

**Transportation Library Connectivity & Development**  
**Pooled Fund Study TPF-5(237) – Annual Meeting - Minutes**  
**September 18-19, 2013 – Twin Cities, MN**

Technical Advisory Committee:

U of AK, Judie Triplehorn	Louisiana DOT/LTRC, <b>Sandy Brady</b>	North Carolina DOT, <b>Lamara Williams</b>
Arizona DOT, <b>Dale Steele</b>	Michigan DOT, <b>Alexandra Briseno</b>	Ohio DOT, Zona Kahkonen
California DOT, Michelle Hancock, <b>Shubhangi Kelekar</b>	Minnesota DOT, <b>Sheila Hatchell, Jim Byerly, Karen Neinstadt, Qin Tang, Marilee Tuite</b>	Keppler
Connecticut DOT, Betty Ambler	Missouri DOT, <b>Renee McHenry</b>	Oregon DOT, <b>Laura Wilt</b>
Idaho DOT, <b>Inez Hopkins</b>	Nevada DOT, <b>Katie Collins</b>	Pennsylvania DOT, Bonnie Fields
Illinois, <b>Karen Perrin</b>	New Jersey DOT, <b>Carol Paszamant</b>	University of Minnesota CTS, <b>Arlene Mathison</b>
Iowa DOT, <b>Leighton Christiansen</b>	New Mexico DOT, <b>Krystyna Cherry</b>	Washington State DOT, <b>Kathy Szolomayer</b>
Kansas DOT, <b>Marie Manthe</b>	New York State DOT, <b>Jane Minotti</b>	Wisconsin DOT, <b>John Cherney</b>

*Guests:* Northwestern University, **Kay Geary**; University of Michigan, **Robert Sweet**; Portland Cement Association, **Gwen Wang**  
*Ex Officio:* NTL, **Amanda Wilson**; UW-Madison UTC, Steve Wagner  
*Emeritus:* **Jerry Baldwin**  
*HS InFocus:* **Maggie Sacco, Kirsten Seeber**

Note: **Highlighted names** represent members and guests who were present in person or online for all or part of the meeting.

**September 18, 2013**

**Welcome - Gina Baas, Associate Director, Engagement and Education at CTS**

- CTS the focal point for trans research and outreach activities at UMN.
- They draw on the trans expertise around the Twin Cities campus and other UMN campuses in the state.
- CTS Started in 1987. Library services there since 1995. Library services there a necessity as it benefits their staff, and the university, tremendously.
- Hiring Arlene one of the best things she's done. Kept CTS involved with the MTKN and nationally.
- They are committed to the partnership they have with MnDOT, especially related to library services.

**Bridge Inspection - David Hedeem, MnDOT Bridge Engineer**

- See David's presentation at <http://libraryconnectivity.org/files/Bridge-Inspection1.pptx>.

**FFY13 Year in Review – Financials, project status reports**

- The financial closeout was provided to the TAC for review with data as of 9/13/2013. Each line item was reviewed at the meeting and discussed, where appropriate.

- We added extra funds to the OCLC/Other subscription numbers to account for subscriptions that came up over the year.
- The individual cataloging project budgets are from each state's contribution.
- The ASCE subscription is from the carryover from TPF-5(105). It was seed money to allow the pooled fund partners to use the service for a year to see if it's worthwhile. Partners can then seek funds from their organization to continue the subscription. Partners will enjoy the consortium discount next year.
  - Kathy renewed early and the price was only up 3%.
  - Karen Perrin – What amount should we be looking for? Everyone received their invoices last week. **Action: Send your ASCE renewals to Maggie so she can determine if they are giving us the correct price, if it is not indicated that it is part of the Trans Library Group.**
- British Library subscription – Caltrans uses this. Kathy - Can anyone else piggy back on that? Make a request to Maggie and we'll see if it fits within the budget to approve it.
- Library Tech Report and Smart Libraries newsletters – Is anyone reading them? A few members read them. At renewal time Maggie will ask the members if they want to renew these subscriptions.

