DALNET Finance Committee Minutes
November 15, 1999
Wayne State University
Adamany Undergraduate Library   Corrected Minutes

Present: M. Auer, UDM; J. Bosler, MCC; B. Harris, WSU; B. Holly, WSU; P. Jose, OCL.
Guest: L. Bugg, WSU.

1 - 2.   Call to Order. Approval of Minutes.
The meeting was called to order at 1:40 p.m. P. Jose motioned to approve the Minutes of October 8, 1999
as corrected. Seconded by M. Auer. The Minutes were approved.

3.   Finance Committee Membership
The newly elected Chair of DALNET, Phyllis Jose, has the option of reviewing committee membership
appointments. P. Jose indicated that she would like to retain the current members on the Finance
Committee. A member from one of the hospital libraries was recommended so as to bring new Board
members into leadership roles and to encourage long term continuity. Nancy Bulgarelli, Beaumont Hospital
Library, will be asked by the DALNET Chairperson to sit on the Finance Committee in addition to the
current sitting members.

4.   Clarification on NOTIS Data Downloading Costs
A point of clarification must be made regarding the downloading NOTIS data. Because the NOTIS System
will be terminated on December 31, 1999, no data or reports can be run after that date. The WSU
mainframe will not be available and DALNET will not have paid licensing costs to NOTIS for the year
beginning January, 2000. Those DALNET libraries which required data downloading were directed to
make a request previous to November 15, 1999. Reports can be downloaded to tape, disc or paper between
November 15 and December 31, 1999. However, as many as six libraries have not migrated from NOTIS
to Horizon and have not been able to establish what they need to download. Committee members
discussed the timelines remaining for migration as well as downloading data.   M. Auer made a motion that
since the timelines are so tight, reports should be run as needed for the serials, acquisitions and circulation /
overdue fine modules of NOTIS. These reports will be provided at DALNET expense for those libraries
which have not yet migrated. Jose seconded the motion. Detroit Public Library will be consulted
separately to pinpoint their needs. The motion was approved.

5. New member Proposals - Update

L. Bugg distributed a document entitled "DALNET New Member Report, 11/15/99". Committee members
were appreciative of the information contained in the report and were pleased to see that tracking new
member prospects had been implemented.

It was suggested that all the potential new members discussed during the last year should be tracked. The
list would include Detroit Public Schools Professional Library, Henry Ford Community College Library,
Archdiocese of Detroit High School Libraries, City of Detroit Selected High School Libraries, St. Clair
Community College Library, Library Cooperative of Macomb, the Jewish Institute Library, William
Tyndale College Library, Mt. Clemens General Hospital Library, St. Mary's College Library, Selfridge Air
National Guard Base Library, Monroe Community College Library, Washtenaw Community College
Library. There may be a few more libraries that remain unmentioned. Creating a master list of potential
candidates for the seven county area was recommended.   The following libraries were discussed
specifically.

a. Greenfield Village Library
Greenfield Village Library has begun their internal approval process. DALNET
needs to stay in touch and follow-up closely. It was noted that Greenfield
Village is not Y2K compliant. They are aware that DALENT cannot
accommodate them until the first or second quarter of 2000.

b. Rochester College

It was determined that Rochester College Library has 52,000+ volumes and 600 enrolled students. Based on recent communications, DALNET should follow-up with a financial proposal as soon as possible. Auer moved that discussion with Rochester College should begin on the Tier II level, costs to include 1999/2000 annual operating costs, capitalization costs, and the $10,000 Ameritech licensing fee. Seconded by Holly. Motion approved.

B. Harris will confirm the correct figures and create a financial proposal. B. Harris was authorized to go to a Option 3 bargaining position, if necessary. Rochester College is important to DALNET because of their location in northern Oakland County. Should they become a member, it is hoped that other private colleges will consider joining DALNET based on their example.

