

**DALNET Finance Committee Minutes**  
**October 8, 1999**  
**University of Detroit Mercy Library**  
**McNichols Campus**

Present: M. Auer, UDM; J. Bosler, MCC; B. Harris, WSU; P. Jose, OCL.  
Guest: L. Bugg, WSU

**I. DALNET Servers**

The Finance Committee continued its discussion on the need to upgrade or add servers to run the Horizon software. There is an immediate need to upgrade the test server; a third Web Pak server is necessary. The WSU server will probably need to be upgraded to accommodate the new Sunrise release. Adding new member libraries and reconfiguring databases over time will also require a WSU server upgrade. The Detroit Public Library server needs to be upgraded so that it mirrors the Wayne State University server. In looking for a long term solution DALNET needs to provide room for growth on all of its servers. Upgrading servers was estimated to cost about \$300,000. Buying a new server and rotating equipment was estimated to cost about \$309,000. Financing the costs was considered.

The savings from unexpended funds during the 1998-99 fiscal year is \$286,000. Additional savings have accumulated because the project leader was hired 6 months into the fiscal year. The savings for this annually budgeted position was \$40,000.

In the meantime, the hardware specifications for the Sunrise release remain unclear. Therefore, it is too early to buy equipment. Nevertheless, DALNET will need to resolve its server situation in the near future. In order to address these issues the Finance Committee decided to make several recommendations to the Board for action. They are:

- The DALNET Board should move the savings from the 1998-99 fiscal year to a capital improvement fund so that the savings can be held for anticipated expenditures and so that the savings can generate interest.
- While additional DALNET server capacity is an immediate need, it is recommended that the Board delay addressing this issue until May when the Sunrise specifications are expected to be released by Ameritech. However, the server issue is a compelling need, the Board should expect to upgrade at least some servers during the second quarter of 2000.
- Based on what is known about DALNET future needs, it is recommended to the Board that a new, larger, server should be bought for WSU and the servers should be rotated and upgraded as follows:
  - New server to WSU (same model number) equal capacity
  - WSU server to DPL (same model number) equal capacity
  - DPL server to test server (same model number)
  - Test server to 3<sup>rd</sup> Web pack

The Finance Committee noted that the unexpended funds moved over to the capital fund must be tracked based on the tier formula. Each member institution will be credited with a percentage of the money saved based on their contribution.

## **II. NOTIS Termination**

Board members should be informed that the DALNET / NOTIS System will be terminated on December 31, 1999. Institutions wishing to remain on NOTIS after December 31 must inform the DALNET Systems Office by November 1, 1999 so that planning can be done to accommodate the need.

## **III. NOTIS Data**

Board members should also be informed that if members require NOTIS data for archival purposes (e. g. acquisitions or circulation records for audit trails), there will be a cost assessed for consumables, such as paper and tapes

## **IV. FY 99/00 Budget**

The FY 99/00 Budget was reviewed; handouts were distributed. Finance Committee members considered requesting a flat inflationary increase to cover actual expenditures. In the alternative consideration was given to increasing the percentage of inflation to build in a funding pool for the capital reserve fund. The adjusted inflation increase for FY 98/99 was 1.75%. It was noted that if a 2-3% increase was recommended the additional money assessed could remain in the general operating fund until all fiscal year expenditures were paid. Funds remaining at the close of the fiscal year could be moved to the capital reserve fund. Finance Committee members recommended a 1.75 % inflation increase in addition to the actual rate of inflation. The recommended total fiscal year inflation rate would be 3.5%. A grid with fiscal year costs will be prepared for the Board showing actual costs and a choice of inflation rates (i.e. adjusted, 1.75% and 2%) The Finance Committee will recommend the 1.75% increase.

## **IV. FY 00/01 Budget**

The FY 00/01 Budget was considered; handouts were reviewed. The Committee discussed extending the contract of the Project manager position. The rationale is that there remain a number of enhancements to be delivered by Ameritech. The chief purpose of the Project Manager was to oversee the migration of the member libraries. Nevertheless, DALNET must now deal with new members, information providers, customers and projects. Arguments were made that the Project Manager should be retained with job duties that evolve from migration responsibilities to operations and growth duties. Committee members felt that funding to extending this position could be handled within the proposed budget.

For the 00/01 FY Budget, the Finance Committee will recommend that the Board reserve judgment as to whether to approve an inflationary funding increase for the capital fund since additional funds may come from new members, information providers or customers.

## **Information Provider Breakfasts**

Information Provider Breakfasts will be offered beginning October 15 which is the kick off breakfast for health professionals. Attendees will be asked to join DALNET as information providers in an exciting new vision to develop informational databases specific to the Detroit- metro area. Pricing was discussed for Web links. An incentive plan was considered. It was proposed that information providers be added free of charge for the first year unless the actual costs are prohibitive.

Committee members considered basic DALENT philosophy in adding information providers. Is the philosophy to go beyond cost recovery and make a profit? Is the purpose to generate revenue, to generate access to information, or, both? Ideally, DALNET would like to generate new participates to help pay expenses and to add integrity to the informational database.

Responses to the first breakfast invitations have been slow; follow-up calls will be made. People in the health / medical fields will be asked to join a planning group to create a collaborative information hub. Based on the enthusiasm and the response rate additional funding could be sought in the form of grants especially in providing information on diabetes, cancer and the urban child.

