



# FY 2024 Work Plan

[View All Activities](#)

**72 Total Projects**

13%  
Completed  
9

71%  
In Progress  
51

13%  
Not Started  
9

4%  
On Hold  
3

**Instructions:** Select a plan or project to view associated activities, or use the "View All Activities" button to view the entire list. To narrow the list of projects, use the filters.

Agency Plan  
All

Work Group  
All

Primary Team  
All

Accountable  
All

Agency Plan	Goal	Project	Objective	Accountable	
GIS Strategic Plan	Goal 1. Improve GIS Coordination within the Library	Develop and Implement New Geospatial Partnerships Strategies	Create and Strengthen Geospatial Partnerships	Erin Fashway	Not Started
	Goal 2. Improve Communication with Geospatial Stakeholders	Develop & Implement Governance Strategies for AGOL, Portal, & GIS Web	Objective 2. Incoming communication pathways for support requests and public inquiries are clearly defined	Erin Fashway	In Progress
		Explore & Implement a geospatial activities calendar	Objective 4. An event schedule is maintained, engaging the Library stakeholders and building awareness of geospatial resources.	Erin Fashway	In Progress
		Explore and Implement Hub for Distributing Geospatial Information	Objective 3. The Library GIS web content is structured for ease of use and discoverability	Meghan Burns	In Progress

# FY 2024 Work Plan (Expanded)

Agency Plan	Goal	Project	Objective	Accountable	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	Not Started	Seek new partnerships, develop a method for tracking and sustaining new and existing partnerships.
GIS Strategic Plan	Goal 2. Improve Communication with Geospatial Stakeholders	Develop & Implement Governance Strategies for AGOL, Portal, & GIS Web	Objective 2. Incoming communication pathways for support requests and public inquiries are clearly defined	Erin Fashoway	In Progress	
GIS Strategic Plan	Goal 2. Improve Communication with Geospatial Stakeholders	Explore & Implement a geospatial activities calendar	Objective 4. An event schedule is maintained, engaging the Library stakeholders and building awareness of geospatial resources.	Erin Fashoway	In Progress	
GIS Strategic Plan	Goal 2. Improve Communication with Geospatial Stakeholders	Explore and Implement Hub for Distributing Geospatial Information	Objective 3. The Library GIS web content is structured for ease of use and discoverability	Meghan Burns	In Progress	
GIS Strategic Plan	Goal 2. Improve Communication with Geospatial Stakeholders	GIS Website Redesign & Technology Enhancements	Objective 3. The Library GIS web content is structured for ease of use and discoverability	Meghan Burns	In Progress	
GIS Strategic Plan	Goal 2. Improve Communication with Geospatial Stakeholders	Implement Service Now for GIS Requests & GIS Activities	Objective 2. Incoming communication pathways for support requests and public inquiries are clearly defined	Matt Trebesch	Completed	
GIS Strategic Plan	Goal 2. Improve Communication with Geospatial Stakeholders	Write Communication Plan & Adopt Gov Delivery	Objective 1. Audiences are defined and appropriate communications methods and content are determined for each audience	Erin Fashoway	On Hold	Need additional support
GIS Strategic Plan	Goal 3. Develop policies and best practices for geospatial data.	Develop policies and best practices for geospatial data.	Development of state government policies for geospatial data as part of its statewide GIS coordination mandate	Erin Fashoway	In Progress	Development of state government policies for geospatial data as part of its statewide GIS coordination mandate
GIS Strategic Plan	Goal 4. Continue to improve the collection, maintenance, and dissemination of authoritative land information	GIS Cloud Architecture	TBD	Kenny Ketner	Not Started	
GIS Strategic Plan	Goal 4. Continue to improve the collection, maintenance, and dissemination of authoritative land information	Managed Services Publishing Workflow Changes FY2024	TBD	Bob Holliday	In Progress	
GIS Strategic Plan	Goal 4. Continue to improve the collection, maintenance, and dissemination of authoritative land information	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	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	In Progress	
Land Information Plan 2024	Complete contractual agreements and maintain federal partnership	MSL-NRCS Partnership Agreements	Maintain geospatial partnerships	Troy Blandford	In Progress	

