

**State of Wisconsin/Department of Transportation**  
RESEARCH PROGRESS REPORT FOR THE QUARTER ENDING: September 30, 2007

<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 <a href="mailto:maggie.sacco@ctcandassociates.com">maggie.sacco@ctcandassociates.com</a>	<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>

**Progress This Quarter – Library Technical Services**

**Collection analysis.** This task is complete for this stage of the project. Investigated OCLC’s WorldCat Collection Analysis tool and presented results to the TAC during Q1, no action to be taken at this time.

**Online subscriptions.** Compiled a list of relevant subscription databases and provided it to the TAC for their review. No action to be taken at this time.

**Toolkit and communications.** Final draft of Transportation Librarian’s Toolkit is in process, to be submitted in November 2007. This toolkit is a guide for librarians to better serve researchers, policymakers and practitioners in defining services and selecting and evaluating resources. The toolkit will be produced in both print and electronic formats and will be presented to the TAC and disseminated with the Interim Report. 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, WTKN and the SLA conference. Wrote an article published in the SLA Transportation Division [August 2007 Kaleidoscope newsletter](#).

**OCLC Subscriptions.** Worked closely both with the DOTs, OCLC, regional services providers and WiLS to manage subscriptions. Unlimited Cataloging and Resource Sharing subscriptions were paid by WiLS and 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. Worked closely with Glynn Cavin from LTRC to create a position description and job posting for a newly created librarian position at LaDOTD/LTRC. Posted the position to transportation library listservs.

**Outreach.** Worked on the committee for the formation of an AASHTO special task group for knowledge networks, which included reviewing the charter and participating on teleconferences. The AASHTO RAC Special Task Group on Transportation Knowledge Networks was approved in July 2007. Membership on the committee is being decided at this time. Provided assistance investigating OCLC subscription costs and liaised with regional service providers that have been provided for prospective pooled fund and WTKN member libraries. Working with the T.A.L.E.N.T. committee and as a volunteer contributor to the [Transportation Mega Search](#) custom Google Co-op search engine.

**Site visits.** There were no site visits this quarter.

**TLCat.** Received the second quarterly report on TLCat participation including member institutions, number of holdings, group affiliation and unique items in the database. There have been some adjustments made to the format of the reported data and we are expecting a cleaner and more complete report next quarter. The data will be packaged and enhanced for distribution to the TAC and the TRANLIB list.

**Regional network development.** Participated in teleconferences for the Western Transportation Knowledge Network (WTKN), a new group made up of AASHTO Region 4 libraries and some transit agency libraries. Updated the WTKN page on the blog dedicated to WTKN business and all of the latest drafts of organizational documents

have been posted for members to review and comment on. Elections for chair and chair elect of WTKN were held. Collected the ballots and presented the results to the members. Formation of an Eastern Transportation Knowledge Network has begun, with an exploratory committee working with the director of the National Transportation Library to arrange meeting in Chapel Hill, NC on November 9, 2007.

**Annual Meeting.** The 3<sup>rd</sup> Annual Pooled Fund Meeting was held September 18-20, 2007 at the UW-Madison Pyle Center in Madison, WI. Worked closely with the Administrative/Marketing consultant to create agendas, invite presenters, determine logistical aspects, share facilitation duties and minute recording. The meeting was held jointly with MTKN. Attended MTKN meeting on September 20-21, 2007.

#### **Progress This Quarter – Administrative and Marketing Services**

**Administrative** – Investigated/expedited FHWA Transportation Pooled Fund (TPF) procedures for new members (CTS, Caltrans, Mississippi and Missouri) along with review and update of Memorandums of Understanding. Prepared draft of overall 2007 annual meeting expenses based on UW-Madison charges for rooms, catering and materials; researched and compiled a list of airfare charges and Web conference estimates.

**Interim Report.** Final draft of Interim Report is in process, to be submitted in November 2007. The report will summarize the major activities and accomplishments of the pooled fund from its initial scoping in September 2004 through the most recent annual meeting in September 2007. The report will be produced in both print and electronic formats and disseminated with the Transportation Librarian's Toolkit.

**2007 Annual Meeting & Conference** – Provided oversight, coordinated and participated in 2007 Library Connectivity Pooled Fund Study Annual Meeting and Conference in Madison, Wisconsin. Organized and attended WisLine Web conference training sessions, confirmed schedule, drafted timed agenda and established tutorials for Web presenters. Coordinated with graphic artist to prepare binder materials and signage. Coordinated with Web master for updates to Web site. Updated annual meeting agenda, teleconferenced with presenters, and confirmed all catering, room, hotel arrangements and related contracts. Coordinated arrangements, drafted materials and co-moderated Midwest Transportation Knowledge Network (MTKN) regional TKN discussion with Western Transportation Knowledge Network (WTKN) and Eastern Transportation Knowledge Network (ETKN) members on September 21. Drafted and finalized annual meeting minutes; prepared initial annual meeting expense sheet. Gathered presentations and marketing samples to post to Web site.

**Outreach** – In conjunction with Maggie Sacco, conducted teleconferences with Missouri, Caltrans, Mississippi and Iowa DOT to provide project information, answer questions and seek input on individual and collective needs for Year Three of the project. Traveled to TRB LIST Chicago committee meeting in July to pitch 2008 panel session proposal and distributed Year Three solicitation flyers at conference.

**Advocacy** – Scheduled a series of teleconferences in developing concept, drafting charter and generating ideas for AASHTO TKN Special Task Group, which was approved by RAC officers in July. Participated in T.A.L.E.N.T. teleconferences to prepare position statement to endorse libraries in anticipation of reauthorization. Began drafting introductory letter to accompany position statement for distribution and to gather endorsements in support of the National Transportation Library and related transportation library activities.

**Regional Network Development** - Participated in two MTKN teleconferences to provide updates on 2007 annual meeting plans. Attended MTKN meeting in Madison on September 20-21, 2007 in addition to co-moderating regional TKN Web session.

## **Work Next Quarter – Consultant Services (Library Technical Services and Promotion of Value of Libraries to Top-Level DOT Managers)**

- Submit final draft of Transportation Librarian's Toolkit and Interim Report; finalize print and Web editions, distribute and promote in hard copy and through e-mail.
- Work with the Louisiana Department of Transportation and new members to create calendar of site visits for early 2008.
- Update libraryconnectivity.org Web site with new design, current information. Incorporate notification system to TAC members, through RSS feed, when new content is added.
- Continue to assist members who are part of one of the regional TKNs – Midwest Transportation Knowledge Network, Western Transportation Knowledge Network and Eastern Transportation Knowledge Network. Attend meetings (online/teleconference) as requested and provide support as time allows.
- Submit articles on the value of transportation libraries and information services to newsletters with a state DOT manager audience.
- 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.
- Create and distribute teleconference agendas and minutes.
- Attend weekly meetings at Wisconsin DOT, provide agendas and action item follow-ups.
- 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 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 and making a presentation on performance measures at the December 2007 Transportation Librarian's Roundtable.

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

- 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 and new members will be contacted to schedule a site visit at their earliest convenience.

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 quarter ending September 30, 2007. OCLC subscriptions have been renewed and paid in the amount of \$15,134.29. The technical services travel budget was set at \$15,000.00 and \$10,856.15 in travel expenses have been incurred to date.