#### Year Ahead - FFY2014

- Can we get on the RAC agenda at TRB to explain to them the benefits of the pooled fund? Getting onto the regional breakout sessions agendas might be a good idea.
  - TRB attendees can make presentations. Maggie, Sandy, Arlene, Leighton, Amanda will all be attending TRB in January.
    - ≈ **Action: Amanda/Maggie will take responsibility to get on the RAC breakout session agendas. October 1<sup>st</sup> is the deadline. Maggie will coordinate the creation of a marketing piece for this.**
    - ≈ For TRB 2015 annual meeting, we can create a poster/presentation on the value of libraries. A proposal to LIST for a poster session at TRB 2014 was not taken up by the committee.
- Carol secured NJ DOT's FFY13 commitment because of the subsidized ASCE subscription. It was cheaper to join than pay for an ASCE subscription. She is not sure how to convince her organization to commit for FFY14.
- Why didn't we subscribe to Knovel? It was too expensive. They also lost several publishers, so the product is less attractive now with less content.
  - Inez will send Maggie information on Compendex so we can have a demonstration and possible trial subscription.
  - Carol asked a question on behalf of Patricia Kirkwood. Can academic libraries be in our demonstration and trials? Yes, but the pricing for subscriptions for academic libraries are a little higher because of the size of the potential user group on campus networks. They can join the pooled funds subscriptions, but they will pay our subscription price plus a small percentage higher.
- The AASHTO RAC TKN committee may become a standing committee. This will be addressed at their meeting next week.
- Dale – Can we get on the RAC/AASHTO lists so we know what they need, that the libraries can provide?

#### Cataloging Projects - Updates

- IL DOT – Karen is pleased with the progress of the cataloging project. John Gallwey, formerly of UC Berkeley ITS is the cataloger. The work is on hold until we can confirm the additional \$10,000 for the continuation of the project has been transferred for FFY14. Karen reported that the request for

additional funds was uncomplicated. Her research manager readily approved the request and needed only request for funds letter from the pooled fund. IL DOT will be adding an additional \$5,000 for each year they commit to the study for continuation of the project.

- NC DOT – Their project is very large-scale, as the entire collection was uncataloged prior to joining the pooled fund. They have contributed more money to the study along the way in order to continue. The cataloger, Chris Mulder, has made a big impact there. 85% - 90% is copy cataloging and the rest is original cataloging, which is typical of most libraries.
- NM DOT – Susan Sheldon is doing a great job there. Krys Cherry is retiring at the end of November. They are hoping to hire a new librarian soon so there is a month overlap with Krys.
- All of the catalogers track their statistics of their cataloging project.
- Multistate – Chris Mulder is the cataloger.
  - Michigan’s materials are done. Chris cataloged 100 titles. They are all research reports produced by MI DOT over the last five years. They are all available online.
  - Chris is working on Caltrans titles right now.
  - Tracking the circulation after they have been cataloged would be good to determine if these titles are being used.
  - Project participants were reminded that the benefit from a connectivity standpoint is the increased access, sharing and reduced duplication of materials in collections. Participants must update their OCLC lending status to FULL LENDER (preferable) or participate in the LSTR lending group (minimally) to fulfill this obligation.

### **Marketing & Outreach Toolkit**

- The first drafts of the outlined sections are in. The toolkit is being developed by a team of writers, each tackling different sections – Kathy S., Renee M., Karen N., Krys C., Inez H. and Maggie make up the project team.
- Our copywriter will help meld it all together to be a seamless piece and our graphic designer will work on the print and web versions.
- Bob – We spend too much time on creating the materials and not enough energy on researching who we are marketing to, and what they need from the materials. Who is the target audience, how do they make their decisions, what do they need, etc.? Without this, the marketing will not be as effective.
- The toolkit series continues the “Development” objective of the study by providing practical information for librarians on how to market their libraries.

