

**Detroit Area Library Network (DALNET)
Finance Committee Meeting Notes
March 25, 1998**

The Finance Committee considered when to switch over to the Ameritech Horizon System and how to pro-rate the cost involved in running the Ameritech NOTIS System. Bills have been sent out reflecting the cost to operate the old system. WSU had intended to issue a credit to those institutions that had over paid. This was not agreeable to all institutions. MCC originally brought the issue to the attention of Patricia Breivik. A motion was made to charge for 6 month of fees based on the NOTIS billing standard and 6 months based on the Horizon billing standard. This will change the total amount billed to Walsh College, Oakland Community College and Macomb Community College. The annual maintenance fee cost should remain approximately the same for MCC. Additional costs to be considered will be the capitalization cost plus the charges for databases utilized. Note: MCC should contact Bob Harris to confirm costs and to make sure that the billed charges will be within the allocated budget.

DALNET has several categories of participation. Two of these categories are: full membership, and community information provider. Patricia Breivik was concerned that the category of community information should include a clear philosophy and pricing criteria. Need for the information and the ability to sell the information to interested parties were additional considerations. SEMCOG information would be a good choice as an information resource. This information might be sold to a corporate entity such as Detroit Edison. The information should to be of interest in the seven county area encompassed by the DALNET Ameritech Partnership Agreement. Categories might include:

- information made available online based on overhead costs with charges based on a percentage cut.
- information made available online which is so desirable that DALNET absorbs the cost of making it available.
- information made available online which is of mutual benefit to DALNET and the provider and a deal is struck based on negotiations between the parties.
- information made available online and the provider pays for all costs involved.

Considerations in dealing with community information providers revolve around cost effectiveness. Charges will be assessed based on direct costs incurred plus a percentage to cover DALNET Library costs for taking the initiative in providing an automated system in the metro Detroit area.

Community information providers can access information through the Internet or can pay for a direct line using the frame relay option.

Michelle Klein, Detroit Medical Center, is the new System Director for Library Services.

Gloria Ellis, Director of Walsh College Library as well as DALNET Finance Committee Chair and DALNET Board Secretary, will be retiring April 23.

Sue Frankie, Dean of Oakland University Libraries, will be retiring September 3.

Jeff Trezciac, new Assistant Director for Systems at WSU, will manage Horizon at the central site.

**Detroit Area Library Network (DALNET)
Board Meeting Notes
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Detroit Public Schools Professional Library

The Detroit Public Schools Professional Library has stated its intention to become a member of DALNET. Their public relations promotion is not ready for their official signing. Therefore, they are not yet a member and could not attend.

Ameritech Contract

The new WSU President requires a full budget process for decision making on major projects. This is a new development at WSU. Consequently, DALNET implementation will be affected. WSU will not be able to sign an agreement until June. It is possible, but remote, that WSU may have to withdraw.

The WSU Council of Deans has endorsed the project as well as the WSU President's Cabinet. The WSU Faculty Senate will receive a DALNET presentation on April 1. There is wide support. However, funding could be a problem and the new WSU President must be comfortable. The project must be in alignment with the WSU budget.

Ameritech needed a letter of agreement allowing implementation in order to proceed. Thus, a clause has been inserted in the agreement that WSU can pull out of the Ameritech Partnership in June. Ameritech proposed this solution. There is no guarantee that WSU will sign the agreement. In the meantime, everything that can be done to proceed in being done.

Note: How does MCC deal with the DALNET/ WSU/June issue. How much should be said to upper level administration?

The WSU Horizon Project Director will not be hired for the time being. Louis Bugg will pick up Project Director responsibilities in the meantime. The Ameritech representative, Harry Masik, has been designated and is in place.

Additional contracts to be solidified: 1) scope of work document for frame relay capability, 2) service desk contract with Detroit Public Library.

Addendum to DALNET Online System Agreement

The addendum to DALNET Online System Agreement was presented. Institutions were asked to review and make suggestions to Bob Harris within two weeks, no later than April 10. (Note that the last page identifies a change in the ability to terminate DALNET membership.)

DALNET Steering Committee Membership

The roster of appointments to the DALNET Steering Committee was presented. It was noted that community colleges were not represented. AS presented the composition of the Steering Committee did not adequately represent the composition of DALNET membership. Jim Flaherty, WCC, volunteered and was accepted as the community college representative to the Steering Committee. It was noted that DALNET is changing. With the Horizon System it is more important for member institutions to participate and pull their weight.

