TRANSPORTATION POOLED FUND PROGRAM
QUARTERLY PROGRESS REPORT

Lead Agency (FHWA or State DOT): Oklahoma 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.e, SPR-2(XXX), SPR-3(XXX) or TPF-5(XXX)* TPF-5(442)		**Transportation Pooled Fund Program - Report Period:** ☑ Quarter 1 (January 1 – March 31) ☐ Quarter 2 (April 1 – June 30) ☐ Quarter 3 (July 1 – September 30) ☐ Quarter 4 (October 1 – December 31)
Project Title: Transportation Research and Connectivity		
Name of Project Manager(s): Michael Molina, Musharraf Zaman	**Phone Number:** 405-325-5960	**E-Mail** mmolina@ou.edu, zaman@ou.edu
Lead Agency Project ID: TPF-5(442)	**Other Project ID (i.e., contract #):**	**Project Start Date:** April 27, 2020
Original Project End Date: February 28, 2023	**Current Project End Date:** February 28, 2023	**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
$865,000	$0	32%

Quarterly Project Statistics:

Total Project Expenses and Percentage This Quarter	Total Amount of Funds Expended This Quarter	Total Percentage of Time Used to Date
$5197.50	$5197.50	.06%

Project Description:

DOT employees operate in an increasingly digital and data-driven environment, and it is critical that they have access to reliable, relevant information. Working in the digital realm does not always guarantee access to complete and credible information. Many important resources are not yet digitized nor easily accessible due to a lack of proper knowledge management. Transportation researchers and knowledge resource professionals are in a unique position to aid staff in their organizations. They will not only meet staff information needs but also provide guidelines and standards to enable and expand the curation of digital and physical documents, increasing the operational efficiency of the DOT. For example, many transportation workers view Google as the only resource they need to locate information. But with Google searches often yielding unquantifiable and uninterpreted amounts of data, workers are left unsure if they have the best material available. Similarly, state DOTs contain vast troves of documents, from research reports to policies and procedures on a number of topics. Librarians assist in organizing and curating these materials, making the information accessible and usable for transportation professionals.

Unfortunately, some state DOTs have closed their libraries or cut back on funding. Librarians found themselves having to make do with limited resources, while still committed to delivering high-value content. To that end, transportation librarians created the Transportation Library Connectivity Pooled Fund studies, TPF-5(105) and TPF-5(237). The first Transportation Library Connectivity Pooled Fund study began in 2011 with 11 members from nine states; by the end of the second study in 2015, membership stood at 22 members from 23 states. The studies supported collaborative library development and enhancing existing efforts to develop a national transportation information infrastructure using Transportation Knowledge Networks (TKNs). The studies also facilitated coordination among federal, state, academic, and private sector libraries, providing a number of resources for its members. These resources included funding for members to travel to conferences, hosting annual meetings, conducting workshops, implementation of research projects, pooled subscriptions to online databases, and more. The project helped bring transportation organizations into a nationwide collaboration that proved exceedingly valuable for libraries and their stakeholders. The study generated much

Progress this Quarter (includes meetings, work plan status, contract status, significant progress, etc.):

Michael met with pooled fund members to discuss proposals from CTC & Associates and InFocus Library Consulting. A majority of pooled fund members voted for CTC's proposal.

Michael organized meetings between CTC and the White Paper, Resource Guide, Toolkit, and Section 508 working groups. Each group met with CTC and discussed their specific goals related to pooled fund objectives. Outcomes are summarized below.

White Paper meeting: the group discussed an appropriate scope for the white paper touching on the topics of library services without a library, engaging agency leadership and partners, and preparing for the future. Information gathering efforts will involve a literature search, surveys, and consultations with experts. CTC prepared a scoping document which was approved by working group members.

Resource Guide meeting: The group discussed both time and funding for the 30+ topics submitted by pooled fund members to be created as new resource guides. CTC will develop three test guides on the LibGuides platform for working group members to review. Additionally, the working group will develop a survey to gauge pooled fund member's priorities to narrow down the number of guides that CTC will produce.

Toolkit meeting: The group discussed expectations for the toolkit including length and preliminary topics. CTC will draft two sample topics (Section 508 and Collection Development) for the working group to review. Based on feedback, they will continue with the rest of the topics.

Section 508 meeting: The group reviewed the tasks related to 508 based on CTC's proposal. CTC will develop an

Anticipated work next quarter:

Conduct regular meetings between CTC and working groups to review progress on objectives.

Schedule meetings with pooled fund members to review progress and answer any questions they may have.

Significant Results:

The pooled fund group approved CTC & Associates to carry out a majority of pooled fund objectives.

Members reviewed CTC's proposal, offered revisions, and began meetings between CTC and working groups to refine the scope.

Michael answered pooled fund members' questions over a variety of topics, including specific needs from members relating to pooled fund objectives.

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).

As the project moves into a new phase, member engagement will remain important. As the pooled fund works with CTC, meetings will be held where members will need to be present to yield the best results.

Potential Implementation:

All materials created from the pooled fund will be stored with the National Transportation Library and the National Transportation Knowledge Network for broad dissemination. The toolkit for non-librarians will be especially useful for other DOTs when learning about managing their own knowledge resources.