

## Bosler, Jerry

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**From:** Michael C Piper [aj0386@wayne.edu]  
**Sent:** Thursday, June 06, 2002 6:15 PM  
**To:** Bosler, Jerry; Phyllis Jose; Tubolino, Karen M; Nancy Skowronski; Bob Harris; Margaret E. Auer; Patricia L. Orr; Nancy Bulgarelli; Sandra Yee  
**Cc:** Scott P. Muir; Duryea Callaway  
**Subject:** DALNET Finance Committee. 6/6/02 Meeting. Discussion about MiLE



MiLE Project DALNET  
Board acti...

Colleagues,

Thank you for a productive meeting today. Meeting minutes and other action items will follow.

After our discussion about the MiLE Project, I searched for references to MiLE in all of the Board meeting summaries since January 2001, to see if I could find the basis for Eileen Palmer's comments about the Board's commitment of \$20-25 thousand for MiLE support. I found no such reference. Please double check the attachment in case I missed the discussion when the Board made such a commitment.

Minutes for the June 2001 meeting include the following passage: "J. Bosler expressed the hope that the \$28,000 originally designated by DALNET for an RSS server could be pooled with a \$15,000 OWLS grant to either upgrade the current OWLS server or purchase a new server. L. Bugg asked for remaining DALNET training credits to be applied to the MiLE project. ACTION: S. Yee moved, seconded by P. Orr to reallocate \$99,000 of the RSS budget to the Mile project implementation, maintenance, and training if URSA is selected. APPROVED"

Do you think the reference to using \$28,000 originally earmarked for a server could be where Eileen got the \$20,000 figure? Jerry, I believe you're going to ask Louise and Eileen for clarification on this, right? Please review this before you do, in case I missed the pertinent reference. Thank you.

Michael C. Piper, Director  
Detroit Area Library Network  
mcpiper@wayne.edu  
313/577-4984

-----Original Message-----

**From:** Eileen M. Palmer [mailto:empalmer@tln.lib.mi.us]  
**Sent:** Tuesday, May 21, 2002 9:40 AM  
**To:** Michael Piper  
**Cc:** Louise Bugg; Duryea Callaway; empalmer@overlord.tln.org; Scott P. Muir; Murphy, David; bosler@macomb.cc.mi.us  
**Subject:** RE: Installation of new server

Michael, the first year grant for the project is complete as of May 31st. The \$125,000 covered \$4848 in delivery expenses with the balance going to epixtech for software. The second year grant overlaps somewhat as it began in Feb. The first year for ongoing expenses starts January 1, 2003. The Steering Committee will be reviewing that budget at its next meeting.

Year 2 grant funds covered the cost of the new server but not the epixtech software installation costs (which they had not previously told us about). We could redo that budget to cover these costs but that would mean

reducing delivery or decreasing the number of new participants. Scott should have a copy of that budget as well as the proposed 2002 budget. I would email them to you but I am not in the office the rest of this week.

When we realized the software costs for the project were going to exceed the budget (software costs escalated from the time we wrote the grant to the time it was awarded), each of the three partner consortia agreed to contribute to the project's startup costs as best it could. OWLS has contributed about \$12000 in server upgrade and maintenance costs as well as another \$2500 in MiLE bands and return slips. OWLS also contributed the current server. SLC has contributed to TLN to help defray some delivery expenses. DALNET has offered some epixtech training days and also indicated that they would be willing to defray some expenses (up to \$20,000 or \$25,000 I think) as long as they were epixtech expenses. That's why I thought this particular need would fit the parameters.

If DALNET is not able to cover this expense we will have to redo the year 2 grant budget to cover it, so this is a resolvable issue either way. However, given DALNET's previous board action to contribute funds (and perhaps I remember this incorrectly) I thought it was appropriate to make this request. I'm happy to provide any additional information or answer any questions. Thank you.

-eileen

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Eileen M. Palmer	Deputy Director for Member Services
The Library Network	empalmer@tln.lib.mi.us
13331 Reeck Road	tel: (734) 281-3830 ext. 107
Southgate, MI 48195	fax: (734) 281-1905

On Mon, 20 May 2002, Michael Piper wrote:

