(DALNET) Steering Committee
Minutes
Monday, August 9, 1999 8:30-11:30 a.m.

University of Detroit Conference Room

Present: S. Muir, D. Adams, K. Bacsanyi, L. Bugg, J. Houser, P. Jose, G. Libbey, H. Masek, M. Sheble

Absent: J. Flaherty

1. Minutes of July 26, were approved as corrected.

2. Approving Horizon Functionality
   Thus far libraries have signed off on test and production dataloads. Signing off on functionality has ties to payments and a big payment is due when UDM, WSU, DPL, and Botsford sign. UDM and Botsford have signed off on production dataloads. Procedures for addressing this process were discussed. Committee members will examine Rider H of the original contract and the contract list of enhancements for 5.1 and begin reporting back at the next meeting. The documents will be examined for show stoppers and any omissions that might have occurred. It is very important to examine these documents carefully and completely. Scott will also ask the appropriate Task Forces to examine the same documentation from their perspectives. This process should be completed by October.

3. Ameritech Training
   Ameritech is booked solid for training through March 2000. Many other libraries are migrating and the Y2K issue is of prime importance. A ReportSmith workshop (not to be confused with the training for individual modules) has been scheduled for Sept 30 and Oct 1. Jeff Olson will instruct 8 people and these attendees will become resource people. The ENGLISH WIZARD software is a supplement to ReportSmith and will require new funding. The question arose as to whether training dollars can be changed for workshop dollars. DALNET will require one more class of WebPAC 1.3 training. DALNET should reserve other training dates because of the tight schedules that already exist. Training will also be needed for RSS sometime in October. Jennifer at DPL needs to be certified and DPL does not have the funds to send her to Utah. Other options might include going to another training session such as Champaign/Urbana or Anaclare and Adriene can certify her. If DALNET hosts a class they receive one training slot. Other local areas that might have training scheduled are the Jackson Public District Library and the Davenport Group in the Grand Rapids area.
   Harry Masek stated that George and Tim Hyde are working on a fix for WebPAC 1.3. They have identified a memory problem.

4. Course Reserve Status

Course Reserves are currently not functioning for Wayne State University. The Circ Team and Bradd Burningham have identified some of the problems. There appears to be some problems with the WebPAC display screens, sorting and sub-sorting problems. Anaclare is working on this problem. OCC is also very interested in this issue and MaryAnn Sheble volunteered to conduct some of the testing to resolve these problems. Community college libraries are very interested in this feature.

5. System Performance Issues

   WSU is studying the very slow response time that is occurring. Ameritech is working with WSU to diagnose the problems. WSU is using TOP freeware to identify the top functions that are using the CPUs. WSU has also changed the way memory is used. Preliminary testing indicated that WebPAC response time might have been improved as much as 50%. Jeff Trzceciak and George Marck are working on the problem. It also appears that running the backup systems are taking a long time and the problem maybe because of the process of compression. Ameritech will help monitor the backup program and Harry encouraged Louise to talk with Steve Bates about his problem.

   Keyword searching at WSU is also a problem and a change was made from the keyword anywhere feature to the keyword title search as the default There has also been a recommendation to list TITLE browse as the first option because this was the most used search in NOTIS. Jeff will meet with the WSU OPAC Design Team to discuss the options, as there are many strong feelings about the type and order of searches. DPL has listed all the browse searches first and their experience can provide important information. UDM also lists all the browse searches and then separates out the keyword search options. Most Internet search engines and database search engines list the keyword anywhere search first , so students are used to seeing this feature. We need to develop some type of analysis and using Apache software is one possibility.

   DPL plans on interviewing an excellent candidate for the WebMaster position and a DALNET staff person in this position would offer much needed assistance in this area. WSU may also need to test network response time building to building.

   Botsford has not experienced many problems, and UDM has very few students in the summer, with heaviest use being in the late afternoon and on week- ends at Outer Drive.

