

## TRANSPORTATION POOLED FUND PROGRAM QUARTERLY PROGRESS REPORT

Date: 12/31/2012

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 type="checkbox"/> Quarter 3 (July 1 – September 30)  <input checked="" 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> 09/30/2012	<b>Current Project End Date:</b> 09/30/2013	<b>Number of Extensions:</b> 1

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
\$659,037.00	\$356,249.44	54%

Quarterly Project Statistics:

Total Project Expenses and Percentage This Quarter	Total Amount of Funds Expended This Quarter	Total Percentage of Time Used to Date
\$32,362.05	\$32,362.05	26%

**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 materials (presentations, minutes, project outlines) were finalized and distributed to TAC and posted to web site <http://libraryconnectivity.org/meetings/>
- Annual meeting (September 19-20, 2012 in St. Louis) meeting and travel expenses were reimbursed.
- Twelve-month contract extension was approved with contractor HS InFocus LLC.

TAC approved • FFY2013 Work plan and budget.

- FFY13 Special projects were scoped, proposed and selected by the TAC, five were chosen: Marketing and outreach Toolkit, Technical documentation page (reports) review and update, Improving distribution of reports, Multistate cataloging project, TKN web development and hosting (extension).
- Managed development of Valuation Toolkit project – draft and review content, manage graphics, copyediting and print subcontracts. Final web version was completed late December, files sent to printer.
- Finalized consortium subscription discount and invoicing with MoDOT and ASCE for 12 month access to ASCE Library
- Reviewed and edited website, including project progress reports, updates and librarian resources and other resources. Added new content, promoted RSS feed.
- Managed individual member and group projects, including subcontracts and vendor relations.
- Coordinated OCLC budgets, subscriptions and payment of invoices.
- Prepared for RDA transition with Library of Congress subscriptions (Cataloger's Desktop, Classification Web).
- Held quarterly TAC meeting on December 17, 2012. Provided professional development session: Web scale discovery, presented by Iowa DOT Librarian Leighton Christiansen.
- Attend regional TKN meetings, chairs meetings and TLCat committee and TKN advisory board meetings.
- Developed collaborative opportunities with new members and partner agencies. Continuing project with NTL for New Acquisitions list, conducted outreach to Alaska DOT and Massachusetts DOT.
- Consulted with TAC on pooled fund hosting of the NTKN Cataloging Workgroup's wiki and NTKN web site. TAC approves. TKN Advisory Board to determine next steps.
- Began discussion with IHS representative for consortium subscriptions, discounts, free trial.

- 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.
- Held Marketing and Outreach Committee meeting, developed outline for Toolkit project and web component.

**Anticipated work next quarter:**

- Secure RDA product for Library of Congress cataloging subscriptions, negotiate discount/prorated subscription, present to TAC for approval.
- Manage marketing campaign of ASCE Library with materials and other promotions. Run quarterly usage reports and dist to TAC, post in Members Only section of website.
- Finalize Valuation Toolkit project – approve proof, send to printer, distribute web PDF, broadcast availability on Tranlib, send print copies to members and others with promotional piece. Use as outreach opportunity for TKNs and pooled fund.
- Continue developing website, including project progress reports, updates and librarian resources and other resources.
- Conduct IHS trial, negotiate discount for consortium.
- Continue facilitating and managing selected individual member and group projects, including subcontracts and vendor relations.
- Begin SLA early bird registration mid-February. Search for accommodations, secure discounted room block. Begin booking travel.
- Continue management of OCLC subscriptions and payment of invoices.
- Coordinate start of FFY13 group projects. Set up and facilitate meetings of project teams, take lead on work plans action lists, progress updates and monthly team check-ins. Manage subcontracts where applicable.
- Arrange TRB focused educational opportunity, send agenda, set up WebEx and teleconference for March quarterly TAC meeting.
- Attend regional TKN meetings, chairs meetings and workshop planning committee meetings.
- Continue as member of NTKN Advisory Board as pooled fund representative attend meetings and report back to TAC.
- 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). Facilitate commitments and transfers.
- Prepare for hosting TKN web resources, pending NTKN Advisory Board decision.
- Begin New Acquisitions tool project with partner NTL. Use WisDOT librarian hours for searching and editing list.

**Significant Results:**

- An ROI toolkit for transportation information services in partnership with the head of the Northwestern University Transportation Library is nearly complete. Final proof was approved and is ready for printing. Web version (PDF) is ready to distribute. Toolkit will be the center of an outreach and marketing campaign for TNs and pooled fund.
- ASCE Library funding was approved. Access will begin in early January. A consortium discount was secured.

- A presentation on Web Scale Discovery was provided as part of the quarterly TAC meeting series, in which a timely topic or technology is presented. Web scale is the direction library technology is heading, and is the focus of a major vendor, OCLC. Member Leighton Christiansen presented and will repeat the session as a joint offering of the pooled fund and NTL as a Transportation Librarians Roundtable in 2013.
- 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 were selected for implementation in FFY2013.
- A group subscription was approved, discount secured and will be enacted ASCE Library with access to all staff at member agencies.
- Valuation Toolkit will assist librarians and managers leverage the organization's information assets and plan for sustainable library services in our member departments.
- 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 TRB will be highlighted and shared by attendees with study partners.
- Further collaborative applications and tools will be added to the project Web site.