



## Transportation Library Pooled Fund Study

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# Transportation Library Connectivity

Pooled Fund Study - TPF-5(105) Teleconference – April 19, 2006 - 10:30 to 12:30 CST

Participants: Lisa Autio, Montana DOT (MDT); Jerry Baldwin, Minnesota DOT (Mn/DOT); Janet Bix, Ohio DOT (OhDOT); John Cherney, Wisconsin DOT (WisDOT); Ruth Letson (TDOT); Marie Manthe, Kansas DOT (KDOT); Ann Pahnke, WisDOT; Susan Sillick, MDT; Laura Wilt, Oregon DOT (ODOT); Christi Powers, Marketing services; Maggie Sacco, Technical services; Pat Casey, CTC & Associates.

## I. Check-in/Library Week (and other) updates from TAC members

WisDOT – Ann Pahnke noted that Nina McLawhorn’s medical leave has been extended to June 1<sup>st</sup>. John Cherney reported that a [Library Week](#) open house was held at WisDOT on April 6<sup>th</sup> where refreshments were served and customized [toolkit](#) brochures were distributed.

Cherney also announced that WisDOT will move the library from its present eighth-floor location to the first-floor lobby within the next six to nine months. Additionally, the Milwaukee satellite library is migrating more than 15,000 volumes to Hill Farm headquarters which will be converted into the main library catalog system while also adding items from the materials lab library.

KDOT – Marie Manthe indicated that Library Week was successful with nearly 60 attendees, a visit from the Secretary of Transportation, and the completion of a handful of [surveys](#). She received several donations from KDOT staff to the library as a result of the open house event.

ODOT – Laura Wilt said that Oregon DOT held its Library Week open house in conjunction with the history center and had nearly 100 attendees at its April 5<sup>th</sup> event. A timeline was set up that included five panels displaying two decades of history using the state map as a background. She noticed receiving more requests for items and information as a result of the open house.

OhDOT – Janet Bix reported that no formal event was held but a mass e-mail was sent to all staff with a Library Week update. OhDOT library staff also placed signage (“Bother Us! It’s Our Job”) throughout the building as a reminder to use library resources and services.

TDOT – Ruth Letson announced that she attended the Tennessee State Library Conference during Library Week but has pooled fund study [bookmarks](#) and [thank you notes](#) for future use. She continues to work on the upgrade to SydneyPlus.

MDOT – Sue Sillick introduced Lisa Autio, the new librarian at Montana DOT who started earlier in April and comes to the department with a medical library background.

## II. Housekeeping

Minutes -- No changes were made to February 15, 2006 minutes.

Location and dates for 2006 annual meeting -- The TAC approved of reserving the [Best Western Kelly Hotel](#) for its annual meeting, September 19 to 21, 2006. Christi Powers will reserve a block of 20 rooms, work with Jerry Baldwin on coordinating meeting space at Mn/DOT, and confirm details at the next

teleconference. OCLC has offered to do a product demonstration of their Collection Management software at the meeting. TAC members will be asked to volunteer their ideas in which to draft a two-day agenda.

*Best practice discussion* – John sought advice in coordinating the centralization of WisDOT library collections. With more than 15,000 volumes arriving from satellite libraries, there will be a push to integrate new holdings into the main catalog system and determine which volumes are to be stored off site. Oregon will undergo a similar situation soon.

Sue hired a contract cataloger to integrate MDOT's organizational development library into the system and to track materials disseminated throughout the department. Ruth mentioned that TDOT has its training officers distribute CTS and PE materials while conducting training sessions throughout the state. Plans are also being discussed for a computerized electronic kiosk for self-service checkout of bar-coded items. Janet said that Ohio has an LTAP area next to the transportation library where materials are coded differently but checked out in the same manner as other resources. Based on information from an LTAP database, Jerry shared that a Mn/DOT survey polling 400 city and county engineers revealed nearly 75% of the 130 respondents use at least 1 of 15 library/reference services. Additionally, 97% of respondents indicated there was a need for such services, especially access to electronic documents.

