

## State of Wisconsin/Department of Transportation

RESEARCH PROGRESS REPORT FOR THE QUARTER ENDING: September, 30, 2006

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

### Percent Complete:

The Library Connectivity Project is funded for two years, with two separate contracts beginning October/November, 2005. Work on both is approximately 50.2% 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/](http://www.libraryconnectivity.org/) and on the project blog at <http://ctcandassociates.com/lpfblog/>.

### Progress This Quarter – Administrative and Marketing Services

The study has officially entered phase two with a host of outreach activities.

#### Recruitment

Three states expressed interest in the pooled fund study during the last quarter. Recruitment efforts included scheduling teleconferences and providing follow-up information with two state departments of transportation librarians from Texas and Alaska. Ms. Powers, the administrative and marketing consultant, and Ms. Sacco, the technical services consultant, updated the prospects on collection analysis options, OCLC and TLCat subscriptions, marketing and outreach initiatives and other phase two activities being explored by the pooled fund study. North Carolina DOT was also provided information during the July 2006 American Association of State Highway Transportation Officials (AASHTO) Research Advisory Council (RAC) meeting in Columbus, Ohio.

#### Teleconferences

Ms. Powers' duties include scheduling quarterly [teleconferences](#), preparing agendas and recording minutes. A TAC teleconference was conducted on June 28, 2006 to discuss performance measure tools, technical services and outreach goals. Other TAC teleconferences were held on July 24 and August 28, 2006 to discuss annual meeting plans, activities and programming.

### **Refined, reformulated and reprioritized network, marketing and outreach goals**

Three iterations of [marketing plans](#) have been drafted to either refine existing priorities or define new outreach, marketing and networking goals. TAC members agree the primary target audience for marketing deliverables should be senior managers, state department of transportation CEOs and federal officials. The primary goal is to increase awareness of the need for effective transportation information management practices and to mobilize regional library networks. These transportation library networks would be based on the [Midwest Transportation Knowledge Network](#) (MTKN) model. New outreach priorities for the transportation library pooled fund study include:

1. Sharing best practices, materials and ideas targeting DOT management in communicating the value and services of transportation libraries.
2. Increasing and facilitating the development of regional knowledge networks by adding new libraries to the pooled fund project and by encouraging/sponsoring face-to-face meetings among transportation librarians/staff.
3. Expanding and refining marketing to DOT practitioners and users by increasing awareness of DOT libraries and their services both within and among DOTs nationwide.
4. Developing benchmarks for library performance and collection analysis including best practices and performance measures for transportation libraries.
5. Investigating and developing sustainable library funding tools, including grant writing and potential legislative initiatives, to position transportation libraries for federal funding earmarks.

Pooled fund study TAC members met in September in St. Paul, Minnesota to discuss other outreach deliverables with the possibility of designing and hosting a nationally-advertised Web conference to highlight DOT library resources and information services. In addition, a scoping subcommittee will focus on steps necessary to form an AASHTO subcommittee for library, knowledge and information services. This proposed AASHTO subcommittee would be similar in scope to the Transportation Research Board's (TRB) [Library & Information Science for Transportation](#) (LIST) committee. Other outreach deliverables/activities for FY-06 Quarter 3 (Q3) included:

- Update of the pooled fund study Web site, June/July
- Compiled tangible benefits lists for Washington DOT second-year recruitment, July
- Distributed (and attended) pooled fund study flyers at the AASHTO RAC meeting, July, Columbus, Ohio
- Distributed (and attended) pooled fund study flyers at the [Mid-Continent Transportation Research Forum](#), August, University of Wisconsin-Madison
- Distributed pooled fund study flyers at [CEO Leadership Forum 2006](#), September, University of Minnesota
- Coordinated drafts and redesign of a Montana DOT "Top Ten" brochure, September
- Presented to MTKN annual meeting attendees via teleconference, October, Evanston, Illinois
- Co-authored newsletter article for the Special Library Association [Kaleidoscope](#) Newsletter, published October