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Land Information Plan 2024	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	In Progress	
Land Information Plan 2024	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	In Progress	
Land Information Plan 2024	Prepare & Support Montana SOS & County Election Administrators GeoEnabled Elections	GeoEnabled Elections Initiative	Implement MSDI Geospatial Data into elections workflows	Erin Fashoway	In Progress	
Land Information Plan 2024	Standardize geospatial information	MSDI Planning, Development, & Maintenance	Collect Maintain & Disseminate Standardized Geospatial Information: All MSDI Frameworks	Erin Fashoway	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.	Adventure Lab Content	Publish 20 AL tours across the state	Dave Colamaria	In Progress	We have 7 tours complete and will continue to work on these as time allows.
LSTA 2023-2027	Goal 1. All Montanans have access to library content, services, and information to achieve their personal, educational, and professional goals.	Collection Development Study	TBD	TBD	Not Started	Compile data on collection development practices in MT public libraries to identify ways to increase value and efficiency. Work commences in August with resource sharing task force
LSTA 2023-2027	Goal 1. All Montanans have access to library content, services, and information to achieve their personal, educational, and professional goals.	Community Led Libraries Course	Creation of an online class that walks library staff through collecting and using community feedback.	Colet Bartow	In Progress	MSL Learn Course Development - Community Led Libraries Content created by Suzanne Reymers; course design for MSL Learn by Colet Bartow
LSTA 2023-2027	Goal 1. All Montanans have access to library content, services, and information to achieve their personal, educational, and professional goals.	Cost-Share Formula	A cost share formula based on project participation and service population is created.	Ashley Kanduch	In Progress	May lead to long-term changes that will require new goals
LSTA 2023-2027	Goal 1. All Montanans have access to library content, services, and information to achieve their personal, educational, and professional goals.	Courier Budget and Plan	Add new locations for courier network. Reduce costs for participants. Work with Sean Anderson to gather information about alternate service solutions. Find an automated, consistent, and affordable way to gather courier data.	Cara Orban	In Progress	Create detailed courier budget and plan. Work commences in August with resource sharing task force

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Agency Plan	Goal	Project	Objective	Accountable	Overall Status	Status Comments
LSTA 2023-2027	Goal 1. All Montanans have access to library content, services, and information to achieve their personal, educational, and professional goals.	History Portal Outreach	Attend conferences (MT History, Fall Workshop, GFWC, MAGDA, and MPEA) and reach out to new organizations to discuss how we might work together. Including the University of Montana Public History program and the National History Day in Montana.	Jennifer Birnel	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.	Interlibrary Referral Center Pilot	Evaluate interlibrary loan pilot for smaller libraries and identify potential libraries for project	Bobbi DeMontigny	Not Started	
LSTA 2023-2027	Goal 1. All Montanans have access to library content, services, and information to achieve their personal, educational, and professional goals.	LEGO History Program	Host an event on December 9, 2023 in partnership with Lewis and Clark Library with 50-80 participants.	Dave Colamaria	In Progress	Registration open on November 3. Due to space limitations we have 50 spots for build at home projects and 30 spots for build on site
LSTA 2023-2027	Goal 1. All Montanans have access to library content, services, and information to achieve their personal, educational, and professional goals.	Library Geography	TBD	Rebekah Kamp	On Hold	This project is dependent on additional staff resources and may carry over to FY 2025. UNT's grant application was unsuccessful.
LSTA 2023-2027	Goal 1. All Montanans have access to library content, services, and information to achieve their personal, educational, and professional goals.	MLN Structure	Conduct at least 4 core-services conversations	Jennie Stapp	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.	Montana Shared Catalog Administration	TBD	Amy Marchwick	In Progress	Continue to support the MSC in providing a shared/centralized integrated library system (ILS) and making it available and affordable to all Montana libraries.
LSTA 2023-2027	Goal 1. All Montanans have access to library content, services, and information to achieve their personal, educational, and professional goals.	Montana Shared Catalog Go-Live Training	Lead go-live training for new MSC libraries, Billings Public School District (BS2), new school librarians, and Harlowton Public Library.	Keiley McGregor	In Progress	Billings Public School District (BS2) and new school librarians trainings complete. Harlowton to be scheduled.
LSTA 2023-2027	Goal 1. All Montanans have access to library content, services, and information to achieve their personal, educational, and professional goals.	Montana Shared Catalog Goal Setting	TBD	Amy Marchwick	Not Started	Break MSC goals down into more manageable, concrete activities