Rochester College will need to create their own online catalog from scratch which will be an additional expense for them. Using the DALNET catalog for copy cataloging was thought to be more cost effective than using OCLC. This consideration should be a selling factor. The financial proposal should include separate projected estimates for copy cataloging as well as a quote for cataloging their records by DCCC

c. Ira Miller Memorial Library: Michigan Psychoanalytic Institute.

A number of email communications have come to L. Bugg from the Michigan Psychoanalytic Institute requesting information on membership in DALNET. The Miller Memorial Library is a small library of approximately 2,200 volumes. In creating an initial financial proposal Auer recommended that they be considered a Option 1, Tier I library. Their financial proposal should also include separate projected estimates for copy cataloging as well as a quote for cataloging their records by DCCC. Because they have less than 10,000 volumes or records, no Ameritech licensing fee will need to be paid.

Note: For the libraries considered above, when computing the tier formula
1 volume = 1 record. This has not always been the case and may not be so in the future.

6. Oakland University / DALNET Link

Committee members took up the issue of a Z39.50 link between DALNET and Oakland University. OU has made this request on several occasions and DALNET is now in the position to consider such a link. As the catalyst for a regional information hub, DALNET would like to connect as many libraries as possible. Two issues were considered: 1) the technical aspect of a Z39.50 connection and 2) the ramifications of such a connection in terms of borrowing privileges. In looking at the larger picture DALNET can provide leadership and the missing automated pieces that other institutions lack such as automated ILL and the ability to create and offer Image databases. Non-DALNET libraries connected with Z39.50 links offer an enriched database of holdings and the capability for improved networking and resource sharing. By connecting with OU, DALNET will set a model for networking with other libraries and consortia in the region, e.g. OWLS. Ultimately, DALNET could submit a request for a LSTA grant to connect the entire region using Z39.50 technology so that it would truly be a regional information hub.

A number of question arose that DALNET needs to address to Lana Porter, President of Ameritech Library Services. They are:

a) How does DALNET go about using Z39.50 technology with Horizon? Can DALNET purchase consulting help or technical assistance from Ameritech on how to connect libraries using Z39.50 technology? Considering the California model with Z39.50 linkage, specifically how does the Horizon RSS / ILL module interface with non-Horizon libraries?

b) In order to use Horizon RSS each participating library must have a client loaded on a computer. What are the costs, if any? Does a client fee need to be paid or has DALNET already paid for all

clients in the seven county area that comprises the DALNET region? In using Z39.50 technology with non-Horizon libraries, would Ameritech consider these libraries new DALNET members? Could Z39.50 linked libraries be considered just another DALNET access point as opposed to a new member?

c)   If costs are involved can Ameritech assist DALNET with a pricing strategy, especially in light of its California experience.

d)   What are the costs in making the Image database available to DALNET members? Is it no cost for each site or $3,000? Does Ameritech need to provide training for a fee or can DALNET provide it for free?

Committee members noted that DALNET may need to create a new category of participant for the purpose of Z39.50 linkage. The category would be: Affiliate.

Based on the answers to these questions which Lana Porter will be asked when she is in Detroit on November 29, the Finance Committee will reconsider these issues at its December meeting.

The initial work on connecting a library with a Z39.50 connection is viewed as a moderately difficult project, technologically. Once a pattern is set, additional libraries can be added with a lesser degree of difficulty.

Oakland University can be told that DALNET is considering creating an Affiliate status for libraries such as itself. The earliest that implementation could be considered is the end of January, 2000.

7.   New Business

a.   DALNET has worked with Ameritech for some time and a number of DALNET libraries have been brought up on Horizon. However, under the terms of the partnership agreement, DALNET does not need to pay Ameritech for software licensing until Detroit Public Library has migrated to Horizon. DPL has delayed migrating on several occasions. The question was asked: Should DALNET pay Ameritech a good faith payment for some of its costs? Discussion ensued. Ameritech will receive a large DALNET payment for hardware and miscellaneous services in the immediate future. Ameritech is not in compliance with its delivery deadlines on many of its software modules / enhancements. A partial payment for services rendered would confuse an already difficult accounting effort by the Treasurer. Ameritech has not asked for payment for software licensing, however, invoices have been sent. The invoices have not been approved for payment pending software acceptance testing. The question of payment will be held in abeyance for another month or so before being addressed by the Committee.