> Dear Eileen and Louise,  
>  
> Thank you for your notes concerning possible DALNET support for the expenses  
> related to installation of the URSA software on the new MiLE server. May I  
> see a copy of the first and second year MiLE Project budgets, please, to see  
> how existing funds are being used? Since it is so early in the second year  
> of the project, are we sure there will be no funds available for this  
> expense? And finally, have you also asked the other MiLE project partners  
> for support of the URSA installation expenses?  
>  
> -----Original Message-----  
> From: Louise Bugg [mailto:ac3731@wayne.edu]  
> Sent: Monday, May 20, 2002 3:22 PM  
> To: aj0386@wayne.edu  
> Subject: Fwd: Installation of new server  
>  
>  
> Michael,  
> Has this request gotten to your attention yet? Can DALNET provide any  
> assistance with this?  
> We would really like to get this server installed before usage gets  
heavier  
> as the word spreads  
> and the rest of the libraries get on board.  
> Thanks for any help you can provide,  
> Louise  
>  
> >Date: Thu, 16 May 2002 12:25:47 -0400 (EDT)  
> >From: "Eileen M. Palmer" <empalmer@tln.lib.mi.us>

> >X-Sender: empalmer@overlord.tln.org  
> >To: "Scott P. Muir" <agl648@wayne.edu>, dmurphy@walshcollege.edu,  
> > bosler@macomb.cc.mi.us  
> >cc: Louise Bugg <ac3731@wayne.edu>  
> >Subject: Installation of new server  
> >  
> >Scott, Jerry and Dave,  
> >  
> >The 2nd year LSTA grant has provided for the purchase of a new MiLE  
> >server. The server is here and ready to have the URSA software moved to  
> >it. epixtech has indicated the job will take 20 hours and cost \$4500.  
> >Louise and I are very skeptical that 20 hours would be required to do  
> >this  
> >but that is the worst case scenario. I have asked epixtech to provide  
> >more detail as to what needs to be done in the migration process. I  
> >assume this will help us to understand the fee better.  
> >  
> >But, given that it seems clear there will be a fee for this service (no  
> >more than \$4500) and that the service is desirable (we don't really want  
> >to try to do this ourselves I think), we have to find a way to pay for  
> >this. I was wondering if the DALNET Board would consider this epixtech  
> >service to be something that could be paid for out of the funds that  
> >DALNET agreed to contribute to the project if needed? As I recall there  
> >was an indication from DALNET that they would consider up to \$25,000 for  
> >epixtech related expenses that fell outside the grant - providing the  
> >DALNET Board authorized the expense. What do you think? If you think  
> >this is a possibility, how long a process is required for approval? What  
> >do we need to do? I know we are all anxious to get this new server  
> >operational as soon as we can so I am happy to do anything I can to  
> >expedite things.  
> >  
> >Last year OWLS donated funds to upgrade the existing server but with this  
> >the last year of LSTA funding for us we do not have any additional funds  
> >to contribute. I hope DALNET can help us out with this.  
> >  
> >Let me know if you think this is an appropriate way to go. Thank you.  
> >  
> >-eileen  
> >  
> >

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> >Eileen M. Palmer > >The Library Network > >13331 Reeck Road > >Southgate, MI 48195	Deputy Director for Member Services empalmer@tln.lib.mi.us tel: (734) 281-3830 ext. 107 fax: (734) 281-1905
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> >  
> > Louise Bugg  
> > University Libraries - Wayne State University  
> > Director of Technical Services & Systems  
> > phone: (313) 577-4058  
> > fax: (313) 577-3615  
> > email: ac3731@wayne.edu  
> >

## **DALNET Board Commitments Concerning the MiLE Project**

### **January 2001 Board meeting minutes**

No recorded discussion about MiLE at this meeting

### **February – March 2001**

No Board meetings these months

### **April 2001**

No recorded discussion about MiLE at this meeting

### **May 2001**

MiLE Project L. Bugg, D. Murphy, and M. Piper reported on the latest developments in the MiLE project and requested input from the Board on issues related to DALNET's position on vendor selection and commitment of DALNET resources to the project. This input is required for the June TLN Board meeting, which occurs prior to the next DALNET Board meeting.

Two of the four RFP respondents demonstrated their products to MiLE participants on May 1 and 2. Based on the demonstrations and cost estimates, both vendors (*epixtech* and Fretwell-Downing) are considered viable. The MiLE Steering Committee is working with these two vendors to finalize budgets. The cost estimate for the Fretwell-Downing product would cover initial start-up costs for all participants. The estimate submitted by *epixtech* assumes the commitment of DALNET resources.

L. Bugg posed several questions to the Board about resource allocation.

- Would DALNET contribute a server that was originally allocated to RSS for the project? Discussion: M. Piper indicated that it is not clear if the RSS server will be required for iPac and/or RPA and it is unclear at this time if the server can be committed to MiLE.
- Would DALNET contribute any of the RSS payment and training units to the project if *epixtech* is selected? Discussion: DALNET's original contribution to the grant was the RSS licensing agreement. It was the consensus of the Board that this agreement should be respected.
- Would DALNET be willing to contribute annual maintenance funds designated for RSS toward the MiLE software maintenance fee if *epixtech* is selected? This is based on the assumption that this would be acceptable to *epixtech*. L. Bugg is attempting to get information from *epixtech* on this issue. A Board decision will be delayed until this information is in-hand.

