DALNET Executive Committee Meeting
August 18, 2005
9:00am-11:30am
Botsford General Hospital
Zieger Administration Building, Classroom C

In attendance: D. Adams, C. Agnew, M. Auer, S. Bowers, J. Flaherty, R. Harris, L. Mancini, M. Sheblé, S. Yee

1. Call to order, 9:08 a.m., D. Adams

2. Approval of Executive Committee Minutes for June 6, 2005
Action/s
Motion from M. Auer: Move that the minutes of the June 6, 2005 Executive Committee meeting be approved as amended with the following corrections:

- Section 3, paragraph1 will read "... The Board originally approved up to $50,000 for the merge. ... "
- Section 4.a. will read "...The rate of pay is $25.00 per hour. ... "
- Section 4.c. will read "... Lewis College of Business will probably be one of the first institutions to go into the merge database. Their test database is complete but they have not completed all of their circulation parameters. It is not known how they will do cataloging in the future; they will probably use OCLC but are not a full cataloging member of OCLC."
- Section 5 will read "... We have or will receive $11,700 from TLN for reimbursement ... ."

Motion seconded by: M. Sheblé
Motion passed unanimously

3. DMC allocation request – M. Sheblé
Information
M. Sheblé received a letter from D. Drobny, on the behalf of the Detroit Medical Center (DMC), requesting a reduction in their member allocation for fiscal year 2005/06. M. Sheblé obtained permission to share the letter with the Executive Committee only; however, the subject of the letter needed to be shared with the Board. Requests for a change in a member's allocation require fourteen months notification. G. Marck checked DMC's numbers against the allocation formula and found a twenty to twenty-five percent reduction in their volumes, etc. DMC's original agreement had an addendum that listed seven sites, now they have only four sites, fifty-seven percent less sites now than when they originally signed the contract. A reallocation did occur for DMC because of their request and some leniency was made. The effective date for the reduction was this current FY 2004/05. They were given a reduction. R. Harris and M. Sheblé will talk with D. Drobny to explain that DMC has already received a reduction and their current allocation is in line with their current configuration.

Action/s
By consensus, the Executive Committee agrees that an adjustment to DMC's allocation is not warranted at this time.
Allocation formula discussion – M. Sheblé

<u>Information</u>
The Board is supposed to review the allocation formula every three years. The first fiscal year that the formula became effective was 2004/05. The formula review for FY 2007/08 needs to occur during FY 2006/07. A decision is needed as to who will coordinate/ review the allocation formula: a task force or the Executive Committee. The current formula does not make sense for the new single database environment. We need to start with what will make sense in the new single database environment. G. Marck and S. Bowers will look at what numbers are relevant for the new environment. R. Harris will work on some scenarios based upon those numbers. Additional fees for additional services will be considered. A member should not be impacted negatively financially for wanting to add more to the database. The statistics that we use should include both positives and negatives, including credits for authority work or other tasks. R. Harris and S. Bowers will have the numbers and a report for the first Executive Committee meeting next year.

4. 2006/2007 Budget – R. Harris
<u>Information</u>
R. Harris distributed the document "DALNET FY 2006/07 Budget Summary". The budget includes the seven percent annual increase previously approved by the Board. The numbers for 2006/07 have not been approved. The budget for 2005/06 is not balanced. We may be over budgeted in 2005/06 because of the merge. For fiscal year, 2004/05 there is an excess. The projected annual excess of revenue over expenses as of July 31, 2005 is almost $44,000. A significant decrease in maintenance is projected because of the merge. The reserves report has not changed.

Staffing may have a big impact on the budget. The budget assumes we will keep the same staffing level. For the 2005/06 budget, we will have to pay for a position when A. Evans leaves. There are some savings in salaries/fringe benefits because DALNET has not filled all positions, the administrative support position was filled at half time, and the fringe benefits rate went down a little. If we decide to go to a different level of support, we can budget it that way. The budget is fairly accurate in terms of maintenance and staff if we maintain the same level of both.

A discussion will be held with the Board about the 2006/07 budget at the September Board meeting. We need to see how the seven percent increase will impact the rest of the Board: How long can their institutions tolerate the seven percent increase? What are some cost savings measure we can we do as a consortium? One suggestion is to consider cooperative collection development.

Project Reserve Fund Contribution – M. Sheble'
<u>Information</u>
We are adding to the Program Initiative Reserve (PIR) fund in small amounts. The Board approved the PIR for the benefit of all members. Every member paid a $5,000 membership fee. One option to grow the PIR is to take a percentage of every member's membership fee and add it to the PIR. Another option is to move any surplus at the end of each year to the PIR. This would not cost us anything since we did not expect to have a $43,000 surplus. If there is a deficit in a subsequent fiscal year, we can move the money back into the operating fund. This can be done annually for the next three to four years until we get a balanced budget and see how things go. We should be looking at growing the fund to a substantial amount over time. The Executive Committee will present a preliminary recommendation to the Board to ensure the Board that the Program Initiative Reserve fund is not a sideline savings account, that we are doing something to grow the fund, and to show

that growing the fund is important to DALNET. Operations will be left as is for the next few years to see how things go and to look at a long-term strategy.

<u>Action/s</u>
Motion from D. Adams: Recommendation from Executive Committee to move income over expenses for the 2004/05 fiscal year budget into the Program Initiatives Reserves fund and review the Program Initiatives Reserves fund next year
Motion seconded: J. Flaherty.
Motion passed unanimously.