*FHWA quarterly reports* – No questions arose nor were changes requested to the [administrative/marketing](#) or [technical](#) services quarterly reports.

*Billing process by WisDOT/Memorandums of Understanding* – Ann reported that FHWA is working with WisDOT on reimbursements from the pooled fund account. Now that OCLC contracts have been negotiated, MOUs will be mailed to TAC members for signature once Ann has reviewed and finalized the drafts.

*OCLC wrap up and WiLS invoicing* – Maggie has finalized arrangements with most regional library providers for this year's OCLC subscriptions. The Wisconsin Library Services (WiLS) will issue a blanket invoice to CTC & Associates. Kansas has an independent contract and Pennsylvania is looking into this possibility as well. Oregon questioned the separation of FirstSearch costs on its OCLC invoice. Maggie will investigate.

### **III. Review draft of technical survey results**

Maggie reviewed a draft [report](#) of the 109-question January 2006 survey conducted among pooled fund study member libraries. The report shows a wide range of operating budgets and variability in how operational budgets are established and funded. For example, Mn/DOT's library budget comes from the department's general fund, while some states use only State Planning & Research (SP&R) dollars, or a combination along with administrative funds. Some states' budget lines include salaries while others show only actual costs or what was spent.

Since reporting to the human resources division, the Ohio DOT Library has implemented an online accounting system to track expenditures. Montana has a formula based on Part II of SP&R funding guidelines. Sue and Lisa will be drawing up a budget soon which will take into account a collection assessment audit.

Discussion ensued about the need for collection management tools to evaluate holdings and substantiate collection needs. When assessing current collections, it was noted that much transportation-related information is classified under 'highway' versus other transportation modes. Part of the reason for this is that transportation agencies such as TRB and AASHTO add volumes of their own highway-related publications under this classification. In the past few years, WisDOT has strengthened its bike/pedestrian, safety and aviation-related materials in response to this concern. Sue noted that more publications from FHWA can be obtained when making a request to be added to the distribution list.

Further comments on the survey can be directed to Maggie. Christi indicated portions of the survey have been converted to charts and will be used in an NTKN brochure insert and subsequent newsletter articles. She also reported that she is investigating outreach opportunities at the AASHTO RAC meeting in July and the CEO Leadership Summit at the Center for Transportation Studies in September. Possibilities would

include a presentation or the distribution of pooled fund study marketing materials at the conference. TAC members are asked to notify Christi of similar presentation and/or distribution opportunities to enhance networking and outreach activities.

#### **IV. Review and approve phase II technical services activities**

The TAC committee reviewed a proposed list of [phase II technical activities](#) and was asked to submit comments or suggestions to Maggie by May 12<sup>th</sup>. A finalized proposal will be approved at the next teleconference after members clarify their needs and priorities.

In discussing priorities, Sue inquired about acquiring access to more research databases and investigating possible group rates. Ruth mentioned she is previewing a McGraw-Hill digital engineering library program and will report her findings at the next teleconference. John noted that he has had success with [IngentaConnect](#) which features more than 20 million articles, reports and electronic resources. Jerry mentioned [Elsevier Sciencedirect Transportation online journals](#) as another resource.

#### **V. Define Next Steps**

Oregon, Pennsylvania, Wisconsin, Tennessee, Ohio, Kansas and Montana requested the design of a modified version of the Library Week “top ten” brochure. It would be posted on the Web site for easy access and download capability. Christi will contact the graphic artist at the University of Wisconsin-Madison Division of Information and Technology (DoIT) to have proofs produced for review and approval. Additionally, a subcommittee (Jerry, John, Maggie, Ann and Christi) will arrange a teleconference to discuss and prepare performance measure recommendations. The next quarterly teleconference is scheduled for June 20, 2006 from 10:30 to 12:30 CDT. Christi will prepare a draft agenda and notify members of the conference phone line.