

State of Wisconsin/Department of Transportation
RESEARCH PROGRESS REPORT FOR THE QUARTER ENDING: December 31, 2005

Program: TPF-5(105)	FHWA Pooled Fund Research Program
Project Title: Administrative/Marketing Services	Project ID: 0092-06-30
Administrative Contact: Christi Powers	Sponsor: Transportation Library Connectivity Pooled Fund
WisDOT Technical Contact: John Glaze	Approved Starting Date: 10-01-05
Project Investigator (agency & contact): Christi Powers, Administrative & Marketing Coordinator	Approved Ending Date: 12-30-05

Percent Complete:

This report spans the fiscal federal quarter from September 30 to December 31, 2005. Solicitation for the project began in October, 2004 and some 10 states have joined the study with Wisconsin being the lead state. The project runs through September 30, 2007 (8 fiscal quarters) and is approximately 12.5 percent complete

Project Description:

The Transportation Library Connectivity pooled fund study focuses on making the transfer of information an integral part of transportation library and information services. 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.

Progress This Quarter:

1. Scheduled and conducted two teleconferences
2. Prepared budget estimates for administrative and technical services
3. Prepared budget estimates for travel and projected marketing deliverables
4. Prepared agendas, minutes and supporting documents for teleconferences
5. Planned, coordinated and hosted a three-day annual meeting in Kansas City in conjunction with the Midwest Transportation Knowledge Network
6. Researched, organized and compiled materials for conference binders
7. Drafted and revised conference minutes
8. Reviewed and coordinated Technical Advisory Committee travel reimbursements
9. Drafted copy for the design of a pooled fund study Web site
10. Drafted a marketing plan
11. Researched grant and supplemental funding opportunities

Work Next Quarter:

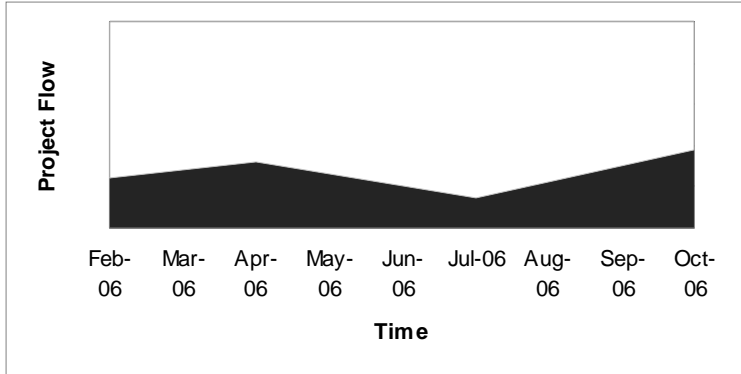
Phase I tasks 6 through 13 will be addressed next quarter:

1. Scheduling and conducting at least two teleconferences
2. Overseeing the design, development and production of a marketing toolkit for National Library Week which includes customizable:
 - Brochure insert
 - Bookmark
 - Open house invitations
 - Template of options for National Library Week activities
 - Flyer
 - Newsletter article
3. Continue updating Web site
4. Continue grant and supplemental funding research
5. Begin planning annual conference (locate hotel and arrange other accommodations)
6. Begin performance measure summary of activities

Circumstances Affecting Progress/Budget:

No anticipated delays. Web development cost was well under estimate. Cost for marketing toolkit design and production is still being negotiated. No travel costs. The workflow estimate is as follows:

Visual Timeline & Workflow of 2006 Projects:



History of Project Prior from October 1, 2004 to September 30, 2005:

ACTIVITY	DATE
Proposal launched on Transportation Pooled Fund Web Site	October, 2004
Solicitations extended	January to March, 2005
Eight states make formal commitments (Kansas, Louisiana, Minnesota, Montana, Ohio, Oregon, Washington, Wisconsin)	March, 2005
First teleconference conducted	March 18, 2005
Tennessee joins study	April, 2005
Second teleconference conducted (RFP requirements discussed)	April 27, 2005
Pennsylvania joins study	May, 2005
Third teleconference conducted (RFP requirements drafted)	June 15, 2005
Knowledge & Library Connectivity Conference announced (first face-to-face meeting for TAC)	July, 2005
RFP issued by WisDOT	August 4, 2005
MRUTC joins pooled fund study	
RFPs submitted by vendors	September 6, 2005
Fourth teleconference conducted (RFPs evaluated and scores collected)	August 31, 2005
Fifth teleconference scheduled (more discussion on RFPs and pre-conference plans)	September 30, 2005

State of Wisconsin/Department of Transportation
RESEARCH PROGRESS REPORT FOR THE QUARTER ENDING: December 31, 2005

Program: TPF-5(105)	FHWA Pooled Fund Research Program
Project Title: Library Technical Services Administrative Contact: Christi Powers WisDOT Technical Contact: Nina McLawhorn Project Investigator (agency & contact): Maggie Sacco, CTC & Associates LLC	Project ID: 0092-06-31 Sponsor: Transportation Library Connectivity Pooled Fund Approved Starting Date: 11-11-05 Approved Ending Date: 11-10-07

Percent Complete:

This project is outlined in two phases over the course of 24 months. This report covers two months of activity (8.3%) at the beginning of the project.

