

State of Wisconsin/Department of Transportation
RESEARCH PROGRESS REPORT FOR THE QUARTER ENDING: March 31, 2007

Library Connectivity Pooled Fund Project TPF-5(105) http://www.pooledfund.org/projectdetails.asp?id=337&status=4 http://www.libraryconnectivity.org	
Project Title: Administrative/Marketing Services Coordinator: Christi Powers christiapowers@mchsi.com	Project ID: 0092-06-30 Approved Starting Date: 10-01-05 Approved Ending Date: 09-30-07
Project Title: Library Technical Services Investigator: Maggie Sacco, CTC & Associates LLC maggie.sacco@ctcandassociates.com	Project ID: 0092-06-31 Approved Starting Date: 11-11-05 Approved Ending Date: 11-10-07
WisDOT Administrative Contact: Ann Pahnke ann.pahnke@dot.state.wi.us	WisDOT Technical Contact: John Cherney john.cherney@dot.state.wi.us

Percent Complete:

The Library Connectivity Project is currently funded for two years, with two separate contracts beginning October/November, 2005. Work on both is approximately 62.5% complete.

Project Description:

The Transportation Library Connectivity pooled fund study is focused on (1) improving access to diverse collections of transportation-related information; (2) reducing costs through sharing of resources and joint payment of service fees; (3) improving coordination with regional and national organizations for distributing transportation information. The Administrative and Marketing Services contract supports a part-time consultant to oversee the project and develop marketing tools and outreach strategies that promote the value of libraries and information services. The Library Technical Services contract supports a full-time librarian to provide technical assistance to pooled fund participants in organizing, classifying and sharing holdings and developing best practices for transportation libraries.

Additional information about the Library Connectivity Pooled Fund Project may be found on the project Web site at www.libraryconnectivity.org/ and on the project blog at <http://ctcandassociates.com/lpfblog/>.

Progress This Quarter – Administrative and Marketing Services

TAC annual meeting 2007 planning. Ms. Powers coordinated with MTKN chair to finalize contracts, discuss Web conferencing/Web casting options and proposed speakers. Contacted SLA executive director and worked with NTL director, Maggie Sacco, Pat Casey and pooled fund members to discuss three-day draft agenda.

Administrative. Working with WisDOT representatives and CTC & Associates, Ms. Powers drafted two sets of plans/iterations for pooled fund study extension proposal with scope, deliverables and estimated annual/quarterly hours per task. Revised Q4-06 FHWA quarterly report and updated. Drafted agenda and minutes for three teleconferences. Reviewed and assembled invoices from University of Wisconsin, MRUTC, and UW-DoIT for ongoing Web maintenance, graphic artist, marketing material and print expenditures. Investigated, itemized and tabulated 2006 annual meeting expense summary.

Regional network development. Ms. Powers contacted AASHTO Region 4 libraries and transportation affiliates to solicit interest in Western Transportation Knowledge Network (WTKN) participation. Provided proposed members with background information and reserved teleconference accommodations through WisLine. Worked with WisDOT librarian to draft agenda and attachments. Took notes and drafted minutes for February 28th WTKN teleconference. Monitored blog posts/comments on WTKN organizational document revisions.

Outreach. Ms. Powers presided with Ms. Sacco on a TRB-LIST sponsored: “Information Revolution: World at Your Doorstep,” on Monday, January 22, 2007 at the TRB annual meeting in Washington, D.C. Coordinated with five speakers, drafted and finalized press release and posted to various Web sites including TRB-LIST, MnDOT, pooled fund study Web site, TRB Web site. Created, compiled and produced hand-outs for the 1-3/4 session. Presented pooled

fund study updates at TRB LIST and Information Services meetings. Arranged luncheon and individual meeting with NTL director Amanda Wilson. Contacted Glynn Calvin, LaDOT, to update him on pooled fund study and extended an invitation to participate in March teleconference.

