

**DALNET Finance Committee  
Macomb Community College  
South Campus Library  
October 10, 2000  
Agenda**

- 1) Call to order. Approval of Minutes
- 2) DALNET Project Manager's Contract Extension: Update ✓
- 3) DALNET Partnership Agreement / *epitech* Payment Plan: Update
- 4) DALNET Horizon Capacity Planning Report
- 5) DALNET Budget 2000-2001; 2001-2002
- 6) New Member Proposals: Update
- 7) Ameritech Grant: Update
- 8) New business / Old Business / Adjournment

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**DALNET Finance Committee  
Meeting Minutes  
Macomb Community College  
South Campus Library  
October 10, 2000**

Present: M. Auer, J. Bosler, N. Bulgarelli, B. Harris; B. Holley, K. Tubolino, Guest: L. Bugg.

**1. Call to order:**

The meeting was called to order at 12:10 p.m. The Minutes of September 18, 2000 were approved with corrections..

**2. DALNET Project Manager's Contract Extension**

B. Harris reported that the contract extension document had cleared its way through the WSU Legal Department. The document has been sent to Meg Fisher, *epixtech*, for review by their legal department. In the interim the Project Manager position will continue to be funded by DALNET at the rate requested by *epixtech* for a four month continuation.

**3. DALNET Partnership Agreement / *epixtech* Payment Plan**

B. Harris reported that the DALNET response to the *epixtech* proposal regarding the terms of the Partnership Agreement has been written. The letter has been sent to P. Jose for a signature. B. Holley has already signed the letter. The document will be sent to *epixtech* as soon as P. Jose returns it to WSU.

**4. DALNET Horizon Capacity Planning Report**

L. Bugg presented the "DALNET Horizon Capacity Planning Report (revised October 9, 2000)" as well as "DALNET Servers: Charts 1-3 (revised)". Discussion was held on the merits of upgrading the Horizon servers based on the new data presented. Seven options were noted in the written report. An Option 8 was eventually suggested during the discussion. Technically, the best options to recommend to the Board are: Option 4 which is 1 large server @ \$1,299,502 and Option 3 which is 2 servers at 1 site with cluster @ \$401,005. Financially the least expensive options are: Option 3 @ \$401,005 and Option 1 @ \$415,120. After prolonged deliberation it was agreed to recommend Option 1 without the Horizon development component which includes an E250 server @\$25,000 and a Sybase license @ \$90,000. The expected cost for implementation for Option 1 is \$300,120. Option 1 was chosen to maintain 2 servers at 2 sites while upgrading the Horizon servers. It was agreed that the servers must be upgraded to enable the DPL and The WSU server sites to better back each other up, to accommodate the new shared files that are to be delivered with Horizon enhancements, and to add capacity for future growth. The most conservative option was chosen because while the upgrade must be effected, little remains known about the equipment that Horizon will require in the future to handle shared files and broadcast searching. There is the additional variable of how server space will be required for Hub implementation as well as for other projects that may develop. Based on the discussion the following recommendations will be made at the next Board meeting:

- A. A recommendation that the Help Desk be phased out as soon as possible, but no later than January 31, 2001.
- B. A recommendation that the WAN Administrator position be eliminated. The DALNET Systems Office at WSU would be reassigned WAN duties for network support.
- C. A recommendation that an additional DALNET Systems Librarian should be hired by the DALNET Director to assist with Horizon System, Web and Hub applications.
- D. A recommendation that the role of the Webmaster be realigned as a function of the DALNET Systems Office and that a full-time staff member should be hired by the DALNET Director to provide Horizon System, Web and Information Hub support.
- E. A recommendation that DALNET upgrade its Horizon servers with two servers at two sites as specified in Option 1 of the "DALNET Horizon Capacity Planning Report", excluding the Horizon development component with the E250 server and Sybase license.

## **5. DALNET Budget 2000-2001; 2001-2002**

Before the DALNET Budget could be considered additional expenditures had to be reviewed in light of the IHDC Financial Proposal. K. Tubolino represented the Budget Proposal noting that DALNET had a window of opportunity during the next fiscal year for this project. otherwise, DALNET should scrap the idea. After prolonged discussion the following recommendations will be made at the next Board meeting:

- A. A recommendation to the Board that \$10,000 be allocated to hire a grant person under contract to prepare drafts of grants. Promotional materials will solicit individuals who are experienced in seeking cooperative grants among institutions, agencies and corporations in the information community. The selection of activities / projects for grants will be determined by the DALNET Executive Committee. The service contract should be publicized in local publications in the form of a Request for a Proposal (RFP).
- B. A server site should be created for the Information Hub as soon as possible with the following allocations for hardware and software: Development Server \$25,000, A/V Compression software \$5,000.
- C. Digital Laboratories are recommended for immediate installation at Detroit Public Library, the University of Detroit Mercy and Wayne State University. The three institutions will be asked whether they have the staff, and the space to create a laboratory. In addition, they will be asked whether they have the willingness to let other DALNET institutions use their laboratory if the equipment is funded by DALNET. An additional specification will be that the site institutions must agree to meet DALNET standards for data entry, access and control. DALNET will consider the maintenance of digital data (e.g. images) on a case by case basis. Digital data might be stored on a local server with local proprietary control or on a central DALNET server.
- D. Of the three institutions receiving a digital laboratory the maximum amount that they may receive is \$17,000. Allocation of the funds must be specified and approved by they Executive Committee. Suggested allocation may be broken out as follows: Workstation: \$9,500, Scanner: \$5,000, Digital Camera: \$2,500. If the institutions already have some equipment and wish to purchase, alternative, integral equipment in order to pursue a DALNET Information Hub project, it is permissible to seek approval for hardware and software up to the maximum amount allowed.

