

## TRANSPORTATION POOLED FUND PROGRAM QUARTERLY PROGRESS REPORT

Date: 10/31/2013

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> 09/30/2015	<b>Current Project End Date:</b> 09/30/2015	<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
\$1,228,210	\$641,894.52	52%

Quarterly Project Statistics:

Total Project Expenses and Percentage This Quarter	Total Amount of Funds Expended This Quarter	Total Percentage of Time Used to Date
\$88,284.67	\$88,284.67	60%

**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.):**

- FY2013 annual meeting was held in Minneapolis-St. Paul, MN, September 18-20, 2013. It was co-hosted by MnDOT and U Mn Center for Transportation Studies, in conjunction with The Midwest Transportation Knowledge Network and the Western Transportation Knowledge Network. The agenda, notes and presentations/workshops can be viewed at: <http://libraryconnectivity.org/meetings/>
- Project solicitations were collected and reviewed at the annual meeting. Member voting closes on Nov. 15, 2013.
- Travel reimbursements for the annual meeting are completed.
- Continued managing selected individual member and group projects, including subcontracts and vendor relations, that carryover from FFY2013.
- Continued development of the Marketing and Outreach toolkit. First drafts were collected and synthesized.
- Continued management of OCLC subscriptions and payment of invoices.
- Continued website enhancements, including project documents, updates and librarian resources and other transportation and research-related resources.
- Attended regional TKN meetings, chairs meetings and National Transportation Knowledge Network Steering Committee meetings.
- Continued check in communication with agencies interested in TPF-5(237) membership (Portland Cement Association, Massachusetts DOT, University of Arkansas). No commitments have been secured from these agencies.
- NTKN working group wikis are being hosted on our domain, [www.libraryconnectivity.org](http://www.libraryconnectivity.org), at the request of the NTKN, regional TKNs and approval by the NTKN Steering Committee and the TPF-5(237) TAC. Two wikis are up: Data Management and Cataloging.  
[http://libraryconnectivity.org/datamgt/index.php/Main\\_Page](http://libraryconnectivity.org/datamgt/index.php/Main_Page) (live, public)  
[http://libraryconnectivity.org/catwiki/index.php/Main\\_Page](http://libraryconnectivity.org/catwiki/index.php/Main_Page) (live, not public yet)
- Managed mid-year marketing campaign of ASCE Library with email and marketing collateral outreach.
- Continued management of OCLC subscriptions and payment of invoices.
- Special Projects:
  - Cataloging: NM, IL, and NC – All on schedule and within budget.
  - Multistate Cataloging – On schedule and within budget. Collections complete: Michigan. In progress: Caltrans.
  - Report Documentation and Report Distribution - RFP posted, no response. Decision to repost at start of FFY2014.
  - Marketing Toolkit – First drafts of chapters complete.

- Reference Tracking Tool – investigating software/subscription products currently on the market.
- TKN Web Project – Knowledge Management calendar project in development.

#### **Anticipated work next quarter:**

- Set up live demonstrations and trial periods for IHS Standards and Techstreet (October – November). Get pricing for group subscriptions, negotiate discounts and get quotes. Present options to TAC.
- Renew Library of Congress subscriptions (Cataloger's Desktop, Classification Web) – November.
- Renew RDA Toolkit – December.
- Post RFP for project: *Improvement of research report distribution and access and promotion of more effective use of Technical Report Documentation page, USDOT Form 1700.7*. Select contractor, begin work.
- 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, synthesize first draft, send to copy editor, revisions, introduction, send to shu shu design for layout.
- Continue developing collaborative opportunities with new members and partner agencies. Continuing project with AZDOT and NTL for New Acquisitions list.
- Transfer data and go live with NTKN Cataloging work group wiki.
- Continue management of OCLC subscriptions, accounts, credits and invoices.
- Continue website enhancements, including project documents, updates and librarian tools and other resources.
- Facilitate and manage selected individual member and group projects, including subcontracts and vendor relations.
- Continue ASCE product marketing at regular intervals to realize maximum value
- Attend and report on regional TKN meetings, chairs meetings and NTKN Steering Committee meetings.
- Seek new collaborative opportunities with new members and partner agencies.

#### **Significant Results:**

- FY2013 annual meeting was held in Minneapolis-St. Paul, MN, September 18-20, 2013. It was co-hosted by MnDOT and U Mn Center for Transportation Studies, in conjunction with The Midwest Transportation Knowledge Network and the Western Transportation Knowledge Network. The agenda, notes and presentations/workshops can be viewed at: <http://libraryconnectivity.org/meetings/>. TPF-5(237) end of year business and financial accounting were closed out, we on schedule and within budget. Professional development opportunities included a copyright workshop and bridge inspection presentation.
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- Special Projects are all on schedule and within budget.
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**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 is on track to be completed in FFY2014, and is progressing well. The Knowledge Management calendar project requires an outside consultant. We are seeking the best solution to deliver the desired result. All work is within budget.

**Potential Implementation:**

- Projects that will benefit transportation research were selected for implementation in FFY2014.
- Workshops will be developed from the Valuation Toolkit assist librarians and managers leverage the organization's Information assets and plan for sustainable library services in our member departments and beyond.
- Coordinated regional TKN sites and integration of NTKN web sites and projects will assist with branding and access to transportation information.
- Professional development opportunities online and at quarterly meetings will be highlighted and shared with study partners.
- Further collaborative applications and tools will be added to the project Web site.