### **HS InFocus Contract with MoDOT, Work Plan and FFY14 Budget**

- Renee tracks all of the commitments and transfers from partners.
- \$237,500 was committed for FFY13. All funds have transferred plus more. The extra funds are those that come outside of the pooled fund process, via check. These funds have to be tracked separately. The total received for FFY13 is \$263,500.
- Some partners have committed for FFY14. We still need FFY14 commitments from seven partners.
  - Laura will check with her supervisor about making the OR DOT commitment for FFY14.
- Renee posts the financial spreadsheets to the Library Connectivity website on an Admin page used by Maggie, Kirsten, Dave and Renee. If you want updated numbers for your state, contact Maggie and/or Renee. [http://libraryconnectivity.org/files/PooledFund\\_BudgetSummary\\_Sep2013.pdf](http://libraryconnectivity.org/files/PooledFund_BudgetSummary_Sep2013.pdf).
- MoDOT pays the invoices based only on what’s in their contract with HS InFocus. The ASCE invoice earlier in the year put the total amount of the HS InFocus contract with MoDOT over the allotted amount, as MoDOT would have preferred that we include the TPF-5(237) carryover funds used for

ASCE to be included in the FY2013 Projects budget (no one realized this would be an issue until hit the budget ceiling). This was not known until the July invoice was submitted and with MoDOT's legal department, we were able to create a supplemental budget agreement for July – September 2013 that is included as part of the FFY14 budget. The total budget is reflected in the HS InFocus/MoDOT contract for July 2013 – September 2014.

- All carryover funds from TPF-5(105) are accounted for in the new contract.
- What do we have to produce at the end of the five years to account for the money spent and our products produced? HS InFocus will produce a final report for the five-year period that includes each year's budgets and a final accounting of all monies spent and leftover.
- Marketing and outreach activities are a highlight of the work plan. This is an ongoing need for the members.
  - Kathy – Competitive Intelligence – Looking to see what our competition (other researchers) is doing and provides that information.
  - Carol – Maybe we should call it “Cooperative Intelligence”.
  - Laura – We could call ourselves “Intelligence Analysts” so not so library-centric.
- Group Subscriptions – These have been a great money saver to members. We can use these to show what the study is doing for the partners' parent organizations (the “business case”).
  - When you send out research or articles, put on there that this piece is brought to you by your library and sponsored by the pooled fund. This shows that the library provided it and the pooled fund funded it. Can you also do it at the catalog level?
    - ≈ Maggie: You could put it in a local note field and set it to display the note in the brief and detailed displays.
  - Carol – She lists everything she sent out in her monthly reports to her organization and the state library. It's boring but shows exactly what the library does each month. It's a basic level of marketing.
  - We will maintain the subscriptions on those that are working and present other opportunities.
- Toolkits – We will continue to create and disseminate products.
- SLA is in Vancouver next year. Each partner organization will have to decide if the international travel is okay. **Action: Maggie will follow up with the pooled fund program to see if there are any issues with the international travel (initial attempt back in June went unanswered).**
- CT DOT put in an additional \$7,500 into the study for FFY13 to pay for CT PE exam materials and build a library website. Betty got three bids and purchased the materials at the best price from Emery-Pratt. She can keep them in library because they are specific to her state. They will not become the property of the lead state.
  - MN DOT has been looking at exam materials for their library and they cost \$1,000.
    - ≈ Sheila should contact Maggie if they want to use pooled funds for the purchase.

### Marketing Discussion

- Can we do a marketing piece to highlight, at a high level, the benefits of the pooled fund to the research community and others at the DOTs? Like what has been done in the past.
  - Laura would find this helpful, even if it were an old piece.
    - ≈ **Maggie: the proposed marketing brochure template project can be updated to include the pooled fund. It is a piece of collateral we desperately need.**
  - Leighton's special project for FFY14 fits in with this need. Leighton feels we need marketing pieces to give to the DOT people, and do anything else we can, to let them know how the pooled fund and libraries benefit them.

- The research managers are looking for concrete examples of accomplishments of why they should give the pooled fund money.
- We need to address the business needs of our customers. Answer the question of why the pooled fund/libraries are needed but focus on cost savings, networking and information sharing.
- Dale – One approach is to let managers know that we can help them do their jobs better or be better managers.
- Laura – She helps managers find leadership materials/professional development materials.
  - Alexandra – They have a department that deals with leadership, but she also has some of their old materials.
  - Sheila – The MnDOT library subscribes to Soundview Executive Book Summaries, which are summaries of the latest management books. The summaries are often quite lengthy and detailed. The subscription costs about \$250/year. The Library receives a lot of requests for these.
    - ≈ This might be a good subscription for the study to purchase and brand the materials to the managers.
    - ≈ **Maggie will get pricing for the group.**
  - Leighton – He helped facilitate a large book order and get a discount on a management book.
  - John – They have a large selection of 80s management books. They get requests for a large order of some management books.
  - Advertise the management materials you have available so management knows you can assist them with their needs.
  - Inez - She scans management journals and sends the table of contents to managers so they know what is out there.
- Leighton – He approves all book purchases in the department. The materials might be held somewhere else in the department, but he catalogs them, so he knows where they are in case others want to borrow them. He can do this because of the way purchasing is set up at his DOT.