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LSTA 2023-2027	Goal 1. All Montanans have access to library content, services, and information to achieve their personal, educational, and professional goals.	OCLC Group Services Contract Evaluation	Evaluate value of OCLC Group Services contract tools compared with participating library cost and importance to member libraries. Provide training and resources for OCLC Group Services members to increase their confidence and understanding in using their subscriptions.	Cara Orban	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.	Palace App Evaluation	Provide a report on the Palace App pilot to the Network Advisory Council in February 2024 to inform FY25 budget planning.	Cara Orban	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.	Portal Reporting Infrastructure	Create sheets that will combine data into dashboards to monitor use of the website and social media and to track trends.	Dave Colamaria	Completed	
LSTA 2023-2027	Goal 1. All Montanans have access to library content, services, and information to achieve their personal, educational, and professional goals.	Public Libraries Survey Software	Deploy new Public Libraries Survey software to 82 public libraries and 4 tribal libraries for FY 2023 data collection with 90% completion rate. data are processed for submission to the Institute of Museum of Library Services with 100% data validated and certified, meeting the criteria for the Keppel Award.	Rebekah Kamp	In Progress	ITPR approved and contract signed. The data coordinator worked with Counting Opinions to configure the new system and to load data from the previous 10 years. Presented MSL Learn webinar August 31, Fall Workshops September 19. Five drop-in office hours scheduled in October and November. Collection status map: <a href="https://bit.ly/PLS_Status_2024">https://bit.ly/PLS_Status_2024</a>
LSTA 2023-2027	Goal 1. All Montanans have access to library content, services, and information to achieve their personal, educational, and professional goals.	Public Library Standards	90% of libraries meet the public library standards	Tracy Cook	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.	Recollect Mapping Tools	Create engaging maps to go compliment the Adventure labs tours and additional story maps (1 this FY) to share content in rich narratives.	Jennifer Birnel	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.	Teacher Workshop	Hold a second teacher workshop to create exhibits for classroom use	Jennifer Birnel	Not Started	