### **TAC annual meeting 2006**

Extensive work went into planning and conducting the second annual meeting of the Transportation Library Connectivity pooled fund study. A total of 20 attendees, 3 keynote speakers and 14 Web conference participants took part in the conference. In addition to preparing binder materials, Ms. Powers worked with Ms. Sacco and a subcommittee to draft the annual meeting [agenda](#). Programming included presentations from Tim Klein, senior policy analyst at U.S. DOT's [Research & Information Technology Administration](#) (RITA) and Bob Johns, director, [Center for Transportation Studies](#) at the University of Minnesota. Other programs consisted of a digitization discussion with TAC member Stephen Cochran and Judy Cobb, OCLC; a regional network strategy workshop; another OCLC presentation by Andy Bush on collection analysis and content management software; and an update from John Cherney, library director, on the WisDOT Information Commons project. Presentations can be viewed at: <http://www.libraryconnectivity.org/annualmtg2006.html>. Jerry Baldwin, director of the Minnesota DOT transportation library, organized a tour of his facility. Matthew Barrett, library director of the Los Angeles Metropolitan Transportation Library, was also in attendance. CTC & Associates arranged for the Web conferencing which allowed librarians from various locations, ranging from California, to Alaska to Washington, DC, to participate in the meeting.

### **TRB 2007 panel presentation**

With approval from the TRB LIST committee, plans were drafted and submitted to conduct a panel presentation entitled "Transportation Information Revolution: The World at Your Doorstep" at the TRB annual meeting on January 22, 2007 from 8 to 9:45 a.m. Confirmations are pending, however, proposed panelists include a DOT secretary, research manager, librarian and two transportation practitioners. The presentation focus will be to substantiate the need for effective transportation information and knowledge management practices, demonstrate how those resources are used, and make recommendations toward building a national transportation knowledge management network. Ms. Powers and Ms. Sacco will serve as co-moderators for the panel.

### **NCHRP 20-75 nomination approved**

A nomination form was prepared and submitted by Ms. Powers on behalf of TAC member Janet Bix, library director at Ohio DOT, for a position on the [NCHRP 20-75](#) committee. Ms. Bix joins a team of transportation professionals who will review recommendations from [TRB Special Report 284](#) and oversee the drafting of a business plan to implement a transportation knowledge network (TKN).

### **RITA commentary on proposed strategic plan**

August 9, 2006 was the deadline for commenting on RITA's draft [Strategic Plan 2006-2010](#). Ms. Powers prepared a [statement](#) on behalf of the pooled fund study. Comments from several TAC members were also [recorded](#) on the [docket](#) in addition to a joint response from MTKN and other transportation agencies. Relatedly, RITA has issued a response on the publication of TRB Special Report 284 indicating support for reliable and effective transportation information management practices and sustainable funding.

### **Performance measures**

Three teleconferences have taken place during Q2 and Q3 on selecting performance measures for the pooled fund study. [Tools](#) have been recommended and discussed. Further dialogue is needed on adopting common terminology and measures for benchmark comparisons among member libraries. The technical services survey has provided some benchmarks and common denominators. Anecdotal or qualitative data, in the form of [success stories](#) and customer testimonials, are being recorded on the blog. It was decided at the annual meeting that the next quarterly TAC teleconference will focus on definitive performance measures and how to report on those findings.

### **Web site and blog redesign**

During Q3 Ms. Powers worked with the University of Wisconsin-Madison Division of Information Technology (UW-DoIT) to redesign and update the pooled fund study [Web site](#) for better navigation, functionality and visual appeal. Ms. Powers and Ms. Sacco worked together to integrate the Web site and [blog](#) which now offer updates, downloads, tools and additional resources.

### **Progress This Quarter – Library Technical Services**

Most of the eleven pooled fund study partners have been active since we commenced Phase 2 of our study on July 1, 2006. Louisiana DOT has not actively participated as of yet (due to a combination of factors, including hurricane Katrina pushing back the department's information center opening). Louisiana's information center opened on October 19, 2006, and a candidate search to fill the librarian position has begun. Completed tasks outlined below reflect the active participation of ten members in Q3. Louisiana continues to receive all communications of our progress, and we will initiate their OCLC subscriptions when they are ready.

