

## TRANSPORTATION POOLED FUND PROGRAM QUARTERLY PROGRESS REPORT

Date: 9/30/2012

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.*

<b>Transportation Pooled Fund Program Project #</b> <i>(i.e., SPR-2(XXX), SPR-3(XXX) or TPF-5(XXX))</i>  TPF-5(237)	<b>Transportation Pooled Fund Program - Report Period:</b>  <input type="checkbox"/> Quarter 1 (January 1 – March 31) <input type="checkbox"/> Quarter 2 (April 1 – June 30) <input checked="" type="checkbox"/> Quarter 3 (July 1 – September 30) <input type="checkbox"/> Quarter 4 (October 1 – December 31)	
<b>Project Title:</b> Transportation Library Connectivity and Development Pooled Fund Study		
<b>Name of Project Manager(s):</b> Maggie Sacco, HS InFocus LLC	<b>Phone Number:</b> 202-657-6650	<b>E-Mail:</b> msacco@hsinfocus.com
<b>Lead Agency Project ID:</b> TRyy1127	<b>Other Project ID (i.e., contract #):</b>	<b>Project Start Date:</b> 04/01/2011
<b>Original Project End Date:</b> 09/30/2013	<b>Current Project End Date:</b> 09/30/2013	<b>Number of Extensions:</b> 0

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
\$419,037	\$323,887.39	77%

Quarterly Project Statistics:

Total Project Expenses and Percentage This Quarter	Total Amount of Funds Expended This Quarter	Total Percentage of Time Used to Date
\$61,118.50	\$61,118.50	90%

**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.):**

- Annual meeting was held September 19-20, 2012 at MoDOT's St. Louis district office. The two day meeting was held in conjunction with the MTKN, Members were given professional development sessions including valuation of library services and a look at economic indicators for transportation and other applications from Katrina Stierholz, librarian at the St. Louis Federal Reserve Bank. Offsite participants joined in by WebEx and phone. A full accounting of the FFY2011-2012 budget and work plan, plus plans for FFY2013 were presented to the TAC.
- Managed development of Valuation Toolkit project – draft and review content, manage graphics, copyediting and print subcontracts.
- Continued developing website, including project and librarian resources and other pages.
- Investigated options for an IHS trial.
- Continued facilitating and managing selected individual member and group projects, including subcontracts and vendor relations.
- Completed reimbursements for SLA/NTKN attendees.
- Continued management of OCLC subscriptions and payment of invoices.
- Coordinate renewal and payment of Library of Congress subscriptions (Cataloger's Desktop, Classification Web).
- Sent agenda, set up WebEx and teleconference for August TAC meeting.
- Attended regional TKN meetings, chairs meetings and workshop planning committee meetings.
- Served on NTKN Advisory Board as pooled fund representative attend meetings and report back to pooled fund members, committee for TLCat future.
- Advanced collaborative opportunities with new members and partner agencies will be explored.
- Conducted outreach to agencies interested in FFY2013 membership (Alaska DOT, Portland Cement Association, Massachusetts DOT).
- Consulted with TAC on pooled fund hosting of the NTKN Cataloging Workgroup's wiki and NTKN web site.
- Continued to work on New Acquisitions tool process with partner NTL on division of labor and hosting. Wisconsin DOT will provide librarian time for expert search and delivery of results.

**Anticipated work next quarter:**

- Finalize annual meeting minutes and meeting documents, post to site and distribute among TAC.
- Negotiate consortium discount with ASCE, initiate subscription.
- Manage Valuation Toolkit project – draft and review content, manage graphics, copy editing and print subcontracts.
- Continue developing website, including project progress reports, updates and librarian resources and other resources.
- Set up IHS trial.
- Continue facilitating and managing selected individual member and group projects, including subcontracts and vendor relations.
- Complete reimbursements for SLA/NTKN attendees.
- Continue management of OCLC subscriptions and payment of invoices.
- Coordinate renewal and payment of Library of Congress subscriptions (Cataloger's Desktop, Classification Web).
- Arrange educational opportunity, send agenda, set up WebEx and teleconference for December quarterly TAC meeting.
- Attend all regional TKN meetings, chairs meetings and workshop planning committee meetings.
- Serve on NTKN Advisory Board as pooled fund representative attend meetings and report back to pooled fund members, committee for TLCat future.
- Further collaborative opportunities with new members and partner agencies will be explored.
- Keep communication going with agencies interested in FFY2013 membership (Alaska DOT, Portland Cement Association, Massachusetts).
- Consult with TAC on pooled fund hosting of the NTKN Cataloging Workgroup's wiki and NTKN web site.
- Decide on New Acquisitions tool process with partner NTL on division of labor and hosting.

**Significant Results:**

- A successful annual meeting with professional development, future planning, thorough and accurate financial Reporting was provided to the TAC, in accordance with the study objectives and for future viability of TPF-5(237).
- An ROI toolkit for transportation information services is in development in partnership with the head of the Northwest University Transportation Library. A user survey was completed and the body of the report is nearly complete. A Graphics Designer and Copy Editor have been subcontracted and are working with the project team.
- A two month trial of the ASCE Library was well received by participating DOTs and a significant discount was quoted in negotiations with the vendor.
- Subscription access was maintained by pooled fund payments to OCLC, Inc. and the Library of Congress. These subscriptions are indispensable tools for librarians in providing services to department researchers and decision makers.
- SLA and NTKN conference logistics were completed, programs and pooled fund member travel information was provided for ease of travel and cost savings.

**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).**

The project is on schedule and within budget. The New Acquisitions Tool project will require more labor hours than the contract allows. Volunteer member staff hours will be needed, and Wisconsin DOT has agreed to provide the services of a professional librarian for the project in FFY2013.

**Potential Implementation:**

- Projects that will benefit transportation research germinated at the annual meeting for FFY2013.
- A group subscription is likely to be enacted for the TAC's choice of an online transportation research resource at a consortium discount and within budget. (ASCE Library or IHS), with access to all staff at member agencies.
- Coordinated regional TKN sites and integration of NTKN web sites and projects will assist with branding and access to transportation information.
- Professional development opportunities at SLA will be highlighted and shared by attendees with study partners.
- Further collaborative applications and tools will be added to the project Web site.