TRANSPORTATION POOLED FUND PROGRAM
QUARTERLY PROGRESS REPORT

Lead Agency (FHWA or State DOT): <u>Missouri Department of Transportation</u>

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) ☐ Quarter 2 (April 1 – June 30) X 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: Missouri Department of Transportation	**Other Project ID (i.e., contract #):**	**Project Start Date:** 04/01/2011
Original Project End Date: 9/30/2015	**Current Project End Date:** 9/30/2015	**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	$1,186,543	96%

Quarterly Project Statistics:

Total Project Expenses and Percentage This Quarter	**Total Amount of Funds Expended This Quarter**	**Total Percentage of Time Used to Date**
$136,676	$136,676	80%

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.):

• The FFY2015 budget and work plan were developed by HS InFocus LLC and approved by TAC.

• Travel, logistics, conference registration and reimbursements for the pooled fund Annual Meeting, held September 9-10 in Ann Arbor, MI, were completed this quarter. The meeting consisted of a business meeting for members, professional development programming consisted of presentations and a training workshop. Three regional TKN meetings were also held following the annual meeting as arranged by the pooled fund.

•LibGuides v.2 was installed and activated.

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

• Developed LibGuides guidelines and guides with members. Provided a training workshop to members at the annual meeting to maximize value of the resource.

• KM Calendar project: Prototype design completed by subcontractor 9/30/14. The project team will test functionality and conduct beta testing next.

• *Improvement of Research Report Distribution and Access and Promotion of More Effective use of Technical Report Documentation page, USDOT Form 1700* project completed 9/30/14 on schedule and within budget. The final report was distributed to the TAC and the AASHTO RAC TKN Taskforce. Further strategies for dissemination are in progress.

• Connecticut DOT Library website development completed by subcontractor 9/30/14, on time and within budget.

• Cataloging Projects:
    -Cataloging: IL and NC – Both on schedule and within budget. NC has extended their project into FFY15. The IL project has an original end date in FFY15.
    -Multistate Cataloging – Project completed 9/30/14 on schedule and within budget.

• 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.

• 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.

• Continued to foster relationships with agencies interested in TPF-5(237) membership. No new commitments have been secured from at this time.

Anticipated work next quarter:

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

• Develop plan for wide dissemination of *Improvement of Research Report Distribution and Access and Promotion of More Effective use of Technical Report Documentation page, USDOT Form 1700* project final report.

• KM calendar project: Beta testing of the calendar by designated beta test group; adjustments and additions to the interface will be made, video tutorial will be developed and calendar will go live next quarter.

• Members and contractor will develop a poster to be displayed at the TRB Annual Meeting in Washington, DC in January 2015.

•Contractor will begin outlining required components of final report.

• A new study logo and marketing materials explaining the benefits of the study will be developed.

• Marketing Committee will work on a brochure for pooled fund value and expansion of membership.

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

• Renew subscriptions to LibGuides, LOC Cataloger's Desktop, LOC Classification Web and others.

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

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

• NTKN Cataloging work group wiki data transfer technical issues will be resolved and a decision will be made to remedy and go live or abandon project (as per the work group's directive).

• Next TAC quarterly meeting to be held on December 18, 2014.

Significant Results:

• Pooled fund Annual Meeting held in September 9-10, 2014, on time and within budget.

• The technical documentation project completed 9/30/14, on time and within budget.

• The Multistate Cataloging project completed 9/30/14, on time and within budget.

• The CT DOT Website project completed 9/30/14, on time and within budget.

• KM Calendar project: Prototype design completed 9/30/14 (project is ongoing).

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).

Due to authors' availability, the Marketing and Outreach Toolkit has been delayed. Discussion is needed to determine resources available for completion in FFY15.

Potential Implementation:

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

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

• A pooled fund benefits brochure and logo will be created.

• 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

• Development of more of LibGuides will continue.