b.   L. Bugg announced that Ameritech is withdrawing its WebPak 1.3 product which was to provide a broadcast searching enhancement. WebPak 1.3 does not work and cannot be made to work. It was noted that DALNET is in desperate need of a broadcast search option within Horizon. If DALNET cannot put something in place soon, users will begin to use World Cat as the option of choice. DALNET is investigating OCLC's Web Z product as an alternative.

8.   Old Business

a.   Committee members expressed interest in ongoing developments with Information Providers. The first breakfast was October 15, 1999 at the Westin Hotel in Southfield. The next breakfasts are planned for January, 2000. L. Bugg distributed a report on the Ameritech Grant which is funding the marketing efforts to Information Providers. Another meeting for health professionals is planned to include members from such groups as: Healthy Macomb, Healthy Wayne as well as Healthy Oakland. A focus group approach was taken at the October 15 breakfast to establish priority projects. Examples are:

i.   Create an ongoing, web based, health calendar of workshops and other wellness events offered in the Detroit-metro area.
ii. Provide locations and maps for meetings, workshops and events on health topics using GIS software
iii. Provide a database of support groups for well-being and health groups. Include transportation services to health events.

How does DALNET turn this initiative into a proactive DALNET program? Suggestions included: The Board members in the Health Services Group could continue to actively orchestrate these activities. The DALNET Project Manager could take on this role in cooperation with the DALNET Marketing Director / Outreach Services. The DALNET Webmaster could also take on an active role in this area, when that person is hired. A combination of these suggestions might be realistically implemented. The duties involved could be very time intensive and collaboration among key people would facilitate an effective strategy.

In the meantime, the Finance Committee recommended to the Director of DALNET Systems that the DALNET Project Manager should begin to implement the information hub concept into his job duties. This will include working with information providers as well as members There are real distinctions to be made between members and information providers. Strong marketing initiatives are being made on both fronts. The issues involved should be placed on the agenda for the next Finance Committee meeting. Management issues are involved which could be carefully drawn so that everyone is informed and expectations remain realistic.

b.   It was noted that the DALNET staff wishes to change the focus of the Ameritech grant. The original grant stipulated that DALNET would teach community members about the DALNET databases. In asking for the second half of the grant DALNET would like to focus on creating informational databases, such as: a health event calendar, a GIS mapping service, support groups and transportation services. Rather than create brochures, learning materials and teaching modules on how to use DALNET / Horizon services, it is felt to be more productive to create projects based on feedback from the information provider breakfasts. DALNET needs to create informational databases of local interest before it can teach community members how to use them. Committee members agreed that DALNET must ask permission of the Ameritech Foundation of Michigan to change the grant. It must be made clear that the outcomes of the second half of the grant will change.

It was recommended further that the report should be hand delivered by November 17. Maurice Wheeler, DPL Director, has the authority to sign for the Friends of Detroit Public Library, under whose auspices the grant was submitted.

c.   As the Finance Committee was preparing issues to be presented at the upcoming Board meeting, a recommendation regarding the term of the Steering Committee was considered. The Steering Committee continues to be needed to address migration issues for the remaining DALNET/ NOTIS Libraries. In addition, there are a number of Horizon enhancements that remain to be delivered.   As all DALNET libraries become active on Horizon, does the Steering Committee need to continue to meet? Should the Steering Committee be charged to consider operations as well as implementation? Should the members be given the option to step away? There was agreement that, ideally, the Steering Committee and its members should remain in place. It is too early to consider disbanding this committee.

9 Adjournment - Next Meeting

The meeting adjourned at 4:10 p.m. The next DALNET Finance Committee Meeting was scheduled for Tuesday, December 14, 1999, 1:30 p.m. at the University of Detroit Mercy, McNichols Campus.