DALNET Executive Committee Meeting
Thursday, July 8, 2004: 1:30 p.m. - 4:00 p.m .
Wayne State University
Undergraduate Library: Community Room
Agenda

1. DALNET Continuity: Administrative Transition Plan:
   J. Bosler, S. Yee

2. Clarification of FY 2004-2005 and
   preliminary planning for FY 2005-2006: S. Muir, B. Harris

3. DALNET Strategic Plan - Update: S. Muir

4. DALNET Dynix - Update: S. Muir

5. DALNET Project Manger's Committee - Update: S. Muir

6. MiLE - Update: S. Muir

7. Old Business / New Business

8. Schedule Upcoming Meetings for 2004
   - Monday, August 16, 2004, ~~1:30~~ p.m. - 4:00 p.m. DALNET
     Executive Committee and DALNET Host Site Committee: Joint
     Meeting to discuss the DALNET Host Site, the FY 2005-2006
     Budget and attendant issues.

   - Monday, August 23, 2004, 1:30 p.m. - 4:00 p.m. DALNET Board
     Meeting

9. Adjournment

Revised: Unapproved

Attending: M. Auer, J. Bosler, J. Flaherty, L. Mancini, R. Harris, S. Muir, S. Yee, J. Wrosch.

1. DALNET Continuity: Administrative Transition Plan:

Preliminary discussion was held about taking Detroit Public Schools off of the active list of DALNET members. There was agreement that DALNET has made every effort to include and communicate with Detroit Public Schools to no avail. While Committee members are reluctant, the Board has addressed this issue. Detroit Public Schools (DPS) is not an active DALNET member nor has it paid dues in a number of years. Consequently, the Board approved action will be implemented: DPS should not be included as a DALNET member.

Scott Muir, Interim DALNET Director, has announced his appointment as Associate University Librarian at Eastern Michigan University. His last working day at DALNET will be July 23. His last paid day with DALNET will be in mid August.   A plan has been proposed by DALNET Board members for Jackie Wrosch to take on DALNET administrative duties. The DALNET staff has been consulted by S. Yee about such an administrative transition plan and consensus has been reached.   The Executive Committee is in agreement that S. Yee will work with the WSU Human Resources office to arrange a temporary reclassification for J. Wrosch to reflect a change in job duties, title and salary. WSU Human Resources will respond regarding job title and pay level. DALNET Board members and their institutions will be asked what they can contribute as a working Board to assist with DALNET's current situation.

The issue of DALNET staff mileage was considered along with parking cards for DALNET member employees who attend meetings at WSU. DALNET will continue to underwrite mileage to DALNET staff members when they visit DALNET member institutions.   Further, DALNET will underwrite the cost of parking cards for parking at WSU for DALNET member institution employees who attend meetings at WSU. The DALNET staff will actively assist in making parking cards available for meetings held at WSU.

2. Clarification of FY 2004-2005 and preliminary planning for FY 2005-2006:
Included in meeting handouts were DALNET documents previously provided to Committee members. They were:

- DALNET Executive Committee Meeting Summary, 8 December 2003: Executive committee develops 2004-2005 budget recommendation.
- DALNET Executive Committee: Revised Budge Scenarios.
- Detroit Area Library Network: Budget Task force Workbook: DALNET Institutional Holdings Fiscal Year 2002-2003.
- DALNET Options 6/14/04 WSU with Dynix.

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- DALNET Financial Report as of May 24, 2004.
- DALNET Host Site Task Force: Summary of Budget Figures for DALNET Host Site RFI Respondents.
- DALNET Host Site Task Force: Comparison of Maintenance Costs for the RFI Respondents.
- DALNET Host Site Task Force: Five-Year Cash Flow Implications for Each Option.
- Preliminary DALNET ILS Vendor Price Quotes
- DALNET Budget Task Force: Salaries Scenarios.
- DALNET Budget Allocation of Annual Operating Costs Fiscal Year 2002/03.
- DALNET Budget Annual Operating Costs Fiscal Year 2002/03
- Appendix: Revised Wayne Based Scenarios (variations on Executive Committee's Preferred Option B) Annual Operating Costs and Staff Positions Retained with Each Alternative – FY 04/05 Option B Alternative 5.3
- DALNET Budget Annual Operating Costs Fiscal Year 2004/05
- DALNET Budget Task Force Revenue Projections: Member Fees At Various Total Budget Levels, Based on Cumulative Average Resource Use.

Because so many documents have been made available over the last year, there was a need to clarify the working documents that would be made available to Board members for future decision-making. As DALNET moves ahead there is agreement that the tentatively approved FY 2004-2005 budget is $666,702 with Projected Revenue from DALNET Members of $435,181 with a Reserve Fund Expenditure of $231,521 to cover the shortfall. Detroit Public Schools will not be paying their assessed $5,000 membership fee. This and other adjustments are reflected in the $435,181 of Projected Revenue. As of August 23, 2004 DALNET will not be paying for two budgeted positions (i.e. a separate DALNET Director/Administrator and a second Systems Librarian). The Executive Committee agreed not to change the FY 2004-2005 budget and to present it for final approval to the DALNET Board as the operative budget. The salary savings will exhibit themselves, reflecting a decrease in shortfall, causing less money to be taken from the Reserve Fund.