By-Law Task Force

A Task Force to change the DALNET By-Laws was discussed. There is a need to make the By-Laws consistent with the changes in the Ameritech Partnership Contract. Bob Harris, Jerry Bosler, and two medical librarians were appointed to serve on the By-Law Task Force. Target date for a draft is June 1.

DALNET Representative on Access Michigan Steering Committee

The DALNET Collection Development Committee recommended to the Board that the Access Michigan Steering Committee include a DALNET representative. There is a concern that DALNET interests are affected as the Michigan Access Steering

Committee works on deciding electronic resources for the State of Michigan. The rationale included: demographics, DALNET's multi-type status as well as the DALNET tradition of library networking.

There is little likelihood that the Library of Michigan will name a DALNET representative to the Steering Committee since it is felt the membership is closed until a resignation occurs. There are several Detroit metro representations on the Steering Committee. Public library representatives were mentioned from Rochester, Canton and Detroit. The DALNET Chair will send a letter requesting consideration. In the meantime, Nancy Skowronski, DPL, will be asked to broaden her perspective in representing DALNET as well as DPL.

Finance Committee Report

A report was made on the billing considerations in maintaining the old NOTIS system while attempting to migrate to Horizon together with time lines and the costs involved. A motion was made that members will be re-billed for 6 months on the old billing structure for NOTIS and six months on the new billing structure for Horizon. The reason is that the migration will begin six months later than originally planned. Note that additional costs will include capitalization and the databases utilized by the respective institution.

DALNET Board Invitation

Sue Frankie, Dean of Oakland University Libraries, has invited the DALNET Board to have lunch at Oakland University. Dr. Frankie is retiring and would like to maintain a DALNET connection for Oakland. She asked for possible dates that the Board Members could attend. The Board agreed to propose: June 2, 12, 16.

Horizon Implementation

Louis Bugg is serving as interim project leader with input from project managers for Horizon implementation. Ideally, someone will be hired to take this position as soon as possible. Permission was requested to post the job, subject to budget approval. U of D Mercy has begun the implementation process. There is a need to proceed immediately with the preliminary aspects of filling the position. The Partnership Team will be helpful in advertising and screening possible applicants. If all things work well, a new person could be on board in June directly after WSU finalizes its participation in the DALNET Partnership. Local and national advertising was discussed along with list serves and Web browsers.

Patricia Breivik was also interested in beginning the process to fill the half time grants position. Patricia and Maurice Wheeler, the Director of Detroit Public Library, will proceed with planning to fill this vacancy.

An implementation meeting was held March 6, 1998 with Ameritech, WSU, DPL, and U of D Mercy. A project plan with dates has been created. A two day meeting is planned to consider the tasks, main projects, sub-projects as well as the DALNET-wide ramifications. Some of the issues raised will need to be settled at the Board level. Actual implementation has been moved back 6 months. U of D Mercy is scheduled to begin in June and complete in December, 1998.

There are seven enhancements to the Horizon System required by the Partnership Agreement. The DALNET Horizon Steering Committee will put together the specs for these enhancements which are required for migration.

The Infoshare implementation is a separate project that will have to be implemented in the near future to make an immediate transition from MDAS to Infoshare. A consulting plan with hardware recommendations reviews how to run two server sites.

The frame relay component is another aspect of the project. Ameritech did not include this piece in the original contact, but, it is an option. U of D Mercy and WSU require this option and will proceed with planning and implementation.

Standardization of circulation policies in Horizon among DALNET members was proposed. The suggestion will be considered by the Steering Committee.

Oakland University Request for 239.50

Oakland University has requested a 239.50 link to DALNET. This has been done in the past for academic institutions in Michigan that had the NOTIS system, i.e. Eastern Michigan University, Western Michigan University, the University of Michigan, and Michigan State University. There is a higher level of difficulty in offering a link to an institution with a different automated system.

Oakland University will have Endeavor. DALNET remains interested in networking and establishing direct links across the State, especially with other academic libraries. However, because of the technical variables, the time lines for implementation cannot be guaranteed. There was consensus that DALNET needs to implement Horizon before offering cooperative, direct links to other institutions.

DALNET Grant Request

A DALNET grant proposal has been submitted to Ameritech Michigan for \$150,000 to provide supplemental funds to develop a showcase regional information hub.

Next Board Meeting

The Board may be called to meet on short notice during the next two months to resolve implementation issues. A June meeting is likely. A specific date was not chosen.