

TRANSPORTATION POOLED FUND PROGRAM QUARTERLY PROGRESS REPORT

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 checked="" type="checkbox"/> Quarter 1 (January 1 – March 31) <input 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: 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:

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
\$1,525,285	\$1,264,190	87%

Quarterly Project Statistics:

Total Project Expenses and Percentage This Quarter	Total Amount of Funds Expended This Quarter	Total Percentage of Time Used to Date
\$70,080	\$70,080	89%

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 new study logo and marketing materials highlighting the benefits of the study were sent to all members.
- The pooled fund developed a poster and presented at the 95th Annual Transportation Research Board Annual Meeting (January 11-15, 2015). [Copyright and Creative Commons for Authors](#) was featured in the LIST Committee poster session.
- A spring Transportation Librarians Roundtable series was developed with the National Transportation Library (NTL) and the American Association of Highway Transportation Officials (AASHTO). The first of three pooled fund TLR of the series was held on March 12. "LibGuides for Transportation" showcased member and TKN collaborative guides our members are using to provide better services to their customers.
<http://ntl.bts.gov/networking/tlrarchive/201503/index.html>.
- Actively participated on two RAC TKN Taskforce subcommittees directing follow-on implementation of the recommendations of TPF-5(237) project, *Improvement of Research Report Distribution and Access and Promotion of More Effective Use of Technical Report Documentation Page, USDOT Form 1700.7*. Work includes implementation of access improvement and recommended changes to the existing form and/or improved instructions for its use.
- Knowledge Management (KM) calendar project: Project team and contractor developed and implemented more design and functionality in preparation for the beta test phase.
- Two new [LibGuides](#) were developed and published this quarter, bringing our number of guides to eleven.
- Travel approval assistance, early discounted registration and preliminary travel arrangements for the Special Libraries Association Annual Meeting & Conference began this quarter.
- Transportation Knowledge Network (TKN) Websites project: Contractor continues to update and maintain the websites for the Eastern Transportation Knowledge Network ([ETKN](#)) and the Western Transportation Knowledge Network ([WTKN](#)).
- Facilitated and managed individual member and group projects, including subcontracts and vendor business.
- Cataloging Projects:
 - Illinois DOT – On schedule and within budget, contractor meeting standards and goals set by librarians.
 - North Carolina DOT – On schedule and within budget, contractor meeting standards and goals set by librarians.
- Continued management of OCLC subscriptions, accounts, credits and payment of invoices.
- Attended regional TKN meetings in support of ongoing TKN work and initiatives.
- Continued to foster relationships with agencies interested in TPF-5(237) membership.

- TAC quarterly meeting was held on March 19, 2015. TOPIC: Library transformation: strategies for laying out a path forward, Richard Huffine, Librarian and Information Industry Executive, previously with USGS, GSA and Proquest.

Anticipated work next quarter:

- KM calendar project: Final coding for design and functionality will be set by contractor and project team. Invitation to participate in beta test will go out to TPF-5(237) TAC and the AASHTO RAC TKN Taskforce next quarter, and the test is planned for April-May 2015.
 - Send email invitation to participate to pooled fund librarians and RAC TKN Taskforce members
 - Monitor activity and development of resource during beta testing period
 - Continue building knowledgebase within calendar
 - Keep statistics
 - Develop and deploy feedback survey
 - Monitor and record feedback survey data
- Members of the pooled fund will develop and present at the Transportation Librarians' Roundtable (NTL series) in April and May of 2015. Topics are:
 - April 9, 2015 – *Improvement of Research Report Distribution and Access and Promotion of More Effective Use of Technical Report Documentation Page, USDOT Form 1700.7*
 - May 14, 2015 - KM Calendar
- Continue work on two RAC TKN Taskforce subcommittees directing follow-on implementation of the recommendations of TPF-5(237) project *Improvement of Research Report Distribution and Access and Promotion of More Effective Use of Technical Report Documentation Page, USDOT Form 1700.7*. Work includes implementation of access improvement and recommended changes to the existing form and/or improved instructions for its use.
- Develop outline for TPF-5(237) final report.
- Registration and travel for the SLA conference (June 14-18, 2015) will continue. Travel will be completed and expense reimbursements will be processed next quarter.
- Administer and develop [LibGuides](#) with members, including a guide for our special projects, both complete and in progress. Provide support, training and marketing opportunities to maximize value of the resource. There are eleven guides at this time.
- Continue management of OCLC subscriptions, accounts, credits and invoices.
- Continue Wordpress website development, including project documents, updates and other resources for transportation librarians.
- Attend and report on regional TKN meetings, chairs meetings and RAC TKN Taskforce meetings, support TKN initiatives.
- Next TAC quarterly meeting to be held on June 18, 2015.

Significant Results:

- NTL / AASHTO / TPF-5(237) collaboration on spring TLR series devoted to this pooled fund's projects.
- Completion and distribution of new logo and marketing brochures.
- The pooled fund developed a poster and presented at the 95th Annual Transportation Research Board Annual Meeting (January 11-15, 2015). [Copyright and Creative Commons for Authors](#) was featured in the LIST Committee poster session.

- Quarterly TAC meeting held on March 19, 2015. TOPIC: Library transformation: strategies for laying out a path forward, Richard Huffine, Librarian and Information Industry Executive, previously with USGS, GSA and Proquest.

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 and costs associated with copy editing and production, the Marketing and Outreach Toolkit has been shelved indefinitely. We do not anticipate this toolkit to be published in the time remaining in this project.

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.
- FFY2015 Annual Meeting dates will be determined and guest speakers will be scheduled.
- A special projects LibGuides will be developed and published next quarter.
- Coordinated regional TKN sites and integration of NTKN web sites and projects will assist with branding and access to transportation information.
- Further collaborative applications and tools will be added to the project Web site and with development of LibGuides.