

TRANSPORTATION POOLED FUND PROGRAM QUARTERLY PROGRESS REPORT

Date: 7/18/2013

Lead Agency (FHWA or State DOT): Missouri Department of Transportation

INSTRUCTIONS:

Project Managers and/or research project investigators should complete a quarterly progress report for each calendar quarter during which the projects are active. Please provide a project schedule status of the research activities tied to each task that is defined in the proposal; a percentage completion of each task; a concise discussion (2 or 3 sentences) of the current status, including accomplishments and problems encountered, if any. List all tasks, even if no work was done during this period.

Transportation Pooled Fund Program Project # <i>(i.e., SPR-2(XXX), SPR-3(XXX) or TPF-5(XXX))</i> TPF-5(237)	Transportation Pooled Fund Program - Report Period: <input type="checkbox"/> Quarter 1 (January 1 – March 31) <input checked="" type="checkbox"/> Quarter 2 (April 1 – June 30) <input type="checkbox"/> Quarter 3 (July 1 – September 30) <input type="checkbox"/> Quarter 4 (October 1 – December 31)	
Project Title: Transportation Library Connectivity and Development Pooled Fund Study		
Name of Project Manager(s): Maggie Sacco, HS InFocus LLC	Phone Number: 202-657-6650	E-Mail msacco@hsinfocus.com
Lead Agency Project ID: TRyy1127	Other Project ID (i.e., contract #):	Project Start Date: 04/01/2011
Original Project End Date: 09/30/2015	Current Project End Date: 09/30/2015	Number of Extensions: 1

Project schedule status:

On schedule
 On revised schedule
 Ahead of schedule
 Behind schedule

Overall Project Statistics:

Total Project Budget	Total Cost to Date for Project	Percentage of Work Completed to Date
\$659,037.00	\$553,609.85	84%

Quarterly Project Statistics:

Total Project Expenses and Percentage This Quarter	Total Amount of Funds Expended This Quarter	Total Percentage of Time Used to Date
\$30,867.42	\$84,925.36	73%

Project Description:

Traditionally, a small group of libraries have been responsible for providing information service within the transportation community. Yet, today a vast amount of industry information is not collected or posted to the internet without a management plan. Recognizing this, a national effort has been made over the past five years to advocate for the development of improved library and information centers.

Unfortunately, stakeholders have been hampered by time and funding constraints. To overcome these constraints, this Transportation Pooled Fund (TPF) supports and evaluates collaborative library development. It also enhances existing efforts to develop a national transportation information infrastructure using Transportation Knowledge Networks (TKNs). Library services can be supported locally, but collaboration allows for shared problem solving, resources as well as potential time and cost savings through best practices, defrayed costs and collective purchasing power.

Progress this quarter (includes meetings, work plan status, contract status, significant progress, etc.):

A *Toolkit* workshop was presented on March 25, 2013, in conjunction with the SLA Transportation and Solo Librarians Divisions.

- Purchased and distributed National Library Week materials (posters, web graphics) from the ALA and custom pooled fund materials developed with shu shu design.
- Continued development of the Marketing and Outreach toolkit. Sections were sketched out and team members were assigned responsibility for development.
- Purchased group access to the ALA Web seminar The DIY Patron: Library Instruction at the Point of Need as a professional development opportunity for members. The recorded session and materials are permanently available behind the password on the Members Only page on the project website.
- Selected host sites for FY2013 annual meeting – the pooled fund meeting will take place at The Commons Hotel on the University of Minnesota campus. A draft agenda has been distributed to members and we have secured a block of rooms at the Missouri state rate at The Commons Hotel.
- Continued managing selected individual member and group projects, including subcontracts and vendor relations.
- All registration, travel and reimbursements for the Special Libraries Association annual meeting in San Diego was completed. The conference was June 9-11, 2013. • Provided travel support documentation for requests for out of state travel and expenses to 75% of the membership. A pooled fund meeting was held on June 10 to discuss the annual meeting agenda in the Twin Cities.
- Continued management of OCLC subscriptions and payment of invoices; worked with OCLC and the National Transportation Library Director on member subscription changes due to discontinuation of the TLCat group catalog.
- Continued website enhancements, including project documents, updates and librarian resources and other resources.
- Held a June quarterly TAC meeting on 6/19/13. *Special topic: SLA takeaways to help us do serve our customers better and help our departments fulfill their missions.*
- Attended regional TKN meetings, chairs meetings and completed NTL TLCat committee meetings.
- Continued as member of NTKN Advisory Board as pooled fund representative attend meetings and report back to TAC.
- Continued communication with agencies interested in TPF-5(237) membership (Portland Cement

Association, Massachusetts DOT, University of Arkansas). No commitments were secured from the agencies.