6. Server Upgrades.

   Louise and Scott met with representatives from Sun to discuss future needs. Of immediate concern is the size of the test database server. Currently the test database must run the full database and original plans were to test subsets. For the future Sun recommends we buy faster processors, not more. DALNET discovered that you could not mix CPUs. DALNET purchased 8 engines for WSU and 6 for DPL. A proposal will have to go before the DALNET Finance Committee to plan for the next fiscal year. They must also get pricing for two RSS servers. The committee would like

realistic proposals and there maybe some room for budget adjustments and allocations. There are some dollars left from the original budget. Advice received indicates that SOLARIS version 7 should not be used, as there are so many bugs still in the system.

A UNIX Sybase Administrator will begin Sept 1 at DPL.

Meg Fisher, from Ameritech will become the new Customer Support person as DALNET is migrating to support rather than the implementation support they have been using. Pat Tanner will be the contact for HELP. Two contact people from DALNET will be Adna Fidler and Scott Muir. Adriene and Anaclare will also be Help staff. The DALNET Help Desk at DPL will be implemented in September and will use the REMEDY system for reporting. Connections between WSU and DPL will have to be made. Much of the support from Ameritech will come from the Canadian Offices.

Harry stated that the UDM frame relay was down for three days. It is important to report down time to Harry or John Meiers, phone and pager numbers are available. A purchase order from the Medical Center for DMC was received. There appears to be some confusion as to how much connectivity is needed—T1 lines or a 56K circuit. OCC is not participating and will contract out according to the plans of the Network Manager. All other sites are on target.

7. Implementation Updates
Botsford- ReportSmith is loaded and connected and Debbie is using the manual. She will be attending a workshop. Charlotte Steffani is working on reports for WSU. Some method must be devised to share reports and identify common reports that might be appropriate for all libraries. WSU has had a meeting with Technical Services and staff presented their concerns and problems. They did state that they are receiving much improved reports from Report Smith. There is a problem with the RENEWMON function with is affecting other modules. Ameritech knows there are bugs in the system. It runs on a PC and stays up all the time. This function should really be a server application.

DPL—DPL will have their new employee Sept 1, the UNIX Sybase Administrator. They should be up sometime in early September. They are awaiting a UPS and delivery of the server. PC installation is going very slowly and J. Houser is looking for alternate ways to speed up the process.

WSU—Will go live with Acquisitions 5.1.2. They are testing Fiscal Year Close and are encouraged that it worked at UDM. There are two problems with dataload acceptance:
   1. trim/truncation problems-- Blank characters have been trimmed off and WSU is not sure whether OCLC will accept these records. There maybe some affect on indexing. This may have sever impacts on exporting, importing, indexing and editing LC records which now have been changed.

2. Authority records (legitimate references) See references from obsolete to correct form have been deleted, data has been removed. The "stubby" has been given preference over the correct form. There is a coding problem. At this time there is no knowledge on the size of this problem (some manual fixes
. have been made). Willie (DPL) and Fran (WSU/DALNET) will confer.

WSU is identifying outstanding issues for all modules and Jeff is reporting to the management group at WSU.

UDM—Fiscal rollover, year-end is done. A number of NOTIS reports are no longer needed. There is a problem with duplicate serials records, the bib # appears. They will get the frame relay matter resolved. The indexes are being rebuilt, and the authorities are almost done, all through a PC.

Group 3 Libraries—OCLL will soon be done, followed by DIA, Walsh, and VA.

Group 4 Libraries—OCC has requested their test data. DMC has signed off on their tables and will follow the hierarchy suggested by Anaclare for merging the records. Other loads will soon follow.

8. DALNET members access to other members databases
There is a major security flaw and if anyone knows SQL they can change/destroy the database. Access will be given on a case by case basis and the security issue will be examined.

9. Shared Patron Record. Scott Muir is finalizing the proposal for a unique borrower id. The shared patron file issue must be resolved and we will need a date for this enhancement.

10. Meeting with Lana Porter, President of Ameritech.
Louise Bugg reported on the meeting and the discussion of the report prepared by Louise and Scott. Lana listened carefully, is well aware of the priorities and promised that WebPAC 1.3 would be delivered by the end of August. Meg Fisher will be in the Customer Support role. The Image database feature was accepted and Margaret Auer should be receiving a letter from Ameritech.   The upgrade process is important to keep all libraries in sync and Meg and Tyler will be involved. Shared authority will not come until Sunrise.

Next meeting, August 23, 1999 at Botsford

Minutes by Karen Bacsanyi