Advocacy. In conjunction with Amanda Wilson, Jerry Baldwin, Steve Cochran, Maggie Sacco and Bob Cullen (AASHTO), Ms. Powers coordinated and conducted two AASHTO LIST Special Task Force subcommittee teleconferences to determine scope, length and mission. Drafted and edited a charter template. Contacted AASHTO RAC officers for input and approval. Continuing to work with [T.A.L.E.N.T.](#) toward efforts to advocate for transportation libraries.

Marketing. Drafted outline, schematic and table of contents for pooled fund study phase one final report. Will update, add details and distribute draft template for chairperson (Ann Pahnke) in late May/early June. Drafted, edited and submitted newsletter article to SLA Kaleidoscope. Worked with UW-DoIT graphics department to revise, edit, update and distribute Library Week [materials](#) (brochures and bookmarks) for MRUTC and WisDOT. Arranged for updates to Web site that included articles, reports, marketing samples and minutes. Contacted Mari Smith, WisDOT, who is assisting in planning for the AASHTO 2007 annual meeting in Milwaukee. Plans are underway to distribute pooled fund materials at an exhibit table.

Teleconferences

Ms. Powers and Ms. Sacco conducted individual TAC teleconferences, February 2007 (WisDOT, Oregon DOT, TnDOT, MnDOT, WsDOT and KDOT) lasting approximately one hour in length. Prepared agenda, confirmed WisLine reservation, drafted minutes and participated in both January 17 and March 21, 2007 TAC teleconferences.

Work Next Quarter – Administrative/Marketing Services

- Finish second draft outline and template for final report by May 15, 2007
- Schedule teleconferences, gather input and finalize draft charter for AASHTO LIST Special Task Force
- Work with WisDOT and CTC & Associates to finalize pooled fund study extension proposal/deliverables
- Continue to work with [T.A.L.E.N.T.](#) subcommittee revitalization for library advocacy initiatives
- Draft and finalize agenda and program for 2007 Transportation Library Connectivity Pooled Fund Study annual meeting in Madison, Wisconsin; invite and confirm speakers/panel participants/tours
- Confirm catering, Web casting, equipment, hotel accommodations with UW-Madison Pyle Center and UW-Lowell Center, respectively, for 2007 annual meeting
- Assist Ms. Sacco with compilation of 7 Keys Transportation Library Toolkit
- Order National Library Week [materials](#) for participating TAC states
- Attend WisDOT Library ribbon-cutting ceremony during National Library Week, April 2007
- Plan, coordinate and conduct WTKN teleconference, June 2007
- Plan, coordinate and conduct TAC teleconference, June/July, 2007
- Submit article to TRB E-Newsletter, Kaleidoscope
- Update Web site; contribute to blog

Progress This Quarter – Library Technical Services

Collection analysis. Investigated OCLC's WorldCat Collection Analysis tool and presented results to the TAC.

Online subscriptions. Compiled a list of relevant subscription databases and provided it to the TAC for their review. Will present the TAC with viable options for the purchase of group subscriptions. Working to create a short list of essential online tools based on feedback from the TAC.

Transportation library guide. Created a template and began initial work on a guide intended to aid transportation librarians, researchers, policymakers and practitioners in defining services and selecting and evaluating resources. The guide will be produced in both print and electronic formats and will be presented to the TAC and disseminated with the final report.

OCLC Subscriptions. Worked closely both with the DOTs, OCLC, regional services providers and WiLS to manage subscriptions. 10 members have had their WorldCat and TLCat subscriptions renewed, invoiced and paid by the pooled fund for the 2007-2008 subscription cycle.

Technical assistance. Worked with members on their individual library OCLC needs and their related local cataloging system issues.

Outreach. Presided with Christi Powers on a panel presentation coordinated by the pooled fund study and sponsored by the TRB LIST committee on Monday, January 22, 2007 at the TRB annual meeting in Washington, D.C. Established connections with the new director of the National Transportation Library, Amanda Wilson.

Site visits. Conducted a site visit to the Montana Department of Transportation in Helena, Montana.

TLCat. Worked with OCLC to create regular quarterly reports on TLCat participation including member institutions, number of holdings, group affiliation and unique items in the database.

