

# Transportation Library Pooled Fund Study

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## Transportation Library Connectivity

Pooled Fund Study - TPF-5(105) - Kick-Off Teleconference - April 27 2005 -10 a.m. to 12 noon CST

### Introductions

Participants: Nina McLawhorn, Wisconsin DOT; Jerry Baldwin, Minnesota DOT; Janet Bix, Ohio DOT; Nelda Bravo/Joyce Koeneman, National Transportation Library, John Cherney, Wisconsin DOT; Marie Manthe, Kansas DOT; Leni Oman, Washington DOT; Susan Sillick, Montana DOT; Laura Wilt, Oregon DOT; Christi Powers, staff.

Participants introduced themselves and welcomed two new Technical Advisory Committee (TAC) members – Skip Paul (LA) and Ruth Letson (TN).

### I. Review and Approve

No additions were requested to the agenda. Minutes from the March 18, 2005 teleconference were approved

### II. Clarify tiered participation levels

Consensus was reached on pooled fund study contribution tiers:

**\$5,000 commitment**            Receive marketing materials from library connectivity pooled fund study\*  
   Receive evaluation of technical needs\*  
   Receive minutes of library pooled fund study meetings/teleconferences\*

**\$10,000 commitment**        \*Receive all of the above  
   Maintain participation in pooled fund study TAC\*\*  
   Receive travel reimbursement for meetings/conferences where library  
   pooled fund participants convene\*\*

**\$15 - \$20,000 commitment**    \*\*Receive all of the above  
   Receive reimbursement of and/or stipend for annual OCLC subscription

### III. Report on OCLC subscription costs

Participants identified approximate annual OCLC subscription costs:

**TN** – access through SOLINET; no direct subscription cost

**MN** -- average annual cost over three years = \$2765.62

**OR** – an average of \$25.24 per month over past two years = \$605.76

**WA** – annual cost for 2003 = \$267.32 (receives credits to offset annual cost)

**MT** – average annual cost over three years = \$943.00 (four year contract w/four percent increase annually)

**OH** – annual costs absorbed by state library which averages \$10,000 to \$12,000 annually

**KS** – average annual cost of \$4,200

**WI** – average annual cost between \$3,000 to \$6,000

Discussion ensued about negotiating a group OCLC rate for all participants. Since TN has a SydneyPlus library management system that doesn't interface with OCLC, this would be a consideration since there is no anticipated change for another system.

### IV. Review states' collective priorities; choose top priorities

Participants reviewed and approved individual state priorities as follows:

Nina McLawhorn – Wisconsin DOT

- Provide technical assistance to other state DOT libraries
- Identify the ‘low hanging fruit’ for marketing and to promote awareness of success stories
- Help state DOT libraries learn how to help market themselves
- Develop an information literacy quiz
- Develop an evaluation and measurement component of the TLC and publish results

John Cherney – Wisconsin DOT

- Recruit and assist new libraries not currently using OCLC
- Establish a procedure for identifying transportation resources not currently in OCLC; particularly ones produced by non-transportation agencies
- Identify need to involve other libraries that are currently not using the OCLC system
- Improve and increase TLCat holdings

Jerry Baldwin – Minnesota DOT

*Short term:*

- Weed through several thousand documents and videos to identify items that should be added to cataloged collections
- Educate transportation policymakers regarding scope and benefits of library services and resource investment needs

*Long term:*

- Develop transportation library networks and networking agreements
- Institutionalize libraries and information services within AASHTO committee structure and other policy development groups
- Preserve and develop library and information services in transportation operating agencies

Laura Wilt – Oregon DOT

- Establish a platform for information sharing among states to increase the accessibility of national information resources
- Expand Oregon DOT’s access to other state agency library and information resources
- Obtain technical assistance to post ODOT’s electronic catalogue on the Internet (currently on Intranet)
- Benefit from marketing provided by TLC so that libraries and books are better utilized

Susan Sillick – Montana DOT

*Short term*

- Re-advertise TLC to increase participants at various funding levels
- Develop RFP, issue, and hire consultant to analyze needs and develop an evaluation plan
- Develop measurement tools
- Develop group contracts for OCLC

*Long term:*

- Synthesize value of library services and market them
- Catalog materials that are not already in OCLC
- Develop BMPs for items such as weeding, collection of statistics, collection development, etc.
- Develop a worldwide transportation library network to include OCLC (WorldCat) and TLCAT

Marie Manthe – Kansas DOT

- Increase access to holdings through OCLC
- Increase awareness of the value of libraries through marketing
- Promote more of KDOT’s resources among other state DOTs

Janet Bix – Ohio DOT

- More networking capability among pooled fund participants and other state DOT libraries
- Increased visibility through marketing
- Recognition of gaps and the fact there are state DOTs without libraries
- Recognition that research becomes invisible when not cataloged through OCLC

Leni Oman – Washington DOT

- Stabilize and market existing networks
- Provide collection management of periodicals
- Manage cost of and stabilize interlibrary loan system
- Develop marketing strategies – a sound byte for executives – that includes success stories
- Get other libraries into OCLC
- Recognize gaps and inefficiencies in the system that currently exist
- Study certain aspects of the library community

**Top collective priorities**

TAC participants reviewed and selected top priorities which are reflected in the revised “Synthesis of Collective Priorities 6-9-05” document (attached). It was agreed that developing a strategy for increased distribution of certain publications, such as AASHTO reports, would ensure access to reliable information in a timely manner.

It was also agreed that existing library surveys, such as those recently conducted by Roberto Sarmiento and Jerry Baldwin, could serve as a basis to determine TAC library needs. No additional survey would be needed at this time.

Also, plans include investigating grant-funded sources through consulting with [Chuck McClure](#), Information Use Management and Policy Institute, Florida State University, to augment pooled fund resources.

A library pooled fund Web site prototype has been developed and can be launched upon consensus of TAC members.

**V. Framework for RFP Development**

TAC members decided to have two separate RFPs -- one for library technical services and the other for administrative and marketing services. Nina McLawhorn will draft and circulate the RFPs among TAC members for review. Possible vendor interviews could take place at a proposed library pooled fund annual meeting for TAC members.

It was decided that the pooled fund annual meeting will coincide with plans for an annual Midwest Transportation Knowledge Network ([MTKN](#)) meeting in Kansas City in October. Final dates will be determined and TAC members will be notified by WisDOT. All agreed the initial proposed timeline should be extended so as to allow for possible vendor (face-to-face) interviews at the pooled fund annual meeting.

**VI. Upcoming Meetings/Teleconference and Assignments**

Next teleconference will take place on June 15, 2005 from 10 a.m. to noon CST. Nina McLawhorn will arrange for agenda, minutes, revised timeline and two RFP drafts for review at the teleconference. In addition, WisDOT will investigate internal financial procedures to determine RFP issuance considerations. Procedures for travel expense reimbursement will also be investigated for report back to TAC members at next teleconference.