## DALNET Board Commitments Concerning the MiLE Project

Currently, *epixtech* does not have an ILL product that fully integrates with Horizon products used or soon to be in use at DALNET libraries. RSS does not work with Webpac. URSA is fully implemented at several sites, but URSA does not work with Horizon 6.0 or iPac. URSA will be replaced in the fall by two new products, iSELECT and iREQUEST. Neither of these products is currently in production. The Fretwell-Downing product is out, but has been in the U.S. for just one year and is not fully implemented at any of the U.S. sites.

If the Fretwell-Downing product is selected and DALNET continues to participate in MiLE, it is unclear if the terms of the DALNET-*epixtech* contract would allow DALNET to substitute other *epixtech* products for RSS. L. Bugg noted that product substitution has been possible in the past.

It was the consensus of the Board to recommend that a decision on a vendor for the MiLE project should be delayed until working products are available. This recommendation is based on the need for more detailed budget information, the need for more time to evaluate the two vendors, and to allow time for further product development. If grant specifications will not permit this delay, L. Bugg was asked to convey that the Board would prefer *epixtech*.

L. Bugg noted that the LOM is working with the MiLE Steering Committee to obtain additional funding for the MiLE project.

### June 2001 meeting

5. MiLE Update: L. Bugg and J. Bosler distributed vendor bids and budget handouts, and provided an update on the MiLE project. The MiLE Steering Committee is considering a recommendation for a 2-year contract with *epixtech* for URSA. The DALNET-*epixtech* contract lists \$145,000 for RSS. This includes product licensing, maintenance fees, and an RSS server. By contributing \$99,000 toward purchasing URSA and a server for the Mile project, DALNET would be able to expand the scope of ILL capabilities to Southeast Michigan and retain \$46,000 for other *epixtech* products.

URSA is compatible with a number of library systems, but Horizon is not one of them. Searches conducted in iPac, for example, will need to be repeated in URSA, and holds placed on URSA will not transfer to Horizon. An SIP license will need to be purchased for DALNET libraries to interface with URSA, and this would be part of the \$99,000 DALNET contribution. J. Bosler expressed the hope that the \$28,000 originally designated by DALNET for an RSS server could be pooled with a \$15,000 OWLS grant to either upgrade the current OWLS server or purchase a new server. L. Bugg asked for remaining DALNET training credits to be applied to the MiLE project.

**ACTION:** S. Yee moved, seconded by P. Orr to reallocate \$99,000 of the RSS budget to the Mile project implementation, maintenance, and training if URSA is selected.

**APPROVED**

## DALNET Board Commitments Concerning the MiLE Project

The MiLE Steering Committee is writing a grant for phase two of the project to involve selected public high schools. J. Bosler asked for volunteers to submit letters of support. Example letters will be sent to each of the volunteers.

### August 2001 meeting

5. Update on MiLE Project: J. Bosler and L. Bugg reviewed the decision made by the Board at the June 25 meeting to reallocate \$99,000 from the DALNET RSS purchase commitment to the MiLE project if *epixtech's* USRA product is selected. DALNET will need to purchase a SIP 2.0 license at a cost of \$8,000, leaving \$38,000 of the original RSS budget. L. Bugg recommended obtaining a letter of credit from *epixtech*, stating terms under which the remaining funds can be used. Because funds for a second server for the MiLE project have been requested in a second grant application and OWLS funds will be used to upgrade the current server, DALNET does not need to contribute funds to a MiLE server at this time.

Representatives of MiLE participants will meet on September 5 to discuss finances, including maintenance costs. Annual maintenance costs for MiLE have been estimated at \$100,00 and include all facets of operating the MiLE project, such as hardware, software, and personnel costs. Board members discussed options for determining the share of maintenance costs that DALNET will be willing to pay:

- One-half of the total maintenance cost would be split equally among participating libraries. The remaining one-half would be apportioned according to the number of transactions. This would be difficult to implement the first year because a cost division on the basis of transactions is based on historical data.
- Contribution of up to the amount originally budgeted by DALNET for RSS software maintenance (\$36,250) or possibly, up to \$38,000 annually.
- 40% (DALNET)-30% (OWLS)-30% (SLC) split, not to exceed \$120,000 to DALNET over a 3-year period.
- An equal split or a mutually agreeable split for the first year, with cost division for the subsequent two years based on transaction data.
- Ask the LOM to contribute toward maintenance costs.