A major priority for Phase 2 is collection analysis. Many of our libraries express that they do not have an adequate understanding of their collections, as these collections have been built and managed over long periods of time without a collection development policy and through automatic receipt of materials from member organizations, donations, and absorption of satellite collections. Collection analysis is a high priority for our members. They would like to benchmark against each other and other transportation organizations with exemplary collections and work on developing a coordinated collection development policy to reduce unnecessary duplication and better spend available funds. Travel and time expenses for Ms. Sacco to develop and execute intricate searches of individual members' catalogs and detailed analysis are not practical or feasible within the scope of this pooled fund study, nor would the results be as precise as using software that already has all member libraries' holdings built in to an existing database. The study partners appear to have reached a consensus that the only effective way to achieve their collection analysis

goals is by purchasing a group license for a collection analysis tool, such as Online Computer Library Center's (OCLC) Collection Analysis tool. The advantage of the OCLC product is that analyses are based on the library's existing holdings data in WorldCat and the OCLC union catalog in which all of our members participate. To date we have identified no alternative vendors to WorldCat that offer a comparable product for our type of libraries.

This quarter we have been collecting detailed information about the paid online subscription resources used by our study partners in their libraries or UTCs. Our goal is to compile a comprehensive list of databases to aid transportation librarians, researchers, policymakers and practitioners in selecting new subscription resources and in evaluating existing resources and expenditures for online tools. With budget limitations in mind, Ms. Sacco will create a short "wish list" of online tools, and every effort will be made to present viable options for the purchase of group subscriptions.

Ms. Sacco collected detailed information this quarter about digitizing practices and capabilities to begin investigating the creation and management of shared digital collections and to address members' concerns about managing internal and external digital content. As a part of this effort, she investigated OCLC's CONTENTdm and arranged a presentation for the TAC at the annual meeting in September. Although the pooled fund lacks the resources necessary to purchase digital content management software and services, Ms. Sacco will continue to investigate and present possible solutions to the members as per the priorities outlined in the RFP and technical services contract.

Performance measures are under consideration for Phase 2, with a subcommittee having been formed and convening by teleconference to discuss the kind of data to collect and development of a tool to collect data. The goal is to collect data about the pooled fund's direct effects on its participating members' library/information services using a tool that is efficient and doesn't overburden members. Ms. Sacco developed and presented a proposal to the members at the annual meeting in St. Paul, Minnesota, September 19-21, 2006. Further discussion is slated for the next quarterly teleconference in October or November, 2006.

Preparation for the second annual meeting (as mentioned above, September 19-21, 2006) has also comprised a large portion of the work this quarter. Christi Powers, the Administrative & Marketing Coordinator, was primarily responsible for meeting planning with input from Ms. Sacco who arranged a presentation by OCLC on collection analysis and content management systems (both mentioned above).

Ms. Sacco has worked closely both with the DOT and OCLC representatives to facilitate the optimal membership arrangements for the individual libraries. The second set of subscription invoices for OCLC access, cataloging and resource sharing subscriptions paid by the pooled fund have been received and paid through Wisconsin Library Services (WiLS), as they continue to serve as our invoicing agent with OCLC. Ms. Sacco has initiated a teleconference with a WiLS representative and the OCLC regional service providers to update all parties on their members' involvement with the Transportation Library Pooled Fund Study.

Outreach continues to be a priority for the TAC and Ms. Sacco actively assists in these activities. She will make a presentation at the Ohio Transportation Engineering Conference on October 24, 2006. A TRB panel that will be coordinated via the pooled fund study has been accepted for the 2007 meeting in Washington, D.C. Ms. Sacco will co-moderate the panel with Ms. Powers.

Investigation of integrating TRIS and TLCat for better functionality has progressed on the initiative of the owners and administrators of the two products, TLCat (OCLC) and TRIS (TRB & BTS). An update on TRIS Online was presented at AASHTO-RAC in July 2006. Joyce Koeneman from NTL announced the NTL Integrated Search, which allows simultaneous searching of TRIS Online, TRT and the NTL catalog. Ms. Sacco attended and reported back to the TAC on the new interface and functionality. She was able to speak with Ms. Koeneman and inquired about integrating TLCat in the new interface. Ms. Koeneman's response was positive, and she indicated that the platform incompatibilities that prevented integrated searching in the past have been resolved and there are no technical impediments to the integration in the future. The TAC has been informed of this progress and Ms. Sacco will continue to promote the integration as the pooled fund study progresses.