#### **Copyright Workshop – Nancy Sims, University of Minnesota copyright librarian**

- See Nancy's presentation at <http://libraryconnectivity.org/files/CReviewandWriting.pdf>.

**September 19, 2013**

#### **Pooled Fund/TKN Roundtable**

##### **NTKN Website**

- Where would it live? US DOT or pooled fund server?
- Hybrid approach – Main, static homepage, would be on the RITA site. The Library Connectivity site would support the collaborative aspects of the site. This would get around the security risks that RITA wouldn't want on their website.
- Pooled fund hosting the NTKN site.
  - Pros – No security issues, collaboration okay, user friendly, platform selection is easy, changes to the site is easy, two of the working groups for the NTKN wikis are on this site.
  - Cons – It might not look like the DOT is the central administrative body. (A DOT landing page would take care of this.) What happens if the study goes away? We can redirect to a new site.
- The current pooled fund site hosted at CFIRE at UW-Madison. This has been done gratis, as they were an original member of TPF-5(105. It has been workable but restrictive as we don't have server access for important software updates and uploads. Switching to LIShost would be a better option. LIShost hosts ETKN and WTKN through the pooled fund.
  - Renee – Let's switch to LIShost now. The TAC approved switching to LIShost.

- Dale – How are we interfacing with the AASHTO RAC TKN steering committee? Leni Oman is the chair of this committee. We can pull them in to our activities and link to their site.
  - ≈ The monthly NTKN Steering Committee calls involve members and stakeholders across the TKNS, AASHTO RAC TKN TF and the pooled fund.
- Marie – Is anyone still at UW-Madison that has worked with the study since the beginning, especially since Jason Bittner gone? Teresa Adams and Steve Wagner are at CFIRE and have continued their participation by hosting the libraryconnectivity.org site.
- The Knowledge Management Calendar Website is a proposed FFY14 project that fits into this discussion.
  - An interactive site that members could add notices and event details for KM workshops, presentations, classes, etc. that could be sorted by modes, presenters, topics, etc. It would also include workshops and webinars that could count toward professional development hours for staff. It would also include all of these types of events that relate to libraries and information management.
    - ≈ The shared calendar project would be a shared resource on this new site. If all of the TKNs were on the same platform then multiple developers could help with changes and the connectivity between the groups would be much easier and seamless.
    - ≈ Who chooses the topics? Laura has a list of proposed topics but it has not been nailed down yet.
    - ≈ Community members can add events and they can be pulled from RSS feeds and automatically from AASHTO, TRB, NHI sites.
    - ≈ The site will be based on the Northwest Central site (<http://nwcentral.org/calendar>), which has this type of calendar. The designer of this site will consult with the designer we hire for the Knowledge Management Calendar Website.
    - ≈ The term “Knowledge Management” seems limiting. Can we change the term that is more inclusive to all of what the calendar could potentially include? This project is putting up the framework and allowing developers to add what they want and grow it on their own. It could potentially include all transportation training and other opportunities.
    - ≈ We may have to separate different topics on different calendars because they get very packed. Filters should help this.
  - Could this project be expanded to combine all three TKN sites on one platform? Yes. One URL that goes to an NTKN page that would have all three TKN links there. Each TKN can still maintain its own identity on their individual sites. Things that are common to all three TKNs can be on the main NTKN site page, such as an RSS feed, calendars, news feeds.
  - We should not get tripped up about the large scope of the project. Let’s do it to see how it goes and get feedback from the user community. Then we can adjust from there.
  - Budget = \$10,000. Can we find out what was spent on the Knowledge Management project?
  - Renee - Can we rescope the project first and then vote on approving it?
  - Arlene – Can we approve the further investigation of the project?
    - ≈ **Further scoping was approved. Maggie and Laura will follow up.**
  - Dale – Web junction is another library-focused site where you can find webinars listed. We could use this as a model for this project.
  - Who would be doing the work on a NTKN website? It would be contracted out. This designer would report to Amanda and report out, with Maggie as the project manager, to all TKNs. The designer would do the design and build for the NTKN site and the Knowledge Management Calendar, which would be a feature of the site.