- Prepared for hosting TKN web resources, including wikis with University of Wisconsin-Madison, pending NTKN Advisory Board decision.
- Worked with Arizona DOT TAC member on search strategies for New Acquisitions tool project with partner NTL. Used WisDOT librarian hours further investigation of accessions lists and editing.
- University of Alaska Transportation Research Center was fully oriented as a new member with access to resources and subscriptions were enacted.
- Managed marketing campaign of ASCE Library with email announcements, handouts and posters.
- Continued developing website, new content includes more licensed content behind the password on the Members Only page (trials, workshop registrations, ALA materials, presentations), new pages for Outreach and Marketing and Administration resources and project and librarian resources pages; promoted RSS feed and technical support with feed readers.
- EBSCO Ebooks for Engineering trial was completed for all members, extended for Connecticut, Alaska and New Jersey. Statistics were collected and distributed to members. Four members opted in to group pricing, none have formally committed funds.
- Continued management of OCLC subscriptions and payment of invoices. Some members' subscriptions were re-negotiated and amended due to the discontinuation of the TLCat group catalog owned by OCLC and administered by the National Transportation Library.
- Special Projects: New projects for FY13 team meetings held.
 - Cataloging: NM, IL, NC – all on schedule and within budget.
 - Multistate Cataloging –professional cataloger subcontracted.
 - Report Documentation and Report Distribution - combined into one project, decided with MoDOT that an RFP and subcontract is necessary; team members on board.
 - Marketing Toolkit – scoped, outline complete, shu shu design retained for layout and graphics; in development.
 - Reference Tracking Tool – investigating software/subscription products currently on the market.
 - TKN Web Project – new KM calendar project in development.

Anticipated work next quarter:

- Complete annual meeting logistics – travel, food, lodging, meeting facilities, catering. (Meeting Sept. 18-20, 2013)
- Marketing Committee will complete a list of libraries and information centers for outreach using the Valuation toolkit to include email and mailing campaigns with the Toolkit URL and communicate the value of TKNs and the pooled fund.
- Continue managing development of the Marketing and Outreach toolkit, complete first draft.
- Continue developing collaborative opportunities with new members and partner agencies. Continuing project with AZDOT and NTL for New Acquisitions list with assistance from WisDOT staff and lead team member AZDOT.
- Transfer data and go live with NTKN work group wikis hosted on <http://www.libraryconnectivity.org>
- Continue management of OCLC subscriptions, accounts, credits and invoices.
- Continue website enhancements, including project documents, updates and librarian tools and other resources.
- Facilitate and manage selected individual member and group projects, including subcontracts and vendor relations.
- Continue ASCE product marketing at regular intervals to realize maximum value.
- Finalize or close out EBSCO Ebooks subscription offering.

- Set up trials for standards access with two vendors: IHS and Tech Street.
- Attend and report on regional TKN meetings, chairs meetings and NTKN Steering Committee meetings.
- Seek new collaborative opportunities with new members and partner agencies.

Significant Results:

- University of Alaska Transportation Research Center joined TPF-5(237) now has full access to group subscription discounts and access to ASCE Library, ALA and Library of Congress subscription resources.
- Well attended workshop of *Proving Your Library's Value: a Toolkit for Transportation Librarians* was a successful outreach opportunity for the pooled fund and the value of library services and TKNs.
<http://libraryconnectivity.org/files/Proving-Your-Librarys-Value.pdf>
- New resources to improve access to information and reduce duplication and costs were explored. A group discount to EBSCO Ebooks was negotiated.
- Seventeen librarians attended the Special Libraries Association Annual Meeting and Conference. This professional development opportunity keeps our members on the leading edge of information and library services and management. They attended the Transportation Division presentations and the Government and Transportation Roundtable, and a full schedule of sessions. Librarians brought tools and knowledge back to their libraries and departments to facilitate technology transfer.

Circumstance affecting project or budget. (Please describe any challenges encountered or anticipated that might affect the completion of the project within the time, scope and fiscal constraints set forth in the agreement, along with recommended solutions to those problems).

Group projects have been slowed down due to scheduling availability: Marketing and Outreach Toolkit is not likely to be completed in FFY13, but progressing well. The New Acquisitions List project is a much larger undertaking than the current contract supports. We are seeking the best solution to deliver the desired result. All work is within budget.

Potential Implementation:

- Projects that will benefit transportation research were selected for implementation in FFY2013.
- Workshops will be developed from the Valuation Toolkit assist librarians and managers leverage the organization's information assets and plan for sustainable library services in our member departments and beyond.
- Coordinated regional TKN sites and integration of NTKN web sites and projects will assist with branding and access to transportation information.

- Professional development opportunities online and at quarterly meetings will be highlighted and shared with study partners.
- Further collaborative applications and tools will be added to the project Web site.