

State of Wisconsin/Department of Transportation

RESEARCH PROGRESS REPORT FOR THE QUARTER ENDING: December 31, 2006

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
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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 50% 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

TRB 2007 panel presentation

Five panelists were confirmed for TRB session 236 “Transportation Information Revolution: The World at Your Doorstep” which is slated for January 22, 2007 from 8 to 9:45 a.m. at the Hilton Georgetown West. Panelists include: Doug MacDonald, WSDOT secretary, Kirk Beach, Ohio DOT engineer, John Corbin, WisDOT engineer, Jerry Baldwin, Mn/DOT librarian, Leni Oman, WSDOT research manager. 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.

Recruitment

Active recruitment of new member states to the pooled fund study will resume if extension of the project is formally approved. The Technical Advisory Committee (TAC) has expressed interest in continuing the project beyond its two-year initial scope. A draft document was sent to TAC members in December, 2006. Revised solicitation materials will be posted on the [TPF Web site](#). Wisconsin DOT, the lead state, has contacted FHWA about plans to extend the study for another two years (into 2009) and obtained preliminary approval.

Pooled fund study recruitment efforts, and regional library network formation, will be aligned with National Transportation Library goals. Amanda Wilson, the new NTL director, was hired on December 11, 2006. Ms. Powers

drafted a welcome note inviting Ms. Wilson to participate in TAC quarterly teleconferences. Ms. Sacco, Ms. Powers and other TAC members will meet with Ms. Wilson at the TRB 2007 annual meeting where mutual goals and objectives will be discussed. Regional library network development efforts would be most effective if aligned with [NCHRP 20-75](#). This project is commissioned to develop a business plan based on the recommendations of TRB special report 284 that would help form a national transportation knowledge network.

Teleconferences

Ms. Powers' duties include scheduling quarterly [teleconferences](#), preparing agendas and recording minutes. A [November 15](#) teleconference was conducted after the [2006 annual meeting](#) in St. Paul, Minnesota. During that discussion, TAC members agreed to have the pooled fund study consultants help with organizing a teleconference for the Western Transportation Knowledge Network (WTKN). This effort is being spearheaded by Washington State DOT and Ms. Powers will help organize a WTKN teleconference in February, 2007. This potentially includes members from 17 states as outlined in AASHTO [region four](#) and would follow the [Midwest Transportation Knowledge Network](#) (MTKN) model for regional library network development.

TAC annual meeting 2006 follow-up

Ms. Powers prepared minutes from the annual meeting and worked with the Web master from University of Wisconsin-Madison Department of Information & Technology (UW-DoIT) to post photos, [presentations](#) and binder materials to the pooled fund study Web site. Thank you notes were sent and follow up was conducted for processing expense reimbursements. Ms. Powers has requested final annual meeting expenditure totals from the Midwest Regional University Transportation Center ([MRUTC](#)), which handled direct billing for hotel and flight arrangements. Initial estimates, that include lodging, equipment/room rental, per diem, travel/airfare and binder preparation expenses, are approximately \$14 to \$15,000 which is below the \$20,000 budget earmarked for the meeting.

TAC annual meeting 2007 planning

Plans are under way for the 2007 Transportation Library Connectivity annual meeting which will be held in Madison, Wisconsin in conjunction with MTKN. Conference room and lodging accommodations will be available through the UW-Madison Pyle Center. Ms. Powers discussed a preliminary agenda with MTKN chair, Bob Sweet, and separate contracts are being drafted. TAC pooled fund members will meet from 8:30 a.m. on Tuesday, September 18, 2007 through noon on Thursday, September 20. MTKN will hold its annual meeting from noon on Thursday until 5 p.m. on September 21. Keynote speakers are being discussed which would include Amanda Wilson, NTL director. A morning session on September 20, 2007 would involve extensive discussion of regional transportation knowledge networks. TAC members will be asked for subcommittee participation to finalize the agenda and programming.