R. Harris was asked to provide a revised FY 2004-2005 budget which reflected projected cost savings with the following assumptions: The DALNET Director position will be consolidated together with the Web Developer position with a title change and a salary increase. The positions of Assistant Director, Marketing Librarian and Database Administrator will not be funded. The positions of Secretary and Systems Administrator will be funded. The first Systems Librarian position will be funded by WSU. The second Systems Librarian position will be funded and is currently unfilled. The intent is to fill the second Systems Librarian position as soon as possible. The Web Developer position will be funded and retained as a merged position with the DALNET Director position as noted above

Expected DALNET staffing as of October 1, 2004 is:
- Interim DALNET Director / Web Developer
- Systems Administrator
- Systems Librarian
- Systems Librarian (vacant)
- Secretary

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At this point, in budgeting for 2004-2005, it must be assumed that DALNET will be on Dynix Horizon integrated library system at WSU. It was noted that should DALNET retain a staff of 3-5 people, changing systems will need to be carefully reviewed. Investigating options for part-time temporary staff members may need to be considered.

The allocation of annual operating costs needs to be provided to each DALNET member as soon as possible so as to confirm the understandings and agreements among all parties. It was noted that the individual member cost would be confirmed in the Online System Agreement that WSU will be requiring for the 2004-2005 year.
These agreements should be ready for the members previous to the August 23, 2004 Board Meeting.

Preliminary planning for FY 2005-2006 cannot take place until the Host Site Committee makes a recommendation which is forwarded to the Executive Committee. Staffing and system issues must be clarified before a budget can be created.

3. DALNET Strategic Plan - Update:
J. Wrosch updated the Committee on progress with the DALNET Strategic Plan

Goal 1 Membership Support
- Continuing education events have been created to facilitate the sharing of expertise among the membership. Staff members have visited a number of DALNET member institutions to provide training on HIP, Medical Sources on the Internet, Horizon Inventory and Cataloging.
- Dynix representatives have provided demonstrations of proposed new enhancements: Consolidated Searching and Web Reporter. The DALNET staff would like some direction on whether to pursue federated searching via Dynix or via third party software, WebFeat. Dynix does not seem to be offering a price break on Consolidated Searching. Dynix will offer this enhancement on an annual subscription basis which will likely be expensive to implement with numerous databases as DALNET is currently configured.
- The DALNET Website has been updated on a continuous basis

Goal 2 Innovation
- The DALNET staff has been involved in preparing reports regarding new integrated library systems and host sites which involve collaboration with neighboring consortia to improve services for the Southeastern Michigan region and to support state-wide resource sharing initiatives. Real involvement in state-wide reciprocal borrowing using Dynix will depend on the NCIP protocol which is not currently available with the Library of Michigan implementation of Innovative Interfaces, but is available in Dynix Horizon 7.3.2.
- Continued involvement in the MiLE project also fulfills the goal of state-wide resource sharing.
- Digital projects have also been achieved which include the DIA Project as well as WSU, The Henry Ford, DPL and UDM initiatives. In regard to digitization projects, low resolution images are available online to the public. In September 2001 , the Board approved a recommendation from the Information Hub Development Committee (IHDC) to distribute $35,000 from the Ameritech Grant toward four projects:

- DPL – Detroit African American Women's Study Club Records
  $ 5,000
  > Note: DPL later substituted the Hackley Sheet Music Project with DALNET approval.
- The Henry Ford – Postcards Project
  $ 5,500
- UDM – Black Abolitionists Archives
  $15,000
- WSU – Costume Collection
  $10,000

At the March 2004 Board Meeting, the Board approved spending $4,500 from the Ameritech grant to reimburse DIA for expenses associated with the *Detroit Institute of ART Bulletins* Project. UDM and DALNET staff are currently working on the Black Abolitionist Project. There may be as much as $10,000 remaining to be spent from the Ameritech Grant that might be used to fund additional digitization projects.

- The Electronic Resources Committee has not been active. A number of issues have presented themselves to be addressed by this committee. They are: review of the digitization recommendations, recommend technical and financial aspects of archiving information. The Electronic Resources Committee should also be involved in making recommendations on any remaining funds from the Ameritech Grant.

