TRANSPORTATION POOLED FUND PROGRAM
QUARTERLY PROGRESS REPORT

Date: <u>1/31/2014</u>

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 colspan="2">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="3">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>
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<tr>
<td colspan="5">Project Title:
Transportation Library Connectivity and Development Pooled Fund Study</td>
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<tr>
<td colspan="2">Name of Project Manager(s):
Maggie Sacco, HS InFocus LLC</td>
<td>Phone Number:
202-657-6650</td>
<td colspan="2">E-Mail
msacco@hsinfocus.com</td>
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<tr>
<td colspan="2">Lead Agency Project ID:
TRyy1127</td>
<td>Other Project ID (i.e., contract #):</td>
<td colspan="2">Project Start Date:
04/01/2011</td>
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<tr>
<td colspan="2">Original Project End Date:
09/30/2015</td>
<td>Current Project End Date:
09/30/2015</td>
<td colspan="2">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
$1,228,210	$724,453.64	65%

***Quarterly* Project Statistics:**

Total Project Expenses and Percentage This Quarter	Total Amount of Funds Expended This Quarter	Total Percentage of Time Used to Date
$82,559.12	$82,559.12	65%

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.):

• Set up live demonstrations and trial periods for IHS Standards and Techstreet (October – November) and negotiate discounts with vendors.

• Renewed Library of Congress subscriptions (Cataloger's Desktop, Classification Web) – November.

• Posted 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.* Selected contractor, TransAnalytics, and completed subcontracting process.

• Marketing Committee worked on 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.

• Continued managing development of the Marketing and Outreach toolkit, synthesized first draft.

• Managed of OCLC subscriptions, accounts, credits and invoices.
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• Continued website enhancements, including project documents, updates and pertinent resources.

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

• Continued ASCE product marketing at regular intervals to realize maximum value

• Attended and reported on regional TKN meetings, chairs meetings and NTKN Steering Committee meetings.

• 2014 Special Projects were selected and finalized.

• 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 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 or other agencies.

• Continuing Special Projects Update:
-Cataloging: IL, and NC – Both on schedule and within budget, NM is complete.
-Multistate Cataloging – On schedule and within budget. Collections complete: Michigan. In progress: Caltrans, MnDOT.

-Report Documentation and Distribution – Contractor selected, subcontracting documents complete.
-Marketing Toolkit – First drafts of chapters complete. Revisions underway.
-Reference Tracking Tool – investigating software/subscription products currently on the market.
-TKN Web Project – Knowledge Management calendar project in development.

Anticipated work next quarter:

• Distribute annual meeting documents, FFY2014 budget, work plan.

• Begin work on approved FFY2014 special projects: 1.) LibGuides subscription, 2.) Library valuation paper and presentation, 3.)TKN-pooled fund marketing brochure, 4.) Re-scoping KM Calendar project, sending a member to the 2014 International Data Curation Conference and serve as lead of data working group (in support of mandated access to federally funded Scientific research by the Office of Technology and Scientific Policy: http://www.whitehouse.gov/sites/default/files/microsites/ostp/ostp_public_access_memo_2013.pdf

• Set up live demonstrations and trial period for ASTM DOT Package. Set up simultaneous final evaluations of all three standards products, negotiate discounts and get quotes.

• Implement group subscription to LibGuides.

• Renew RDA Toolkit subscription with the American Library Association.

• Develop work plan and set first project team meeting with contractor (TransAnalytics) on *Improvement of research report distribution and access and promotion of more effective use of Technical Report Documentation page, USDOT Form 1700.7.*

• 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, edit first draft and develop further.

• Transfer data and go live with NTKN Cataloging work group wiki.

• Continue management of OCLC subscriptions, accounts, credits and invoices.
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• Continue CMS website development, 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, support TKN initiatives.

• 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.

• Product trials for standards access are underway to provide engineers with optimal access to standards in their work at a significant discount by leveraging the size of our group.

• NTKN working group wikis are being hosted on our domain, 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 Managem and Cataloging.
http://libraryconnectivity.org/datamgt/index.php/Main_Page (live, public)
http://libraryconnectivity.org/catwiki/index.php/Main_Page (live, not public yet)

• Special Projects are all on schedule and within budget.
-Cataloging: NMDOT Cataloging project is complete.
-Multistate Cataloging – On schedule and within budget. Collections complete: Michigan. In progress: Caltrans.
-Report Documentation and 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.

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 may be delayed, due to authors' availability. We believe it can be completed in FFY2014. The Knowledge Management calendar project requires and 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 are being implemented in FFY2014.

• 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 and with development of LibGuides.