Some concern was expressed that using a formula based on transaction data may lead to DALNET paying disproportionate costs because unlike the OWLS and the SLC cooperatives, DALNET does not have free internal ILL between member libraries.

It was the consensus of the Board to recommend to their MiLE representative, J. Bosler, to negotiate a reasonable distribution of costs for maintenance during the first year, with a formula based on transaction data for the subsequent two years.

## DALNET Board Commitments Concerning the MiLE Project

It is the goal of the MiLE project team to have five participants on URSA by December, 2001. Ideally, this would involve libraries from each of the three participating consortia. Since the SLC is implementing Sirsi, SLC libraries may not be able to participate in the initial phase of MiLE implementation. It would be desirable to have a Macomb County library from DALNET volunteer to be in the first phase of the implementation. Volunteers from DALNET that will be among the first five libraries to implement URSA are: MCC, UDM, and WSU.

### September 2001

4.c. Recommendations Concerning Cost Sharing Formula for the MiLE Project: J. Bosler and L. Bugg reviewed recommendations for cost-sharing among MiLE participants: an initial allocation of \$10,000 per consortia plus \$432 per building. L. Bugg distributed the document, *DALNET Libraries Buildings List*, and asked Board members to review the information for accuracy, note discrepancies, and initial. If the formula is implemented, the cost to DALNET would be \$40,247, a slight increase over the annual \$38,000 originally budgeted by DALNET for RSS maintenance costs. J. Bosler emphasized that DALNET's portion of MiLE maintenance costs would be paid from the DALNET operating budget, and individual institutions would not receive additional bills. L. Bugg noted that the DALNET proposal (Board meeting, August 27, 2001) to incorporate transaction data as a base for cost-sharing in the MiLE project may be considered at a later point.

**ACTION:** The Finance Committee recommends that the proposed formula of \$10,000 per consortia plus a cost of \$432 per building to cover maintenance costs for the MiLE Project. **APPROVED**

### October 2001

4. MiLE Project Update: D. Callaway noted that not all DALNET libraries have returned their participation commitment forms. She asked for the forms to be completed, signed, and returned quickly. The contract with *epixtech* has been signed. URSA training materials are on the *epixtech* website. She will review the materials before making a recommendation for use/non-use.

### November 2001 Board meeting

No Board meeting this month

### December 2001

5. MiLE Project update: D. Callaway and S. Muir reported on the MiLE Project. MiLE Committee chairs and Project Managers attended an *epixtech*-provided URSA training session. The initial group of participating libraries are completing their profile sheets. URSA will be more compatible with Horizon after DALNET implements the NCIP protocols. Staff training will be provided in a "train-the-trainer" format. D. Callaway

## **DALNET Board Commitments Concerning the MiLE Project**

noted that staffing responsibilities at some DALNET libraries may shift after URSA is implemented. S. Muir noted that MiLE participants are still hoping to receive funding for the second phase of the project and hope that eventually, the ATLAS initiative will make patron-initiated resource sharing available on a state-wide basis. D. Callaway concluded by noting that the MiLE project is a good first phase and model for a larger resource sharing project.

### **January 2002**

#### **MiLE Project update**

Dee Callaway and Scott Muir updated the Board on the MiLE Resource Sharing Project. The project has started more slowly than anticipated, and Phases 1 and 2 have been moved closer together, so that Phase 3 can be done on time. Still, the project is moving along well, training is underway, and MiLE is a fine experiment that may become the model for statewide resource sharing in Michigan.

### **February 2002**

No recorded discussion about MiLE at this meeting

### **March 2002**

#### **New Business:**

D. Callaway provided an update on MiLE. The "soft implementation" (staff use) is in process, with a target date of April 1 for making MiLE available for direct patron-initiated requests.

J. Bosler thanked Board members for their support for the MiLE project and their willingness to provide a quick turnaround on decisions related to financial support for MiLE.

### **April 2002**

[During the ATLAS presentation by Randy Dykhuis] DALNET and other consortia can also help to address one of the most challenging aspects of building a statewide catalog: linking the 36 different flavors of integrated library systems currently installed statewide. By supporting standards such as MARC, Z39.50, and the National Circulation Interchange Protocol (NCIP), DALNET and other consortia can facilitate development of the statewide catalog by providing standards-based host sites for libraries in need of an integrated library system. DALNET can support ATLAS by continuing to help Michigan learn about the state of the art through leadership for demonstration projects such as the Michigan Library Exchange (MiLE) initiative as well.

### **May 2002**



**DALNET Board Commitments Concerning the MiLE Project**

No recorded discussion about MiLE at this meeting