Goals from last quarter

- Conducted post-annual meeting follow up that includes minutes, thank yous, updates to Web site, and expense compilation/payment. **STATUS** – TAC forms and hotel/catering contracts completed and submitted to TAC member Jason Bittner, October 2006. All but three per diem expense forms have been processed and disbursed.
- Lead scoping inquiry into the feasibility and advisability of forming an AASHTO LIST subcommittee. **STATUS** - AASHTO RAC chair Wes Lum contacted, November 2006. Discussion also ensued with AASHTO region four co-chair, Leni Oman, December 2006. Follow-up will take place at TRB 2007 annual meeting where TRB LIST and TRB Information Services committee members will be updated.
- Coordinated administrative arrangements for the TRB January 22, 2007 panel presentation: "Transportation Information Revolution: The World at Your Doorstep." **STATUS** - Panelists and session confirmed, December 2006. Session held January 22, 2007.
- Posted a comprehensive list of contact information for transportation research managers, librarians and information service professionals. **STATUS** – Two comprehensive links from the [WisDOT](#) and [Mn/DOT](#) Library Web pages were added to the home page of the pooled fund study Web site along with a recently-developed set of Google meta-search engines for state DOT, UTC and MPO contacts.

- Scheduled and conducted quarterly teleconferences. **STATUS** – Prepared agenda and attachments for November 15, 2006 teleconference; subsequently drafted [minutes](#). Also coordinated two teleconferences for TRB session 236 panel participants. Drafted session updates to post on TRB Web site and [press release](#) promoting session. FY 07 Q-1 teleconference is slated for January 17, 2007.
- Worked with TAC members and Ms. Sacco to implement qualitative performance measures, monitor progress, gather results and document for final report. **STATUS** – This ongoing effort includes collection of outputs for the final report in addition to a variety of performance measure [tools](#) that are available for use by TAC members.
- Lead discussion with TAC members on hosting a Webinar or Web conference. **STATUS** - Topic has yet to be determined, however, a Web conference might be organized for WTKN during Q-2 of FY 07. Through the assistance of CTC & Associates, the St. Paul annual meeting had Web conferencing capability with some 14 national participants.
- Generated newsletter articles and leads for publication of pooled fund study progress and news. **STATUS** - A compilation of [newsletter articles](#) about pooled fund activities appeared in November/December 2006 issues of Kaleidoscope, MRUTC and Mn/DOT Library newsletters.
- Submitted abstract for the 18th Annual Transportation Research Conference, May 1-2, 2007, St. Paul, Minnesota. **STATUS** - Inquiry made with Center for Transportation Studies but CTS conference roster is full. Inquiry will be made about AASHTO 2007 (Milwaukee, Wisconsin) presentation possibilities for FY 07 Q-4. This would be a venue to distribute the pooled fund study final report.

Progress This Quarter – Library Technical Services

We have had full participation this quarter from ten of the eleven pooled fund study partners. Louisiana DOT has not actively participated (due to a combination of reasons, including Hurricane Katrina pushing back the department's information center opening and the vacant librarian position). 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 the fourth quarter. . Louisiana continues to receive all communications of our progress, and we will initiate their OCLC subscriptions when they are ready.

Collection analysis is a priority for Phase 2 of the pooled fund study. Many of our libraries express the need for a better understanding of their collections, as these collections have evolved over long periods of time and often without collection development policies. Automatic receipt of materials from member organizations, donations, and absorption of satellite collections further complicate true understanding of the content of the collections. Travel and time expenses for Ms. Sacco to develop and execute intricate searches and analysis of individual members' catalogs are not practical or feasible within the scope of this pooled fund study (this can be a very lengthy process taking months), nor would the results be as timely as using software designed for such a task. The study partners have reached a consensus that purchasing a group license for a collection analysis tool, such as Online Computer Library Center's (OCLC) Collection Analysis would be the most timely and accurate route to a solution. The advantage of the OCLC product is that analyses are based on the library's existing holdings data in WorldCat 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. Ms. Sacco has been reading reviews and talking to users of the OCLC product and plans to discuss its strengths and weaknesses with our OCLC representative. A thorough review of the product will be provided to the TAC for their review next quarter.