# FY 2024 Work Plan (Expanded)

Agency Plan	Goal	Project	Objective	Accountable	Overall Status	Status Comments
LSTA 2023-2027	Goal 2. All Montanans have sufficient access to and can use technology to enable their personal, educational, and professional growth.	Digital Opportunity Plans	Participating public libraries have digital opportunity plans that address needs in their communities.	Tracy Cook	In Progress	Work with contractor to help local public libraries create digital opportunity plans.
LSTA 2023-2027	Goal 2. All Montanans have sufficient access to and can use technology to enable their personal, educational, and professional growth.	Hot Spot Administrative Access	Set up administrative access for hot spot management for every participating library by 12/31/23.	Cara Orban	In Progress	
LSTA 2023-2027	Goal 2. All Montanans have sufficient access to and can use technology to enable their personal, educational, and professional growth.	Internal Wiring Project (Phase 3)	Increase in Internet speed and reliability of wired and WiFi connections in libraries.	Tracy Cook	On Hold	Lacking funding to continue this project.
LSTA 2023-2027	Goal 3. All Montanans live in communities where the local government and library work together to build resilient communities.	Basics of Library Law Course	MSL Learn Course Development - Basics of Library Law Content created by Tracy Cook; course design for MSL Learn by Colet Bartow	Colet Bartow	Completed	
LSTA 2023-2027	Goal 3. All Montanans live in communities where the local government and library work together to build resilient communities.	Budgeting Course	MSL Learn Course Development - Budgeting Content created by Tracy Cook; course design for MSL Learn by Colet Bartow	Colet Bartow	Completed	
LSTA 2023-2027	Goal 3. All Montanans live in communities where the local government and library work together to build resilient communities.	Library Federation Task Force	Create recommendations for federations and their administration.	Tracy Cook	In Progress	Coordinate a federation task force to review federations and identify ways to improve services for Montanans through the federation model.
LSTA 2023-2027	Goal 3. All Montanans live in communities where the local government and library work together to build resilient communities.	Local Government Work	Create guidelines for talking to officials and MSL staff will attend at least 2 local government conferences	Tracy Cook	In Progress	Give library directors, board members, and others the tools/resources to talk to/work with Local Government
LSTA 2023-2027	Goal 3. All Montanans live in communities where the local government and library work together to build resilient communities.	Local Library Support	Visit every main public library in Montana and respond to 90% of questions within 5 business days.	Tracy Cook	In Progress	Support libraries in overcoming and addressing problems the library faces at the local level. These may include funding, government relations, board/director relations, policy development, and other operational challenges. Assist with reviewing collection development policies and creation of guide for handling challenges.

# FY 2024 Work Plan (Expanded)

Agency Plan	Goal	Project	Objective	Accountable	Overall Status	Status Comments
LSTA 2023-2027	Goal 3. All Montanans live in communities where the local government and library work together to build resilient communities.	Public Libraries Salary Study	Publish and present one study of wages and occupational standards for library positions to the Network Advisory Council based on submissions from a minimum of 74 libraries in order to provide data for identifying competitive wages.	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 were incorporated into the Public Libraries Survey (PLS) which launched October 2023. Notification sent August 1 via GovDelivery MSL newsletter. Collection underway.
LSTA 2023-2027	Goal 3. All Montanans live in communities where the local government and library work together to build resilient communities.	Public Value Training	Deliver 3 workshops that include outside perspective from local govt and hands-on practice for library staff	Tracy Cook	Completed	Offer f2f trainings about creating, measuring, and communicating the value of the library to local leaders at MSL Fall Workshop in September 2023.
LSTA 2023-2027	Goal 4. All Montanans have access to learning experiences that support personal, educational, and professional growth.	Certification Program	New certification tracks added to ASPeN; manual updated, webpages updated, webinars and newsletters scheduled	Colet Bartow	Completed	
LSTA 2023-2027	Goal 4. All Montanans have access to learning experiences that support personal, educational, and professional growth.	Fall Workshop	MSL Fall Workshop Workshop held 9/18-9/19	Colet Bartow	Completed	
LSTA 2023-2027	Goal 4. All Montanans have access to learning experiences that support personal, educational, and professional growth.	Library District Handbooks	Update the Library District Handbooks	TBD	Not Started	
LSTA 2023-2027	Goal 4. All Montanans have access to learning experiences that support personal, educational, and professional growth.	Library Handbooks Update	Update the Trustee Manual and Library Director's Handbook	Pam Henley	Completed	Trustee and director manuals are being edited
LSTA 2023-2027	Goal 4. All Montanans have access to learning experiences that support personal, educational, and professional growth.	Lifelong Learning Assessment	Create a recommendation for the Lifelong Learning Program	Tracy Cook	In Progress	Assess capacity of lifelong learning programming
LSTA 2023-2027	Goal 4. All Montanans have access to learning experiences that support personal, educational, and professional growth.	Missoula Public Library Workflows Analysis	Assist Missoula Public Library with workflow data analysis	Cara Orban	In Progress	
LSTA 2023-2027	Goal 4. All Montanans have access to learning experiences that support personal, educational, and professional growth.	MSL Learn: Webinar Series	Complete at least 10 webinars on topics needed by library directors and board members	Colet Bartow	In Progress	Webinars offered monthly

