TRANSPORTATION POOLED FUND PROGRAM
QUARTERLY PROGRESS REPORT

Date: 3/30/2014

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.e., SPR-2(XXX), SPR-3(XXX) or TPF-5(XXX)* TPF-5(237)	Transportation Pooled Fund Program - Report Period: **X** Quarter 1 (January 1 – March 31) ☐Quarter 2 (April 1 – June 30) ☐ Quarter 3 (July 1 – September 30) ☐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:** 0

Project schedule status:

X 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
$1,228,210	$831,598.87	68%

Quarterly Project Statistics:

Total Project Expenses and Percentage This Quarter	Total Amount of Funds Expended This Quarter	Total Percentage of Time Used to Date
$107,145.23	$107,145.23	70%

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.):

• Distributed annual meeting documents, FFY2014 budget, work plan.

• Began coordinating travel and registration for the 2014 Special Libraries Association conference.

• Began work on the following approved FFY2014 special projects: 1.) LibGuides subscription has been implemented, 2.) TKN-pooled fund marketing brochure is in design and content development, 3.) Sent Leighton Christiansen (Iowa DOT) to the 2014 International Data Curation Conference as designated lead of data working group (in support of mandated access to federally funded Scientific research by the Office of Scientific and Technology (OSTP) Policy: http://www.whitehouse.gov/sites/default/files/microsites/ostp/ostp_public_access_memo_2013.pdf

• Held quarterly TAC meeting on March 20. Special topic: Data curation and the libraries' role in compliance with the OSTP data policy.

• Provided 45 day trial period for ASTM DOT Package and simultaneous final evaluations of all three standards products, began negotiating discounts.

• Renewed RDA Toolkit subscription with the American Library Association.

• Developed work plan and held first project team meeting with contractor (TransAnalytics) on *Improvement of research report distribution and access and promotion of more effective use of Technical Report Documentation page, USDOT Form 1700.7.*

• Continued management of OCLC subscriptions, accounts, credits and invoices.
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• Continued CMS website development, including project documents, updates and librarian tools and other resources.

• Attended and report on regional TKN meetings, chairs meetings and NTKN Steering Committee meetings, support TKN initiatives.

• Continued managing selected individual member and group projects, including subcontracts and vendor relations, that carryover from FFY2013.

• Continued development of the Marketing and Outreach toolkit. First drafts were collected and synthesized.

• Continued check in communication with agencies interested in TPF-5(237) membership (Portland Cement Association, Massachusetts DOT, University of Arkansas). No commitments have been secured from these or other agencies.

• Cataloging Projects Update:
-Cataloging: IL, and NC – Both on schedule and within budget.
-Multistate Cataloging – On schedule and within budget. Collections complete: Michigan. In progress: Caltrans, MnDOT.

Anticipated work next quarter:

• Travel, logistics and conference registration for SLA will be completed this quarter. Reimbursements will be underway.

Administer and develop LibGuides guidelines and guides with members. Provide support and training opportunities to maximize value of the resource.

• Re-scope KM Calendar project and proceed with vendor selection or RFP, as needed. Select host site for calendar, begin work.

• Work on the *Improvement of research report distribution and access and promotion of more effective use of Technical Report Documentation page, USDOT Form 1700.7* will continue with close management by HS InFocus and the project team. Stakeholder surveys are in development.

• Develop pooled fund brochure as part of the TKN-Pooled Fund Brochure project.

• Marketing Committee worked on 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, edit first draft and develop further.

• Transfer data and go live with NTKN Cataloging work group wiki.

• Continue management of OCLC subscriptions, accounts, credits and invoices.

• Continue CMS website development, including project documents, updates and other resources for transportation librarians.

• A quarterly TAC meeting will be held on June 19, 2014.

• Facilitate and manage individual member and group projects, including subcontracts and vendor relations.

• Continue final evaluation period for standards resources (ASTM, HIS, Techstreet), get quotes, coordinate subscriptions.

• Attend and report on regional TKN meetings, chairs meetings and NTKN Steering Committee meetings, support TKN initiatives.

• Seek new collaborative opportunities with new members and partner agencies.

Significant Results:

• LibGuides subscription began. This product allows librarians to construct research and collection guides for researchers and our community of guides will be the first for transportation. The easy to use and navigate format will bring together valuable research guides in a centralized location.

• Product trials for standards access are wrapping up. We aim to provide engineers with optimal access to standards in the work at a significant discount by leveraging the size of our group.

• Special Projects are all on schedule and within budget.

-Multistate Cataloging – On schedule and within budget. Collections complete: Michigan, MnDOT. In progress: Caltrans, Idaho DOT.
- *Improvement of research report distribution and access and promotion of more effective use of Technical Report Documentation page, USDOT Form 1700.7.* is progressing in a satisfactory direction and on schedule.
-Marketing Toolkit – First drafts of chapters complete, editing and re-tooling in progress.
-Reference Tracking Tool – investigating software/subscription products currently on the market.

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).

Some projects have been carried over into FFY2014 due to their size and scope or subcontractor availability. The Marketing and Outreach Toolkit may be delayed, due to authors' availability. We believe it can be completed in FFY2014. The Knowledge Management Calendar project has been re-scoped and is in progress. We are seeking the best solution to deliver the desired result. All work is within budget.

Potential Implementation:

• TKN Brochures were completed and will be distributed among members for marketing the value of library services.

• Coordinated regional TKN sites and integration of NTKN web sites and projects will assist with branding and access to transportation information.

• Professional development and education received at the SLA conference will be transmitted to the members for possible implementation.

• Further collaborative applications and tools will be added to the project Web site and with development of LibGuides.