Goal 3 Resource Sharing

- The DALNET staff has investigated the integrated library system marketplace and submitted a report in November, 2003 followed up with a report in June, 2004.
- DALNET has assisted with the implementation of a number of digital projects that have been created including the Hackley Project at DPL.
- Submission of a grant proposal for a new DALNET service initiative remains an outstanding project.
- Improved access to academic member library collections through reciprocal borrowing arrangements is an ongoing commitment among DALNET members and has been expanded with MiLE implementation.
- Upgrading the integrated library system functionality including enhanced content and federated searching remains an outstanding issue. However, a number of DALNET members have subscribed to and been assisted by the DALNET staff in acquiring enhanced content on their HIPs.
- DALNET has recruited a new member, Lewis Business College Library.
- The DALNET staff assisted Lewis in supporting its request for an LSTA grant from the Library of Michigan.

Goal 4 Effective Governance

- A new cost allocation formula for 2004-2005 has been agreed upon among DALNET members
- The recommendation for an appropriate DALNET host site is pending a Board review in August 2004.
- Review and revision of the DALNET Bylaws will need to be addressed in September 2004.

4. DALNET Dynix - Update:

S. Muir updated the Committee on progress with Dynix releases.
Horizon updates continue to maintain the attention of the DALNET staff. Dynix Horizon releases 7.2.1 – 7.2.4 have been effected. Release 7.3.2 and HIP 3.0 require simultaneous implementation and will involve the time of both the Web Developer and the Systems Administrator. Similarly, Dynix Horizon release 7.4 and HIP 4.0 are also simultaneous upgrades. There may be a new URSA release in the future for improved MiLE functionality, this is likely to only be offered as an ASP service. The DALNET staff recommends Dynix Horizon release 8.0 for a merger of databases. Release 8.0 is scheduled for January 2005 but is more likely to be implemented June-August 2005, if approved by the DALNET Board. In addition, authority loader changes are also being planned.

5. DALNET Project Manger's Committee - Update:

S. Muir updated the Committee on Project Manager's Committee.
The Project Managers have created a study committee to review the benefits and ramifications of Dynix Horizon release 8.0 and the merits of merging the remaining fifteen library databases into one database. The compelling reason to wait for a database merger is that system security is more developed with release 8. Committee members reviewed the cost of the merger at $50,000. The Executive Committee will be interested in the documented cost savings in going to a single Dynix database before making a recommendation to proceed. Committee members would like to see a report on the technical and public services ramifications of the merger. The question will be asked of the Project Managers Study Committee: what would you suggest in terms of DALNET standard shared rules for operation in a shared database environment? This should also be considered by the Database Standards Committee. Members were also interested in a discussion on the appropriate staffing level to undertake the scheduled releases and enhancements for the upcoming year. Input from the MeL Board representative was also requested in regard to standardized rules for operation in a shared statewide library environment as well as in considering authority control cleanup.

6. MiLE - Update:

S. Muir updated the Committee on the MiLE Project.
The MiLE Board has recommended that MiLE participating libraries should contract with the MeL-Deliver for service beginning October 1, 2004. DALNET can pay for this service centrally whereupon DALNET will receive the reimbursement from MiLE. The MiLE project will provide reimbursement up to $900 annually for 2 day/week delivery service. Additional days can be purchased. The MeL delivery service is State subsidized and is considered a cost effective implementation.

DALNET has signed a MiLE Service Agreement to provide software support, RPA support, user training and service response for the sum of $5,000. MiLE is paying DALNET this sum for these services. The DALNET Board will be asked to approve the agreement.

Scott Muir is a member of the MiLE Board as a DALNET representative. Because he is stepping away from DALNET, a new representative will need to be appointed to represent DALNET on the MiLE Board. Further, Scott will remain Chair of the MiLE Resource Sharing Committee, however, DALNET should appoint a new representative to this committee, he recommends a DALNET staff member..

7. Old Business / New Business

The Executive Committee considered old / new business.
Questions were asked that will need to be answered in the immediate future.
In regard to DALNET digital projects: how will DALNET fund digital projects?
How will the Electronic Resource Committee address digital archiving?

The DALNET Host Site Committee needs to create a report document which has a good picture of confirmed costs. Executive Committee members would like some lead-time to study the document before the meeting their meeting August 16..

S. Muir noted that the DALNET staff does not feel valued in the current situation due to the absence of a clear direction.
Board members in attendance responded that the staff is indeed valued but the solution is involved due to state economic issues. There is a plan in place to proceed with DALNET at least until September 2005. DALNET members are uncomfortable with the changes that are occurring. At the same time, every effort is being made to retain a consortia environment which includes collaborative networking on library projects as well as a shared integrated library system for small and medium member libraries.

8. Schedule Upcoming Meetings for 2004

- Tuesday, August 3, 2004, 1:30 – 4:00 p.m. DALNET Host Site Committee Meeting
- Monday, August 16, 2004, 1:30 p.m. - 4:00 p.m. DALNET Executive Committee and DALNET Host Site Committee: Joint Meeting to discuss the DALNET Host Site, the FY 2005-2006 Budget and attendant issues.

- Monday, August 23, 2004, 1:30 p.m. - 4:00 p.m. DALNET Board Meeting

9. Adjournment