5. Single Database Project – S. Bowers
<u>Information</u>
The Single Database Task Force is working on a rough draft of the final version of the algorithm. They are halfway done but they still have to work on the match points, which fields to retain in the bibliographic record, etc. They will submit it to subcommittees and other members for their input. The algorithm should be completed by mid-September to give to Dynix. Dynix will not start working on it until they have the parameters. It is not known how long it will take Dynix to complete the algorithm once they have the parameters; however, the DALNET office will work with Dynix on a timeframe.

The Single Database Task Force has decided not to do anything with authorities until after the merge. Some authority work may be done after the first phase of the merge. It is up to the Board to decide whether to buy a file or buy a subscription for authorities. Funds for a subscription would come out of the ILS reserve fund unless all members wanted access to the tapes. The initial figures obtained years ago were approximately $5,000, which included WSU and DPL. Separate estimates for costs including and excluding WSU and DPL should be sought. If DALNET buys them, all members would have to pay and would have access to authority tape loads. WSU may be interested in the authority tape loads. The standards are still being worked on and work will continue on them during the test phase. The Single Database Task Force will draft base guidelines and ask for input from members.

6. DALNET Office Staffing – M. Sheblé, S. Yee
<u>Information</u>
G. Marck, S. Bowers, M. Sheblé, and R. Harris met to discuss the DALNET office staffing needs. They decided that the DALNET office needed a system administrator, a manager (figurehead and active participant, with administrative duties), and a systems librarian. The second systems librarian position could be eliminated, with the understanding that A. Evan is available; however, we need to stop being dependent upon her. The DALNET office would probably want a half time technical person in 2006/07 or a half time systems librarian for 2005/06 but not for 2006/07. The Board needs to look at both options. S. Bowers feels that three full time persons with technical skills could run the DALNET office in 2006/07 after the merge, not including providing training and instruction, just the technical aspects. A full time administrative support person would be helpful to provide at least forty hours of coverage per week at the DALNET desk. Alternatively, the DALNET Office could use library science students at a rate of $10 per hour. If part-timers were hired, DALNET would not have to pay benefits. DALNET would have to pay a higher rate of pay for an administrative person with higher skills.

Staffing the DALNET office depends upon what members want: whether members want the DALNET office to just run the ILS or do other tasks in addition to the ILS. DALNET projects also need to be considered when looking at staffing needs. It will have to be a partnership operation between the DALNET office and member libraries. Members have expressed interest in training. Some training possibilities include having members do training, outsourcing training tasks, or hiring a part-time second systems librarian. Some of the tasks can be decentralized. It was noted that DALNET tried before to decentralize tasks but it did not work. DALNET office will have to do some administrative tasks that members previously did, e.g. run Day End. The DALNET office has thought about decentralizing security tasks or having staff do it. Some tasks will have to be centralized so views are not changed in the merged database.

The DALNET director's job description must be based upon skills needed and according to WSU's classification. Both technical and administrative skills would be required of the new director. S. Bowers will consider applying for the job depending on the position that is posted. Board approval is needed to fill the position. For the interim period, we have two options: temporarily appoint a director either externally or internally or do not have a temporary director. With the second option, S. Bowers and G. Marck would share tasks. The job description will be drafted before deciding whether to appoint a temporary director. S. Yee, M. Sheblé, and S. Bowers will draft a preliminary job description within the next two weeks. During the interim period, the Chair, M. Sheblé will handle administrative questions with S. Yee or R. Harris as back up. S. Bowers and G. Marck will handle technical questions.

R. Harris will work on a couple of different staffing scenarios, without the second systems librarian and with the forty hours administrative support person. He will also run the budget numbers again in terms of years and percentages for the 2006/07 budget.

7. Oakland County Research Library – M. Sheble, L. Mancini
Information

L. Mancini made a request for a proposal to have the Oakland County Research Library join DALNET. The Department of Library Services has three libraries, which are under her wing. They are looking to go from three ILS to two: the Research and Law libraries will merge. They are currently paying two consortiums: DALNET and TLN. L. Mancini is asking both consortiums for a proposal. DALNET's proposal is needed by early November. Oakland County Libraries need to notify TLN by December 1, 2005 if they decide to leave TLN. Oakland County Libraries cannot get out of the TLN database until September. Oakland County has to consider costs and service to their patron base. They only want their bibliographic records loaded not circulation or patron records. L. Mancini does not know exactly how many records they have; she guesses around 50,000. Oakland County Libraries would be just adding more records and configuring a new location. The inclusion of OCRL in DALNET would bring a government documents collection, which would be an asset to DALNET.

There is a precedent that when a member brings on another unit there is no additional costs to the member. Beaumont and UDM both brought another unit into DALNET. Three questions that need answering: Did DALNET contract with Oakland County Law Library or Oakland County Libraries? If DALNET contracted with Oakland County Law Library, will another contract be needed? Will Dynix consider this an existing or new member?

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<u>Action/s</u>
Motion from M. Sheblé: Move to go ahead on proposal for Oakland County Library System to bring their records into DALNET with no change to their base allocation, but there may be out-of-pocket costs for Oakland County.
Motion seconded by: M. Auer
Eight Approve
One Abstention
Motion approved
8. Next Meeting and Adjournment
Meeting adjourned at 11:40 a.m.
The next Executive Committee meeting date and place will be decided later by email.

S. Bowers will be added temporarily to the Executive Committee listserv.

Minutes submitted by Crystal Agnew.
Minutes approved by the DALNET Executive Committee November 15, 2005.