging partner agencies and participating in the 3D Nation Initiative and in so doing we have had regular ongoing stakeholder meetings. As a result, a Draft State LiDAR plan has been developed to prioritize and drive data collection, an elevation data clearinghouse is being developed, and the first state 3DEP/LiDAR BAA Application was submitted on May 10. Great progress has been made in a short period of time and we are well positioned to begin collecting, processing, and providing access to a growing collection of high-resolution elevation data. This reporting activity will be closed out and replaced with an updated activity focused on resources (primarily funding) needed to ensure this work continues to move forward.
- 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.

Inputs	Outputs	Outcomes	Impacts
Staff time to develop a plan that coordinates and prioritizes outreach activities and leverages the efforts of the ongoing public awareness campaign and our growing use of Social Media to help us better engage with partners and other stakeholders.	A plan that targets key outreach opportunities and identifies the optimal staff and messaging to maximize from those opportunities.	<p>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.</p> <p>Materials and messaging is available for opportunities that arise during the year without major additional investment.</p>	<p>Coordinated, deliberate outreach should allow us to maximize engagement possible given existing staffing and budgetary constraints.</p> <p>Increased use of Digital Library products and services and recognition that these are resources made available by the Montana State Library.</p>

**Updates - June 2019**

- We will revisit this activity following some changes to the organization to the User Services group.
- Make the Natural Resource Information System Advisory Committee active again and update the NRIS Core Funding MOU.

Inputs	Outputs	Outcomes	Impacts
Meet with existing and potential Core Funding Agency leadership to identify appropriate Committee Membership.	Identify a funding model that can be taken to the Governor’s Office with broad support from state agencies.	A more equitable funding model for agencies that provides sufficient resources to support all aspects of the Digital Library including State Publications and Talking Books as well as NRIS, WIS, and MTNHP	Agency leadership better understands the role of MSL and recognizes the value MSL programs and services provide to their agencies resulting in ongoing funding support in the Executive Branch.

**Updates - April 2019**

- Though we have not had an NRIS Advisory Committee meeting since August 2017, we have been working closely with our core agency partners both over the interim, with the EQC study of MHNTF funding, and now during the session with the HB633 proposal. We feel this sets the stage well for continued discussion and look to build on this through, and following, the legislative session.

**Updates - June 2019**

- This activity will be updated to more closely align with the legislative study created through HB633.

## Strategic Framework – Create a useful information infrastructure

### Activities:

- Coordinate [NG911](#) GIS Data Planning

Inputs	Outputs	Outcomes	Impacts
<p>Ongoing staff time to oversee the completion of the statewide NG 911 GIS Data Assessment contract initiated in the Spring of 2018.</p> <p>Participation in the NG911 Advisory Council and input in the development of the Statewide NG911 Plan to ensure GIS needs are adequately planned for</p>	<p>County by county reports on the readiness of GIS data for NG911.</p> <p>A Statewide 911 Plan that considers and provides resources for the improvement and development of necessary GIS datasets.</p>	<p>Executive and Legislative support for the implementation of the Statewide 911 Plan (likely not before the 2021 Legislative session)</p> <p>Non-sensitive GIS datasets developed and maintained for NG911 are shared with MSL to ensure they are publicly accessible</p>	<p>The role of GIS in implementing and managing NG911 is recognized during the planning process and MSL expertise in Addressing, Structures, Transportation, and Boundaries data as well as general statewide GIS dataset development is leveraged to ensure that the state makes the transition to NG911 as efficiently as possible.</p>

### Updates - December 2018

- MSL has contracted with Digital Data Technologies Inc. (DDTI) to perform a statewide Next Generation 9-1-1 GIS Data Assessment. This project has been underway since May 2018 and was originally scheduled to complete on December 28, 2018. DDTI requested, and has been granted, a 2-month extension so the new contract completion date is February 28, 2019. The initial assessment reports we have seen from this project have been very encouraging as to the quality of the deliverables we expect to receive.

- The Department of Administration has contracted with Federal Engineering to develop a Statewide 9-1-1 Plan and those efforts are just getting underway with town hall meetings in several Montana communities in early December. We plan to attend those meetings when possible to determine if there is a need to have NG911 GIS interests represented in that forum. Our goal is to have the GIS Data Assessments completed in a timely manner to ensure they are considered in the development of the overall state plan.

### **Updates – February 2019**

- The contractor continues to work on final tasks related to the statewide Next Generation 9-1-1 GIS Data Assessment and we expect this work to be completed by the revised contract completion date (February 28, 2019). We plan to present a report at the April meeting of the MSL Commission once this project is complete.
- We were able to attend 6 of 7 Statewide 9-1-1 Plan Town Hall meetings (Missoula, Bozeman, Helena, Glendive, Billings, and Great Falls). These have been great venues for discussing the role of GIS in NG9-1-1 and the GIS Data Assessment project. They also provided an opportunity to promote the MLIA grant program and highlight NG911 data prep as a grant priority.
- We are tracking [HB150](#) which proposes changes to the timeline for the statewide NG 9-1-1 plan.

