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.

<table>
<tr>
<td>Transportation Pooled Fund Program Project #
<i>(i.e, SPR-2(XXX), SPR-3(XXX) or TPF-5(XXX)</i>

TPF-5(237)</td>
<td colspan="2">Transportation Pooled Fund Program - Report Period:
☐Quarter 1 (January 1 – March 31)
☐Quarter 2 (April 1 – June 30)
☐Quarter 3 (July 1 – September 30)
X Quarter 4 (October 1 – December 31)</td>
</tr>
<tr>
<td colspan="3">Project Title:
Transportation Library Connectivity and Development Pooled Fund Study</td>
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<tr>
<td>Name of Project Manager(s):
Maggie Sacco, HS InFocus LLC</td>
<td>Phone Number:
202-657-6650</td>
<td>E-Mail
msacco@hsinfocus.com</td>
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<tr>
<td>Lead Agency Project ID:
Missouri Department of Transportation</td>
<td>Other Project ID (i.e., contract #):</td>
<td>Project Start Date:
04/01/2011</td>
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<tr>
<td>Original Project End Date:
9/30/2015</td>
<td>Current Project End Date:
9/30/2015</td>
<td>Number of Extensions:
0</td>
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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
$1,525,285	$1,264,190	83%

Quarterly Project Statistics:

Total Project Expenses and Percentage This Quarter	Total Amount of Funds Expended This Quarter	Total Percentage of Time Used to Date
$77,647	$77,647	85%

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 explaining the benefits of the study were developed and are now available to all members.

• Completed the reimbursements for the pooled fund Annual Meeting, held September 9-10 in Ann Arbor, MI.

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

• Cataloging Projects:
        -Cataloging: IL DOT – On schedule and within budget, contractor meeting standards and goals set by librarians.
                        NC DOT – On schedule and within budget, contractor meeting standards and goals set by librarians.

• KM calendar project: Project team and contractor developed and implemented more design and functionality in preparation for the beta test phase.

• Continued management of OCLC subscriptions, accounts, credits and payment of invoices.

• Attended regional TKN meetings, chairs meetings in support of ongoing TKN work and initiatives.

• Continued to foster relationships with agencies interested in TPF-5(237) membership.

• TAC quarterly meeting held on December 18, 2014.

• Researched and designed a poster and peripheral materials for the TRB LIST committee poster session #529*, Advice for Authors: Topics in Transportation Publishing and Research Dissemination* at the TRB 2015 Annual Meeting. Our poster is titled, "Copyright and Creative Commons for Authors".

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 mid February-March 2015.

• Members of the pooled fund will develop and present a Transportation Librarians' Roundtable (NTL series) on LibGuides for transportation research on March 12, 2015.

• Administer and develop LibGuides with members. Provide support, training and marketing opportunities to maximize value of the resource. We have developed nine guides to date.

• We will present a poster TRB LIST committee poster session #529*,
 Advice for Authors: Topics in Transportation Publishing and Research Dissemination* at the TRB 2015 Annual Meeting. Our poster is titled, "Copyright and Creative Commons for Authors".

• 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 NTKN Steering Committee meetings, support TKN initiatives.

• Next TAC quarterly meeting to be held on March 19, 2015.

Significant Results:

• New study logo and marketing materials explaining the benefits of transportation library connectivity were developed.

• Our poster, "Copyright and Creative Commons for Authors" was accepted by TRB LIST (ABG40) for inclusion in poster session #529 at the 2015 TRB Annual Meeting.

• Quarterly TAC meeting held on December 18, 2014.

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 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.

• FFY2015 Annual Meeting host site will be determined and initial planning will begin next quarter.

• Initial planning and outline for the five-year final report will begin next quarter.

• Early discounted registration for SLA 2015 will begin 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.