TRANSPORTATION POOLED FUND PROGRAM
QUARTERLY PROGRESS REPORT

Date: 7/30/2014

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: ☐ Quarter 1 (January 1 – March 31) **X** 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	$1,049,867.72	69%

Quarterly Project Statistics:

Total Project Expenses and Percentage This Quarter	Total Amount of Funds Expended This Quarter	Total Percentage of Time Used to Date
$107,586.85	$107,586.85	75%

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.):

• Travel, logistics, conference registration and reimbursements for SLA were completed this quarter.

• Facilitated and managed individual member and group projects, including subcontracts and vendor relations.

• Developed LibGuides guidelines and guides with members. Provided support and training opportunities
to maximize value of the resource.

• KM Calendar project: contractor and host selected, kickoff meetings held with project team and contractor, calendar prototypes are in design phase.

• Improvement of research report distribution and access and promotion of more effective use of Technical Report Documentation page, USDOT Form 1700 project: .Survey is complete and a preliminary analysis has been submitted.

• Connecticut DOT Library website continues development, has not gone live as of this date.

• Cataloging Projects:
       -Cataloging: IL, and NC – Both on schedule and within budget.
       -Multistate Cataloging – On schedule and within budget. Collections complete: Michigan, Minnesota, and
       California. In progress: Idaho, New York.

• Continued management of OCLC subscriptions, accounts, credits and payment of invoices.

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

• A quarterly TAC meeting was held on June 19, 2014. Special topic: 2014 Special Libraries Association Conference.

• Negotiated group discounts for ASTM and HIS. Price quotes disseminated, efforts to coordinate subscriptions continue.

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

• Began coordinating site, agenda and travel for the 2014 TPF-5(237) annual meeting, to be held in Ann Arbor, MI and hosted by the University of Michigan Transportation Research Institute. The meeting will be held in conjunction with the three regional Transportation Knowledge Networks.

• Continued to foster relationships with agencies interested in TPF-5(237) membership (Massachusetts DOT, University of Arkansas, University of Texas-CTR). No commitments have been secured from these or other agencies at this time.

Anticipated work next quarter:

• Travel, logistics and conference agenda for the 2014 annual meeting will be completed this quarter.
Annual meeting will be held September 9-10, 2014. in Ann Arbor, MI. Professional development opportunities will be presented as a significant part of the program, along with the annual business meeting. Reimbursements will be underway.

• The contractor will work with the lead state to close out the FFY2014 budget and follow up with states on their FFY2015 commitments.

• A budget and work plan for FFY2015 will be developed and approved.

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

• KM calendar project: contractor will complete prototypes, project team will meet to review and select design and add functionality and content. The calendar will be launched this quarter for a beta test phase.

• 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 project will continue with close management by HS InFocus and the project team. All deliverables will be completed this quarter.

• Connecticut DOT Library website will be completed and go live.

• 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, 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.

• Meetings with ASTM and IHS representatives will be held to discuss pricing and moving forward on discounted group subscriptions.

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

Significant Results:

• The technical documentation project is underway, a survey was completed.

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

• A contractor was selected for the KM calendar project and development is underway.

• Discounted group subscription prices to ASTM and IHS products were secured.

• LibGuides guidelines and new guides were developed.

• Members attended the Special Libraries Association Annual Meeting and Conference in Vancouver, BC.

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:

• The KM calendar is set to be deployed for beta testing next quarter. It will bring knowledge management and information management learning opportunities together in one place for transportation and information professionals.

• The report documentation and distribution project will be completed next quarter. It will improve access and find-ability of state and federal reports.

• 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 TPF-5(237) 2014 annual meeting can be implemented and shared.

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