Ms. Sacco continues to participate as a volunteer contributor to the [Transportation Mega Search](#) custom Google Co-op search engine started by Washington State DOT librarian Michel Wendt. Google Co-op Custom Search Engines are still in the beta phase, and its long-term viability is not known at this point.

Regional network development. Participated in a teleconference for the Western Transportation Knowledge Network (WTKN), a new group made up of AASHTO Region 4 libraries and some transit agency libraries. Created a page on the blog dedicated to WTKN business and all organizational documents have been posted for members to review and comment on.

Documentation and communications. Posted to the [blog](#) several times weekly about the progress of the pooled fund, general information to members and interested outside readers, project documents and reports for this pooled fund and for the WTKN.

Work Next Quarter – Library Technical Services

- Work with the Louisiana Department of Transportation determine a timeframe for their site visit.
- Continue to develop transportation library “toolkit”.
- Continue to assist with development of the Western Transportation Knowledge Network and explore ways the pooled fund can support the continued work of the Midwest Transportation Knowledge Network to reduce costs and expand access to resources.
- Promote the WisDOT iCommons opening to the larger transportation community.
- Continue working with and including NTL director on pooled fund and regional library network teleconferences and initiatives.
- Continue contributing to the Transportation Mega Search custom search engine.
- Continue evaluations and recommend strategies to meet states’ technical needs while staying within the two-year budget: priorities include collection analysis, online subscription resources, and digital content management.
- Establish a baseline of OCLC listings for DOTs and provide a report that accounts for the number of holdings added to OCLC (or made accessible online), and other accomplishments, as a result of the study. This will be possible once members with new catalogs and without holdings in OCLC WorldCat get their catalogs online and holdings uploaded to OCLC.
- Provide quarterly report of TLCat data to pooled fund members and transportation library community.
- Provide technical cataloging assistance to convert bibliographic records into shareable digital format. Specifically, facilitate cataloging activities including adding new items to WorldCat/TLCat, helping eliminate backlogs, and enhancing overall quality of cataloging.
- Collaborate with the National Transportation Library (NTL) on tasks identified by the TAC as having mutual objectives including providing accurate TLCat data in report form and promoting TLCat integration with TRIS Online.

Circumstances Affecting Progress/Budget:

Administrative/Marketing Services

Estimated TAC 2006 annual meeting expense summary

- Hotel charges: \$2,752.68
- Catering and meeting room charges = \$1,278.33
- Airfare/mileage for participants* = \$3,643.23
- Per diem expenses* = \$1,650.00
- History Center admission = \$70.00
- Binder preparation/shipping* = \$800.00 (rounded)
- Administrative consultant = 40 hours/\$1,600

Estimated total = \$11,794.24 (under \$20,000 budget). *pending documentation from MRUTC).

Library Technical Services

- Collection analysis - It has been determined that pooled fund financing of collection analysis is not feasible, although individual members may wish to subscribe to the service and pay through adding additional monies to the pooled fund. Purchase of the collection analysis tool with the aim of coordinated collection development as a group is not feasible in the short timeframe of the pooled fund.
- TLCat - Investigation of integrating TRIS and TLCat for better functionality is dependent upon on the initiative of the owners and administrators of the two products, TLCat (OCLC) and TRIS (TRB & BTS). Progress (as mentioned above) will depend on the owners of the products, but will continue to be encouraged and supported via contacts with NTL.
- Site visits - Louisiana DOT will be encouraged to schedule a site visit at their earliest convenience. Louisiana DOT has expressed interest in some involvement by Ms. Sacco in selecting the librarian, but no details are available at this time.

Our work is on schedule at this stage of the pooled fund study, with the exceptions noted above. As the project goals and priorities evolve, the tasks to address them have evolved as well. No delays are expected beyond those that may occur when working with a large group (scheduling issues with librarians and research managers, accommodation of participants' responsibilities to their libraries and agencies as priorities, etc.).

All tasks and activities to date have been completed within budget as of the end of the first quarter of 2007. OCLC subscriptions have been renewed and paid in the amount of \$13,673.26. The technical services travel budget was set at \$15,000.00 and \$6,087.07 in travel expenses have been incurred to date.