### **Updates - April 2019**

- The contract completion date was February 28, 2019 and we are satisfied that the contractor met all the requirements and provided all deliverables (individual county assessment reports and statewide assessment report) required at that time.
- 1 County and 2 Reservations did not provide the needed information to the contractor. Since that time, the County did provide the information and the contractor agreed to provide an assessment at no



additional charge (even though the late receipt of the information caused this assessment report to come after the contract closeout).

- We will present the results of the assessment to the MSL Commission at the April or June Commission meeting.

### Updates - June 2019

- This activity was targeted at the GIS data assessment which has been completed successfully. There are some desired outputs which are dependent upon Statewide 911 Plan development which is a process being led by the Department of Administration and which is behind the original schedule. We continue to work to have the findings of the assessment considered as part of plan development. This activity will be closed out as we plan for how MSL should approach support for NG911 over the coming biennium. We will continue to participate in the 911 advisory council and try to ensure that any relevant MSDI themes are compatible with NG911 standards.

- Talking Book Analog to Digital Conversion

Inputs	Outputs	Outcomes	Impacts
Ongoing staff time to oversee the completion of the Talking Book Analog to Digital Conversion Contract.	Remaining analog Talking Books will be converted to digital format and will be available on digital cartridges as well as through BARD.	Patrons no longer need access to deprecated analog cassette players to access titles that were previously available only for those devices. MSL can return remaining cassettes and cassette players to NLS	Having a fully digital collection will allow MSL to consider more efficient models for managing the Talking Book collection that may allow more patrons to receive better service at a lower cost. This is critical if we hope to grow our patron base with a limited budget.

### **Updates – February 2019**

- This project continues to run on schedule and we anticipate completion by the February 28, 2019 contract end date. We plan to present a report at the April meeting of the MSL Commission once this project is complete.

### **Updates - April 2019**

- The contract ended on February 28, 2019 and we are currently wrapping up final digitization items.
- There have been some issue uploading digitized items to BARD, but this was not part of the digitization agreement or the fault of the contractor. There are ongoing NLS issues with Bard that are causing these delays. This does not impact the ability of Montana patrons to access newly digitized items.
- An update on Digital Library digitization projects (including the Talking Book Analog to Digital Conversion) will be presented at the June MLS Commission meeting.

### **Updates - June 2019**

- Talking book digitization has completed and we are now working to return cassettes and analog players to the NLS. The NLS provides guidance on how many cassettes and players may be shipped back at a time, so it may take a while to return all of these items. We are exploring options for rearranging to take advantage of the space freed up by the removal of these items. With digitization complete we will be spending more time researching a duplication on demand model and how that could be best implemented at MSL.

- Update the Montana Cadastral Application

Inputs	Outputs	Outcomes	Impacts
<p>Info Products, Land Info, and IT Staff time</p> <p>Input from the Department of Revenue and users</p>	<p>A more robust cadastral application that we can maintain with existing, in house staff and update as needed without a full re-write</p>	<p>A reduction in the number of recurring complaints and bug reports</p> <p>An increased ability to be responsive to user suggestions for improving the application</p>	<p>As one of the most used applications in Montana state government, the cadastral application is a natural opportunity for us to reach out to and engage users. The first step in doing this is ensuring that the application itself is well designed and reliable.</p>

### Updates - December 2018

- Under the ESRI Enterprise Agreement MSL was able to schedule a training activity that brought ESRI staff to Montana to provide training and assistance in the initial phases of developing an updated cadastral application that would be built on WebAppBuilder functionality. In addition to the onsite training in August 2018, this training activity included an allowance (16 hours) for ongoing support needs. MSL requested an additional 40 hours of support to supplement this work and those activities have all been completed. We are currently evaluating whether additional support hours are needed.
- We are still on target for a late December internal beta release of the updated application with a limited external testing period in early 2019. This application is being developed independent of the existing Cadastral application, so we will be able to continue to provide the existing tools until we are comfortable that the new application is ready to replace the existing one.
- A soft release for the internal beta is scheduled for MLA Legislative Night (February 5, 2019) with a more publicized release to occur in conjunction with MAGIP/MLA meetings in early April, 2019.

## Updates - April 2019

- The internal beta release at legislative night was a success with lots of interest. There will be a more public beta release at Big Sky GeoCon in early April. We will be seeking more power user input at that time.
- We are targeting May 2019 for having a fully functional updated cadastral application available. We plan to have this running concurrently with the existing cadastral application for at least 6 months starting at that time (to allow users to adjust to the new tools and identified potential issues). This keeps us on target for sundowning the current application by the end of 2019

## Upcoming projects or potential projects:

- **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.
  - We will seek guidance from MLIAC on how to proceed with this work.
  - October 2018 – This will be addressed in the upcoming FY2020 Montana Land Information Plan
- **GPS Base Station Network**
  - MSL participated in a planning meeting with the MDT director and several members of the Surveying community.
  - The GIS Coordinator is developing a business plan for this project.
  - This received some consideration during the legislative process but in the end no legislation was introduced related to developing a statewide base station network.
  - We are working with MDT to prevent an interruption to the existing network when the Washington state pilot ends later this calendar year.