We collected detailed information about the paid online subscription resources used by our study partners in their libraries or UTCs during the fourth quarter. A concise list of relevant subscription databases was compiled and provided to the TAC for their review. As there are budget limitations, Ms. Sacco will create a short "wish list" of online tools based on feedback from the TAC and every effort will be made to present viable options for the purchase of group subscriptions, whether financed in part by the pooled fund or by members contributing additional monies to the pooled fund. A comprehensive list of databases is also in progress for our transportation library "toolkit" to aid transportation librarians, researchers, policymakers and practitioners in selecting and evaluating resources and the cost/benefit aspects of each.

Ms. Sacco will continue to pursue options this quarter to address digitizing practices and capabilities for the creation and management of shared digital collections and to address members' concerns about managing internal and external digital content. OCLC's CONTENTdm has been considered and a presentation of the product was part of the annual meeting last September. Although CONTENTdm is cost prohibitive and less of a priority with the TAC than collection analysis, Ms. Sacco will continue to investigate and present possible solutions to the members per the priorities outlined in the RFP and technical services contract.

Performance measures continue to be pursued in 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. Ms. Sacco developed and presented a proposal to the members at the annual meeting in St. Paul, Minnesota, September 19-21, 2006 to generate more discussion. A consensus was reached at the subsequent teleconference about what kind of data to measure and how. The members have agreed that measuring outputs will be sufficient for this type of study. Ms. Sacco and Ms. Powers will work together to continue to maximize outputs and track and record them for the final report, which they will begin writing as early as June 2007. 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 with time consuming data collection.

Ms. Sacco has worked closely both with the DOT and OCLC representatives to facilitate the subscription and membership arrangements for the individual libraries. The members are nearing the end of their first cycle for WorldCat and TLCat subscriptions sponsored by the pooled fund and Ms. Sacco is in the process of examining membership costs and budget arrangements for these two subscriptions which run on a February-March calendar. Invoices received in January will be processed by our agent, Wisconsin Library Services (WiLS), as this arrangement has been expedient in this past year. Ms. Sacco led a teleconference on November 15, 2006 with a WiLS representative, the group's OCLC representative and the OCLC regional service providers to update all parties on their members' involvement with the Transportation Library Pooled Fund Study and facilitate better communication among members, OCLC, and their regional service providers. In addition, Ms. Sacco continues to work with members as a technical resource for cataloging assistance as needed, and is helping Pennsylvania DOT with their membership arrangements and associated costs with OCLC regional service provider, PALINET.

Outreach continues to be a priority for the TAC and Ms. Sacco actively assists in these activities. She gave a presentation at the Ohio Transportation Engineering Conference on October 24, 2006 to promote transportation libraries to engineers and highlight the work the pooled fund is doing to enhance library services. Ms. Sacco and Ms. Powers will be presiding officers for a panel coordinated by the pooled fund study and sponsored by the TRB LIST committee will take place Monday, January 22, 2007 at the TRB annual meeting in Washington, D.C. Ms. Sacco and Ms. Powers collaborated on and submitted the third pooled fund article to the Special Libraries Association Transportation Division Kaleidoscope newsletter this quarter, ensuring that the pooled fund has been represented each time the newsletter has been published since the pooled fund commenced in November 2005.

This quarter Ms. Sacco began working with a new representative at OCLC to create regular quarterly reports on TLCat participation including member institutions, number of holdings, group affiliation and unique items in the database. These numbers have been provided to the TLCat participants piecemeal up to this point through the efforts of several librarians including Jerry Baldwin (Minnesota) and Joyce Koeneman (NTL, TLCat administrator). Ms. Sacco initiated the reporting arrangement with OCLC in order to track the growth of the group catalog for the pooled fund and to contribute the reports as a service from the pooled fund to the wider TLCat community. 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). Ms. Sacco will continue to promote the integration as the pooled fund study progresses, and plans to pursue updates with Joyce Koeneman (NTL) at the TRB annual meeting in January 2007. More collaboration on this and other shared goals with NTL is a goal for Phase 2.