Having settled on Information Hub recommendations, B. Harris presented the "DALNET Budget Annual Operating Costs Fiscal year 2000-01 and Fiscal year 2001-02". Suggestions were made on fine tuning the FY 2000-2001 budget with additional allocations for the maintenance of new equipment and the salaries for realigned positions. It was noted that due to a number of circumstances that DALNET has experienced a decrease in expected expenditures. Committee members discussed the amount of the inflationary increase that would be recommended. Last year the Finance Committee recommended an inflationary increase which covered expenditures but which also allowed for an allocation to the reserve account. In presenting budget materials for the October Board Meeting the annual operating costs for 2000-2001 and 2001-2002 will be presented. In addition, it was agreed that the individual institutional contributions will be specified with options for an inflation increase.

## **5. New Member Proposals**

WSU has recently sent the DALNET contract agreement to Marygrove College for a signature. A DALNET contract is currently being reviewed by legal advisors at William Tyndale College. Mt. Clemens General Hospital is ready to sign a DALNET agreement.

## **6. Ameritech Grant**

In the absence of a clear protocol DALNET will proceed to complete the terms of the Ameritech - Michigan Grant in good faith. Alma Simmons, DPL, will pursue an inquiry on behalf of the Friends of Detroit Public Library, the official entity representing DALNET under the terms of the grant. Ms. Simmons will inquire about the need for additional reports required for compliance with the grant.

#### **7. New Business**

Detroit Public Schools has recently informed the DALNET Systems Office that they wish to terminate their DALNET affiliation because their professional library is being closed. Finance Committee members agreed that it would be bad precedent to forgive the contractual obligation incurred by the Detroit Public Schools Professional Library. The contract termination process should be discussed with a DPSC Library representative. The DPSCL may choose to walk away from the contract, but DALNET should not volunteer to forgive the contractual obligation. Ideally, Detroit Public Schools would use their DALNET membership to connect at least some of their libraries to Horizon. B. Holley has been contacted. DALNET will monitor the developments and wait for a meeting to be conducted between B. Holley and the Detroit Public Schools spokesperson.

L. Bugg reported on the response of S. Muir, DALNET Project Director, to the Finance Committee's Satisfaction Survey on DALNET Services. Communication, Web, documentation and training areas were addressed with solutions. The S. Muir response and an abbreviated copy of the survey will be distributed at the Board meeting.

#### **8. Adjournment**

The next meeting of the committee was tentatively set for November. No specific date was set.

October 9, 2000

Jerry Bosler  
DALNET Finance Committee, chair  
Interim Dean  
Macomb Community College Library  
14500 E. 12 Mile Rd.  
Warren, MI 48093

Dear Jerry,

In my review of the Finance Committee's Survey of DALNET services, I identified several areas that could be addressed in the short-term with little or no additional resources. I also considered comments from the discussion that you led at the September 11 Project Manager's meeting. I have been discussing the comments with Louise and the DALNET staff and we are in the process implementing solutions for some of these suggestions and developing plans for others. My list focused on Communication, Web Issues, and Documentation and Training. This is a report of work that is underway.

#### Communication

- Re-instituted the DHMT listserv to share problems with Horizon functionality and the solutions to those problems with all interested DALNET members
- Member sites can now communicate directly with DALNET systems librarians without an intermediary in the communication process
- Re-established the focus of the DALNET listserv for reporting important information such as downtime, etc. thereby reaching a larger group of people who need this information
- In the process of acquiring conference capable phones for the DALNET systems librarians so that DALNET members can participate in their calls to *epixtech* customer support, where desired
- Preparing a list for distribution clarifying the roles and responsibilities of DALNET staff

#### Web Issues

- George Marck is in the process of setting up improved access to WebPACs by member libraries and should have it completed in October
- Will offer a WebPAC drop-in session to address member questions and a brief review of procedures later this year (probably November)
- Jeff Trzeciak has agreed to continue serving as a resource person to member sites for their problems with their WebPACs
- Updated existing DALNET Web Site with current information for our members and visitors to our Web Site

**Documentation and Training**

- **Surveyed members about the need for additional copies of Horizon client CDs and will make these copies available for future releases**
- **Will meet with Systems Librarians and discuss feedback and develop plans for ongoing improvements**

Sincerely,

*Scott P. Muir*

**Scott P. Muir**

**DALNET Project Lead**

## **DALNET Finance Committee Survey of DALNET Services: Follow-up**

The DALNET Systems Office has reviewed the DALNET Finance Committee Survey results. The following action has been taken in the short-term.

- The DALNET Horizon Migration Task Force listserv has been re-instituted to allow members to share information on Horizon functionality and solutions to problems.
- Member sites can now communicate directly with DALNET Systems Librarians.
- The focus of the DALNET listserv has been redirected for reporting important information. c.g. downtime.
- The DALNET Systems Office is acquiring conference phones to allow DALNET members to participate in calls to *epixtech* for customer support.
- The roles and responsibilities of the DALNET staff is being clarified and will be communicated to members.
- Improved access to WebPACS should be available in October, 2000.
- A WebPAC information session is being planned for November, 2000.
- The WebPAC information resource person will continue to be Jeff Trzeciak.
- The DALNET Web Site has been updated with current information for members and other Web users.
- Additional copies of the Horizon client CDs will be made available to members for current and future releases.
- Feedback and development plans for ongoing improvements will be addressed by the DALNET Systems Staff and communicated to members.