# FY 2024 Work Plan (Expanded)

Agency Plan	Goal	Project	Objective	Accountable	Overall Status	Status Comments
LSTA 2023-2027	Goal 4. All Montanans have access to learning experiences that support personal, educational, and professional growth.	MSL Learn: Youth Services classes	Provide a series of 4 classes that library staff can take to learn more about serving youth.	Colet Bartow	Completed	3 of 4 courses completed and available for librarians in Moodle
LSTA 2023-2027	Goal 4. All Montanans have access to learning experiences that support personal, educational, and professional growth.	Summer Reading	Provide access to online summer reading materials and provide at least 3 summer reading planning sessions.	TBD	In Progress	Evaluation is beginning; planning for future years is In Progress
LSTA 2023-2027	Goal 4. All Montanans have access to learning experiences that support personal, educational, and professional growth.	Virtual Programming Series	Provide at least four virtual programming sessions for Montanans and Montana libraries	Bobbi DeMontigny	In Progress	Year is scheduled
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	In Progress	Task force work concluded. Recommendations will be presented in October
Other	Administrative Rules updates	Implement Updated MGIA Code	Align with current statute	Erin Fashoway	In Progress	
Other	Create a useful information infrastructure	ASPeN Enhancements FY2024	TBD	Kenny Ketner	In Progress	ASPeN Roadmap document contains details
Other	Create a useful information infrastructure	msl.mt.gov Website Enhancements FY2024	TBD	Kenny Ketner	In Progress	Enhancements to layout, broken link checking report, adding more analytics
Other	Create a useful information infrastructure	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	In Progress	Machines have been recieved. We are still waiting on a few cable management pieces for the rack and KVM dongles before production deployment begins
Other	Create a useful information infrastructure	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	In Progress	Zoho Migration is the main task
Other	Outreach	Montana Historical Society sensory trail	Contribute expertise on braille, recordings, and VR for inclusion with the sensory trail.	Marilyn Bennett	Not started	
Other	Outreach	Recording studio	Reimagine the future of the recording studio in partnership with other agencies and explore different ways to record.	Marilyn Bennett	In Progress	The recording studio was relocated to MDT and set up is being completed
Other	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	In Progress	Discussing with law librarian best approach for acquiring PDFs of MCA going forward.
Other	Permanent, public access to state government information	FDLP Collection Management	Provide convenient, digital FDLP access to natural resource information pertinent to Montana.	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.



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Other	Permanent, public access to state government information	Historic Legislative Audit Reports collection	Create complete MSL collection of all historic Legislative Audit Reports	Jim Kammerer	In Progress	Open ticket with MSC to recommend more efficient acquisition/cataloging workflow.
Other	Permanent, public access to state government information	State publication digitization project - next phase	Shifting attention and increasing interaction with Montana libraries that have govt info not held by MSL.	Jim Kammerer	In Progress	Declining number of undigitized state pubs area available at agencies.
Other	Permanent, public access to state government information	State publication visualization project	Discuss/select two items for testing LocateXT.	Jim Kammerer	In Progress	Test/evaluate new methods for geo-locating state government information.
Other	Permanent, public access to state government information	Test, possibly adopt, ARCH (Archives Research Compute Hub)	Create new research options for state government data	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.
Other	Upgrade our FME Flow (Server) environments to the latest version of enhanced functionality, security, and support	FME Flow (Server) Upgrade	Stand up new VMs for FME Flow (Server) 2023 Dev and Prd environments and replaced old FME Server 2019	Joe Tosoni	In Progress	In planning - Install FME Flow (Server)2023 on new Dev machine and new Prd Machine