### **Work Next Quarter – Administrative and Marketing Services**

- Conduct post-annual meeting follow up that includes minutes, thank yous, updates to Web site, and expense compilation/payment
- Lead scoping inquiry into the feasibility and advisability of forming an AASHTO LIST subcommittee
- Coordinate and oversee arrangements for the TRB January 22, 2007 panel presentation: “Transportation Information Revolution: The World at Your Doorstep”
- Compile a comprehensive list of contact information for transportation research managers, librarians and information service professionals
- Schedule, prepare for and conduct quarterly teleconferences (or as needed/requested by TAC members)
- Work with TAC members and Ms. Sacco to implement qualitative performance measures, monitor progress, gather results and document for final report
- Lead discussion with TAC members on the possibility of hosting a Webinar or Web conference on
- Generate newsletter articles and leads for publication of pooled fund study progress and news
- Submit abstract for the 18<sup>th</sup> Annual Transportation Research Conference, May 1-2, 2007, St. Paul, Minnesota

### **Work Next Quarter – Library Technical Services**

- 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.
- Identify current best and effective practices in the areas of collection management and library policies and implement and maintain an online repository.
- 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.
- Continue to assist with development of transportation knowledge networks to reduce costs and expand access.

### **Circumstances Affecting Progress/Budget:**

#### **Administrative and Marketing Services**

Additional travel: As authorized by TAC members in May, 2006, travel expense for Ms. Powers to the July 10 – 13, 2006 AASHTO RAC conference resulted in approximately \$900 for meals, travel and three-day hotel accommodations that was not budgeted for during FY 05-06. Pending TAC approval, there will be anticipated travel expenses related to the TRB 2007 annual meeting in Washington, DC, where Ms. Powers is scheduled to co-moderate a panel session.

St. Paul annual meeting costs: Office supply, meeting and hotel room, catering and binder costs total approximately \$5,321.11. Total airfare costs totaled \$1943.63. Per Diem and mileage expenses are still being compiled, however, early estimates indicate the total annual meeting cost was less than \$10,000; nearly half of the \$20,000 line item allotment budgeted in FY 05-06. Since Louisiana DOT has not been able to actively participate in pooled fund study activities due to the aftermath of Hurricane Katrina, there are projected expenses for this state pending hiring of a librarian and due to the recent move to the LTRIC T<sup>2</sup> Center.

Initial Web site design cost approximately \$850 with monthly server charges of \$55 totaling \$660 annually. Web site redesign cost an additional \$500 keeping the overall cost for FY 06-07 at approximately \$2,010 which is under the \$3,000 line item allotment for the initial launch, maintenance and redesign.

Discussion will ensue about whether to extend the study beyond its two-year scope and if third annual transportation library connectivity pooled fund study meeting will be held. Tentative plans have a third annual meeting slated for September 18 – 20, 2007, at the University of Wisconsin-Madison.

#### Library Technical Services

Subscription evaluations should conclude by the end of next quarter. This subscription database information has been gathered, and more detailed vendor and license information has been solicited; most members' information has been received. This is often more difficult for members to uncover than it would seem, as these vendor relationships are not direct with the DOT libraries themselves. Subscription resources often come via state libraries, local and regional consortiums and are difficult to distinguish in terms of value and actual cost.

Collection analysis is realistic in Phase 2 and investigating funding will commence next quarter. A subcommittee for investigating grants has been formed. We will actively investigate alternative funding sources with the lead state.

Investigation of integrating TRIS and TLCat for better functionality has progressed 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.

We would like to complete the last two site visits in Q4. Montana DOT is tentatively scheduled for November 2006. Louisiana DOT will likely take place once they have a librarian in place. Skip Paul, TAC member from Louisiana, has expressed his desire for some involvement by Ms. Sacco in selecting the librarian, and it was agreed that any assistance or recommendations requested would be provided.

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 Phase 2 commenced concurrent with Q2. OCLC subscriptions were budgeted at \$21,214.00 and came in under budget at \$20,640.94. This figure includes costs for Louisiana, which has yet to opt in to OCLC subscriptions for 2006. The technical services travel budget was set at \$15,000.00 and \$6,221.37 in travel expenses have been incurred to date.