Project Description:

The Transportation Library Connectivity pooled fund study focuses on making the transfer of information an integral part of transportation library and information services. This Library Technical Services contract is part of the overall study, which also includes a separate Administrative and Marketing Services contract. The Library Technical Services contract supports a full-time librarian to provide technical assistance to pooled fund participants in organizing, classifying and transferring existing holdings for inclusion in OCLC and converting them into an online format. The purpose of this effort is to broaden the scope of and increase accessibility to transportation research and other transportation library resources. Based on a customized approach to each participant as it pertains to their current collection, the contractor's objective is to increase online access and connectivity to a greater wealth of resources while providing ongoing library technical support to participants. This project consists of two phases. Phase 1 tasks are outlined below.

Phase 1 Tasks

1. Subscriptions: Determine subscriptions and databases to which TAC member states currently subscribe
2. Survey: Web based survey development & data collection
3. Survey data synthesis: Develop site specific profiles from survey results
4. OCLC profiles: Gather specifications on cataloging systems & OCLC status for OCLC memberships & contracts
5. Initiate OCLC membership process: contact OCLC sales regarding group membership (unlimited WorldCat, FirstSearch, TLCat)
6. Site visits: January – March 2006
7. Subscription evaluations: examine value of existing subscriptions, look into group subscriptions and cost savings alternatives
8. Collection evaluations: identify strengths and gaps in physical and electronic collections
9. OCLC subscription negotiations: work on agreeable contract with OCLC for group membership fees (unlimited WorldCat, FirstSearch, TLCat)
10. Finalize OCLC memberships: sign contracts, set up new accounts, arrange training
11. TLCat / TRIS integration: investigate coordinating TLCat & TRIS databases
12. Survey report: Continue developing site profiles and comprehensive report of survey results, post to website
13. Draft Phase 1 report will be submitted to the TAC by March 31, 2006

Progress This Quarter:

Phase I Tasks 1 through 6 were addressed this quarter. A web-based survey has been designed and posted on SurveyMonkey; nine of the eleven pooled fund participants have completed the survey. Individual pooled fund member site profiles have been created for the completed surveys, and a comprehensive report will be completed

when the remaining data is received. Subscription database information was gathered in the survey, and detailed vendor and license information will be gathered during the upcoming site visits (Jan. – March 2005). As OCLC membership (WorldCat, FirstSearch, TLCat products) is a major component of the pooled fund study, information regarding the participants' current OCLC status has been gathered. Communication with Andy Bush at OCLC has begun, and information has been provided to OCLC regarding the pooled fund members' current OCLC membership status. Andy Bush is working on a quote for the subscription services and cataloging options to meet the participants' needs. In addition, a workplan and timeline have been developed and shared with the pooled fund study members; each was reviewed and accepted during the most recent teleconference on December 9, 2005. Weekly communication with Christi Powers (Administrative contact) is ongoing, and library technical services content was provided for the pooled fund website.

Work Next Quarter:

Phase I tasks 6 through 13 will be addressed next quarter:

6. Site visits: January – March 2006
7. Subscription evaluations: examine value of existing subscriptions, look into group subscriptions and cost savings alternatives
8. Collection evaluations: identify strengths and gaps in physical and electronic collections
9. OCLC subscription negotiations: work on agreeable contract with OCLC for group membership fees (unlimited WorldCat, FirstSearch, TLCat)
10. Finalize OCLC memberships: sign contracts, set up new accounts, arrange training
11. TLCat / TRIS integration: investigate coordinating TLCat & TRIS databases
12. Survey report: Continue developing site profiles and comprehensive report of survey results, post to website
13. Draft Phase 1 report will be submitted to the TAC by March 31, 2006

Circumstances Affecting Progress/Budget:

Our work is currently on schedule at this stage of the pooled fund study, and we are well positioned to meet our stated goals in the next quarter. No delays are expected beyond those that may occur when working with a fairly large group of people (scheduling issues with librarians and research managers, accommodation of participants' responsibilities to their libraries and agencies as priorities, etc.).

Gantt Chart:

The Transportation Library Connectivity pooled fund study is broadly outlined in two phases. This table reflects Phase 1 tasks.

Task Description	2005	2006					% Complete
	Oct-Dec Q4	Jan-Mar Q1	Apr-Jun Q2	Jul-Sep Q3	Oct-Dec Q4		
1 Subscriptions	█	█					50%
2 Survey		█	█				80%
3 Survey data synthesis		█	█				50%
4 OCLC profiles		█	█				100%
5 Initiate OCLC membership process		█	█				40%
6 Site visits							0%
7 Subscription evaluations			█	█			0%
8 Collection evaluations			█	█			0%
9 OCLC subscription negotiations			█	█			0%
10 Finalize OCLC memberships			█	█			0%
11 TLCat / TRIS integration			█	█			0%
12 . Survey reports			█	█			0%
13 Draft Phase 1 report			█				0%
Proposed	█						
Actual	█						