## Public Access Plan

- The Office of Science and Technology Policy (OSTP) directed government agencies with more than \$100M in R&D expenditures to develop plans to make the published results of federally funded research freely available to the public within one year of publication and require researchers to better account for and manage the digital data resulting from federally funded scientific research. - See the White House memo on the requirements: [http://www.whitehouse.gov/sites/default/files/microsites/ostp/ostp\\_public\\_access\\_memo\\_2013.pdf](http://www.whitehouse.gov/sites/default/files/microsites/ostp/ostp_public_access_memo_2013.pdf) And the White House blog: <http://www.whitehouse.gov/blog/2013/02/22/expanding-public-access-results-federally-funded-research>
- The USDOT submitted a draft plan for implementation of this directive. There will be sessions at TRB in January presenting the DOT's draft plan. We will need qualified people to do data curation of the scientific data. This will make libraries even more important.
  - They will share the plan as soon as it is available.
  - NTL will become the pub med for transportation. The electronic version of record will reside with them. The DOT might not necessarily host the data.
  - Leighton – He feels that someone involved with data curation should talk to us at TRB. A few transportation librarians should go to the upcoming international data curation conference in San Francisco next year.
  - Basic issues – How to cite data? What sort of metadata do you include? Librarians can add value around many of these issues.
  - Renee - How we can support this? What do we tell our researchers in anticipation of this? Can we formalize the pooled fund's interest in this?
    - ≈ **Maggie: We could form a Data Curation Committee. Maggie will follow up on this and the possibility of sending a committee member to the conference in San Francisco.**

## Acquisitions List

- Dale – He would like to create an acquisitions list across transportation libraries. Can we use OCLC do this? Maggie and Amanda tried to work with OCLC to help with this and OCLC turned us down for requests for RSS feed development and other services of interest that could help. Northwestern University does its own acquisitions list and it involves a lot of work, as Maggie found out from Paul Burley. The search isn't the problem so much as the hand cleanup of the results. We're trying to find a way to minimize the time required to make this happen and keep it going indefinitely.
  - Does anyone run an acquisitions list from OCLC? Inez – Check with Katy Callon in MT because she does her own list.
    - ≈ **Maggie will follow up with Katy.**
  - Marilee – They start with an OCLC list and modify it. Again, a lot of de-duping and hand checking of returns appropriate for inclusion, etc.
  - If you have any ideas, let Maggie know.

## Springshare Project

- Jane Minotti proposed this as a special project for FFY14. She wants to get a subscription to LibGuides and then customize it to the pooled fund. One year = \$7k; Two years = \$5,499. Pooled fund members can create as many LibGuides as they want. LibGuides: <http://springshare.com/libguides/> ETKN's LibGuides, hosted by U of AK. <http://uark.libguides.com/etkn>
  - A committee or task force would be needed to direct the creation of the LibGuides

- Arlene has agreed to be on the task force, along with Laura.
- Could we tie this into the data curation effort? This would be a great tool for creating guides on various aspects of data curation.
- Renee - Some libraries are using this as their website front.
- Maggie: Maybe the pooled fund could revamp the site and move to LibGguides.

#### **Library Valuation Paper**

- Leighton proposed this as a FFY14 special project. It would bring the resources of the libraries that have/are/will be working on library valuation together. He would like to present the finished paper at TRB. All libraries will be able to use it to show their value.

#### **Marketing Brochure Template**

- Karen P. proposed this as a FFY14 special project. The MTKN updated their brochure. The ETKN would like to do the same thing. The idea is to create a generic brochure for all three TKNs that can be individually branded.
  - The purpose of the MTKN brochure is to demonstrate what they do and the benefits of joining.
  - Maggie wants to use this for the pooled fund as well.