

DALNET Cost Allocation Task Force
March 21, 2006: 9:00 a .m.-11:45 a.m.
University of Detroit Mercy McNichols Campus Library
Proposed Agenda

- 9:00-9:15 Welcome: review agenda and annotated TF charge
- 9:15-9:25 Approval: Minutes from 1/17/06
- 9:25-10:05 Review laundry list of services provided to DALNET libraries
- Consensus on recommended set of core services (What is the critical mass of services and resources we need to offer to stay in business?)
 - Relate to ILS fee
 - Relate to membership fee
- BREAK
- 10:15-10:45 Reach consensus: Can we attach costs to services that are above and beyond the critical mass of DALNET services?
- 10:45-11:30 Review fee allocation formulas from other consortia
- Discuss application to DALNET
- 11:30-11:40 Assignments for next meeting (4/18/06)
- 11:40-11:45 Host for next meeting (4/18/06)

DALNET Cost Allocation Task Force
UNAPPROVED MINUTES
March 21, 2006: 9:00 a .m.-11:45 a.m.
University of Detroit Mercy McNichols Campus Library

In attendance: Margaret Auer, Steven Bowers, Cathy Eames (for Daria Drobny), James Flaherty, Robert Harris, Laura Mancini, George Marck, Mary Ann Sheblé.

Absent: Daria Drobny and Sandy Yee

Meeting was called to order at 9:10 am by M. Sheblé.

Motion: "To approve minutes from the 1-17-2006 meeting."

Motion From: M. Auer

Motion Seconded: J. Flaherty

Action: Passed Unanimously

The committee reviewed what was accomplished at the last meeting, 1-17-2006.

At the first meeting the committee:

- Reviewed Current Cost Allocation Fee Structure
- Identified problems with the current formula
- Agree on a review process
- Reviewed Current Fees
- Look at other Fee Structures
- Reviewed parts of the formula that might not work well in a single database

The committee identified the following elements of the current cost formula as no longer useful in a merged/single database environment:

- Use of Bibliographic records counts (since bib records will be shared)
- Use of individual database size (since there will only be one database)
- Use of Current Serials Subscriptions should be discontinued (deemed not useful in a single or multiple database environment)
- **Assignment:** S. Bowers to form a committee to investigate the implications of MARC record subscriptions for Gov Docs in the merged/single database environment.

The committee reviewed fee allocation formulas for DALNET and other consortia:

graduated scale membership fee
reserve fund

5000 ea/yr
+150 ea/yr

next meet
flexibility

- It was noted that one consortia reviewed had established an endowment to pay for annual horizon costs. R. Harris noted that our reserve funds generate interest much like an endowment would but an endowment would limit the use of our funds to interest only.
- The committee decided that most, if not all, of a new formula should use figures that are readily available from the ILS.
- SirsiDynix's billing is based on Bibliographic Records, Item Records, Staff Users (workstation installations), Locations (building sites)
- It was noted that cost increases are relative and difficult for all members, regardless of institutional size.
- It was asked why DALNET members are charged for all of the ILS if they do not use it all. It was noted that this is how we are charged from Dynix and that members are currently charged based on a formula that does try to account for ILS use.
- Reviewing specific parts of the current Cost Allocation Formula, the committee noted:

Academics
no direct defend
location but
different rules

membership fee

1. Use of Volumes should be discontinued since it is still an ambiguous number.
2. Use of Current Serials should be discontinued since is an irrelevant number and it is not available in the ILS. Use of Copy Records should be used in the formula to replace Current Serials as a representation of Serials Module use.
3. Use of Sites should be discontinued since it is a number not available in the ILS. Use of Horizon Locations (Agencies) should be used in the formula to replace Sites.
4. Use of Bibliographic Records should be discontinued in the new formula since this figure will not be relevant in a single/merged database.
5. Use of Item Records should continue in the new formula as a representation of the proportional use of the catalog.
6. Use of Database Size should be discontinued in the new formula since this figure will not exist in a single/merged database.
7. Use of Staff Seats should maybe be replaced with number of User Names. This discussion was tabled for later.
8. Use of Circulation Counts should continue in the new formula to represent use of the Circulation Module.
9. Use of Borrower Records should continue in the new formula to represent use of the Circulation Module.
10. Use of Purchase Order record counts should be considered for use in the new formula to represent use of the Acquisitions Module. This discussion was tabled for later.

locations
physical

old sites
specify
develop

tax for
reserve

office
define staff seat
how many computers
have "client" installed
Number updated annually
by date has
inform office each
time load permanently
top on system
not punitive due to
additional cost
due survey of staff
seats now

all borrow w/ barcode
daily borrower
actual

hits to server
circ transactions
utilization model from space model
-space not

no good
way to
add to
formula

Next Meeting: Scheduled for Tuesday, April 18th, 2006, 9 am – 11:30 am, at Wayne State University. S. Yee to verify if Detroit Public Library will provide parking. If not, S. Bowers can send out parking permits to committee members.

Tasks Assigned for next meeting:

Assignment: S. Bowers to form a committee to investigate the implications of MARC record subscriptions for Gov Docs in the merged/single database environment.

Assignment: S. Bowers and George Marck to create a document outlining the current services used by each DALNET member institution.

Assignment: S. Bowers to create a document that outlines what parts of a digital project are the responsibility of the DALNET office and which parts are to be completed by participating institutions.

Assignment: S. Bowers and R. Harris to enhance the “DALNET Services” document to include which services should be billed at an hourly rate and which should be billed as a flat fee. The new document should also incorporate all other changes to the document that were discussed at the meeting, including changing the chart to the landscape orientation.

Motion: “To adjourn meeting.”

Motion From: M. Auer

Motion Seconded: L. Mancini

Action: Passed Unanimously

Meeting ended at 12:00 pm.

Minutes submitted by S. Bowers