Ms. Sacco has volunteered to contribute to the [Transportation Mega Search](#) custom search engine started by Washington State DOT Librarian Michael Wendt. The search engine is powered by Google Co-op Custom Search Engine, which is in the beta test phase. The Transportation Mega Search can be viewed as a subset of a broader Google search. There are several valuable aspects to this project including the expediency of searching only transportation sites for information, the possibility of having one search engine to locate valuable content on external web pages, and the fact that the sites are pre-selected by contributors with some expertise in the area. The custom

search engine allows contributors to use labels that help users to refine their search results in the Transportation Mega Search. Labels annotate the sites included in the search engine with labels that describe their content. It should be noted that as it is in the beta phase, we do not know whether Google plans to continue this product or for how long. However, Ms. Sacco feels it is important for the pooled fund to take a leadership role in this very enthusiastically-received project.

A third annual meeting has been proposed and accepted by the TAC members and Ms. Sacco will participate in the planning with Ms. Powers. This is likely to be a joint meeting with MTKN, which benefits both groups as there are overlapping members and activities.

Ms. Sacco continues to post to the [blog](#) several times weekly in an effort to integrate this mode of communication into the transportation library community, as it has been in the wider library sphere. The blog documents the progress of the pooled fund and provides general information to members and interested outside readers. The blog also serves as a backup repository of documents and reports found on the pooled fund [Web site](#).

Work Next Quarter – Administrative and Marketing Services

- TRB session 236 follow-up; thank yous
- Conduct individual TAC teleconferences, February 2007
- Draft outline and template for final report, due March 1, 2007
- Investigate [T.A.L.E.N.T.](#) subcommittee revitalization for library advocacy initiatives
- Organize TAC subcommittee to select and approve program for the 2007 Transportation Library Connectivity Pooled Fund Study annual meeting in Madison, Wisconsin
- Finalize contract, catering and equipment arrangements with UW-Madison Pyle Center for 2007 annual meeting; work with MTKN on agenda and defining costs
- Assist Ms. Sacco with compilation of 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, February 2007
- Plan, coordinate and conduct TAC teleconference, March 2007
- Draft outline, schematic and table of contents for pooled fund study final report
- Submit article to TRB E-Newsletter, Kaleidoscope
- Update Web site
- Determine venues for participation in AASHTO 2007 meeting, Milwaukee

Work Next Quarter – Library Technical Services

- Conduct site visit to Montana Department of Transportation.
- 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.
- Continue to develop transportation library "toolkit".

- Continue to assist with development of transportation knowledge networks to reduce costs and expand access to resources.

Circumstances Affecting Progress/Budget:

Administrative and Marketing Services

No budgetary changes during this quarter. A final expense report has been requested for total costs of the 2006 annual meeting. The TAC committee approved Ms. Powers' travel to the TRB 2007 annual meeting in which she will co-moderate a [panel session](#) with Ms. Sacco. Expense estimates for that trip are approximately \$1,461.55. Anticipated printing costs for session hand-outs and flyers are estimated at \$204.62.

Library Technical Services

Collection analysis is realistic in Phase 2 and investigation of supplemental funding will commence next quarter. A TAC subcommittee has discussed strategies and Ms. Powers will work with the new grants librarian from the University of Wisconsin-Madison Grants Information Collection to investigate options that might offset collection analysis costs and other subscriptions.

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 via contacts with NTL.

We would like to complete the last two site visits in the first quarter of 2007. Montana DOT is scheduled for January 8, 2007. Louisiana DOT will likely be scheduled 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. Contact has been made, 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 Phase 2 commenced concurrent with the second quarter of 2006. OCLC subscriptions were budgeted at \$21,214.00 and came in under budget at \$20,640.94. This figure includes costs for Louisiana, which did not activate their subscriptions in 2006, so these funds will be carried over in 2007. The technical services travel budget was set at \$15,000.00 and \$6,780.17 in travel expenses have been incurred to date.