

## TRANSPORTATION POOLED FUND PROGRAM QUARTERLY PROGRESS REPORT

Date: 4/30/2013

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 checked="" 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 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
\$659,037.00	\$468,684.49	71%

Quarterly Project Statistics:

Total Project Expenses and Percentage This Quarter	Total Amount of Funds Expended This Quarter	Total Percentage of Time Used to Date
\$30,867.42	\$30,867.42	47%

**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.):**

- Added the University of Alaska Transportation Research Center as a new member.
- 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.
- Completed a special project – Proving Your Library's Value: a Toolkit for Transportation Librarians was published in January. 2013. 125 print copies were disseminated among members, partner organizations and other transportation libraries and information centers. An announcement / press release was sent to TRANLIB-L and the AASHTO RAC list with link to the web version (PDF), which is prominently displayed on the project website at: <http://libraryconnectivity.org/files/Proving-Your-Librarys-Value.pdf>
- Continued developing website, new content includes more licensed content behind the password on the Members Only page (trials, workshop registrations, ALA materials, presentations), new pages for Outreach and Marketing and Administration resources and project and librarian resources pages; promoted RSS feed and technical support with feed readers.
- Conducted a free 45-day trial of EBSCO Ebooks for Engineering.
- Continued facilitating and managing selected individual member and group projects, including subcontracts and vendor relations.
- Provided travel support documentation for requests for out of state travel and expenses to 75% of the membership.
- Continued management of OCLC subscriptions and payment of invoices. Some members' subscriptions were re-negotiated and amended due to the discontinuation of the TLCat group catalog owned by OCLC and administered by the National Transportation Library.
- Set up subscription and paid invoice for the RDA Toolkit, an essential cataloging tool to work within new RDA guidelines bibliographic records. The subscription is a companion to existing subscriptions to Cataloger's Desktop and Classification also provided through the pooled fund. (Vendor: American Library Association)
- Held quarterly TAC meeting on March 21, 2013. Provided professional development session: EBSCO Ebooks for Engineering – product demonstration and Q&A session. The regular business meeting also took place.
- Attend regional TKN meetings, chairs meetings and TLCat committee meetings.
- Developed collaborative opportunities with new members and partner agencies. Continuing project with NTL for New Acquisitions list with assistance from WisDOT staff and lead team member AZDOT.
- Consulted with TAC on pooled fund hosting of the NTKN Cataloging Workgroup's wiki and NTKN web site. TAC voted

and approved. The wiki data has been moved to the UW-Madison server. It has not gone live, per a pending decision by the Workgroup.

- Special Projects: New projects for FY13 team meetings held.
- Cataloging: NM, IL, NC – all contracts renewed by HS InFocus LLC
- Multistate Cataloging – conducting a search for a professional cataloger for subcontract;
- Report Documentation – discussing best avenue to desired result (this may entail another subcontract);
- Report Distribution - discussing best avenue to desired result (this may entail another subcontract);
- Marketing Toolkit – scoped, outline complete, shu shu design retained for layout and graphics;
- Reference Tracking Tool – began investigating software/subscription products currently on the market.
- TKN Web Project – KKL Info contract was renewed, new KM calendar project scoped.

**Anticipated work next quarter:**

- Marketing Committee will complete a list of libraries and information centers for outreach using the *Toolkit* to include email and mailing campaigns with the Toolkit URL and communicate the value of TKNs and the pooled fund.

A *Toolkit* workshop will take place on March 25, 2013, in conjunction with the SLA Transportation and Solo Librarians Divisions.

- Purchase and distribute National Library Week materials (posters, web graphics) from the ALA and custom pooled fund materials developed with shu shu design.
- Continue development of the Marketing and Outreach toolkit.
- Purchase group access to the ALA Web seminar The DIY Patron: Library Instruction at the Point of Need as a professional development opportunity for members. The recorded session and materials will be available on an ongoing basis behind the password on the Members Only page on the project website.
- Select host site for FY2013 annual meeting, draft agenda, secure room block.
- Continue managing selected individual member and group projects, including subcontracts and vendor relations.
- Begin SLA registrations and travel arrangements. Plan pooled fund meeting in San Diego (Day 2 of SLA) .
- Continue management of OCLC subscriptions and payment of invoices; facilitate changes in OCLC subscriptions due to discontinuation of TLCat.
- Continue developing website, including project progress reports, updates and librarian resources and other resources.
- Plan agenda for June quarterly TAC meeting that will take place in San Diego with SLA attendees. Teleconferencing and WebEx will be set up for those not in attendance.
- Attend regional TKN meetings, chairs meetings and NTL 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 (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 further investigation of accessions lists and editing.

**Significant Results:**

- University of Alaska Transportation Research Center joined TPF-5(237) as a direct result of the consortium member benefits provided in this project. Namely, group discounts and subscription management of the ASCE Library, ALA and Library of Congress subscription resources.
- Publication of *Proving Your Library's Value: a Toolkit for Transportation Librarians* was published and disseminated in hardcopy and web version:  
<http://libraryconnectivity.org/files/Proving-Your-Librarys-Value.pdf>
- RDA Toolkit, an essential cataloging tool to work within new RDA guidelines was purchased at a substantial discount.
- Over 4,600 searches were conducted across the full membership in a free 45-day trial access period to the EBSCO Ebooks for Engineering. A significant discount (12%) was negotiated for those members who wish to participate (next qua

**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.

**Potential Implementation:**

- Projects that will benefit transportation research were selected for implementation in FFY2013.
- 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.