**DALNET Marketing: Update**

A DALNET marketing proposal was considered with a pert chart and a tracking mechanism. A handout was distributed entitled, "DALNET New Member Process."

When a Board member contacts interested parties these procedures were recommended.

A report was presented on the status of DALNET marketing to the following libraries:

Cleary College, Schoolcraft College, Rochester College, Marygrove College, Detroit Public Schools Professional Library, Greenfield Village Library, Henry Ford Community College Library, Archdiocese of Detroit High School Libraries, City of Detroit Selected High Schools. Suggestions were made about marketing to Macomb and St. Claire County libraries.

It must be recognized that the Board has been active, especially the health professional marketing group and the video group. At the same time, it should be made clear that there is a need for Board Members to take an active role in marketing DALNET and increasing participants.

**Adjournment**

The next meeting is scheduled for November 12, 1999.

Respectfully submitted:

J. Bosler

DALNET  
NEW MEMBER PROCESS  
10/7/99

ID	Task Name
1	Initial Contact Referrals from DALNET members Special events, e.g. Community College Mtgs.
2	Demos and Visits Set date for location visit Conduct status assessment regarding current system, financial plans for library if applicable, conduct demo on site Arrange for visit to DALNET members for demonstration
3	Proposal Development Gather information relevant to pricing structure (volume count, serials collection) Submit to R. Harris
4	Finance Committee Review Review proposal Give comments related to development of price
5	Proposal Presentation Team representing systems, finance and outreach make proposal to client
6	Initial Follow-up Letter Arrange staff's visit to a working site Answer and/or refer questions from prospect
7	Agreement Review time proposal for implementation - DALNET Staff Draw a draft agreement - R. Harris Arrange negotiating session(s) Submit agreement to Legal Dept. - R. Harris Submit agreement to Institution Submit copy of signed agreement to DALNET staff/systems
8	Follow-ups Keep calendar regarding implementation

Each contact will have a project plan. This will allow for the opportunity to enter dates for each step which will facilitate planning for the necessary procedures and meetings.

**Cleary College – Howell, Michigan**

Jane Edwards, Library Director

The institution has two locations, Howell and Ann Arbor (near Domino Farms). Classes are also taught at various other locations in Auburn Hills, Southfield and Oakland Community College-Orchard Ridge campus. The on-campus enrollment is estimated at 800 students. The academic specialty of the institution is business. Plans to offer a MBA program are currently being reviewed for accreditation.

There are approximately 5,000 volumes between the two campus libraries. These volumes have been catalogued using SIRS-Mandarin and the production of catalog cards. The serial collection is not bound and is considered short term only.

Ms. Edwards is the first professional librarian the college has hired. She currently holds a LL.B. and will complete her MSLS at WSU December 1999. Other staff for the library is composed of student assistants.

Cleary currently offers the following on-line databases:

ABI Inform

IAC General Reference Center Gold

FirstSearch

There are no current plans to greatly expand the print collection, However, they are interested in purchasing catalog services from WSU and recognize the need for more serials control. The main interest of the institution is to form more alliances for resource sharing including agreements that include database licensing.

The fiscal year for Cleary College is July 1-June 30<sup>th</sup>

**Review:**

The librarian was encouraged, while on campus, to come to my office for a demonstration of Horizon (staff-pac). I have also suggested that the librarian visit one of the smaller sites.

DALNET Outreach Report  
D. Callaway-9/30/99

This may be a case where a standalone system is the best financial choice but we should encourage participation due to the opportunity to make inroads in one of the fastest growing areas in Michigan.

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**Schoolcraft College**

Roy Nuffer, Director

Mr. Nuffer attended the meeting held for the community colleges and expressed an interest in Horizon and DALNET services. A follow-up site visit was held and a financial proposal was given for consideration by SC.

All services involving computer technology at SC are part of the Computer Technology Center. The Director of that department was unable to meet with us during the onsite visit. Therefore, there may still be a need for some additional information. Per several e-mail requests L. Bugg has provided more technical information and R. Harris has followed up our visit with more detailed information regarding definitions of records, etc.

**Follow-up**

Mr. Nuffer will be contacted regarding the setting up of staff visits.

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**Rochester College**

Sheila Owen, Library Director, MSLS – University of Missouri

Rochester College, formerly Michigan Christian College, currently has a record high enrollment of 600 students. The curriculum includes a cooperative teacher education program with Madonna University. A new MA program in religion will be added for the academic year 2001-02. There is discussion regarding the need to move the library if Avon Road is widened. However, this discussion is several years old at the county level and no decisions have been made despite the heavy traffic load. The fiscal year is June 1 – May 31<sup>st</sup> and the budget planning/presentations are held in February. The library contains 55,000 volumes and is not automated. Catalogue cards are purchased from a service. Internet access is provided through Unix terminals (486).

DALNET Outreach Report  
D. Callaway-9/30/99

A high priority for the institution is resource sharing and an online catalog. The director intends to get information from other vendors before finalizing a report. She observed and had a hands-on demonstration of Horizon.

### **Recommendations**

- Another meeting should be set to give the director an opportunity to become acquainted with the cataloging and circulation module. (Scheduled for Friday, October 29<sup>th</sup>).
- A proposal should be drafted to include financing in different ways.
- The proposal should be submitted October 15-November 1.

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### **Marygrove College**

Frank White, Director

Marygrove has an enrollment that includes and estimated 4000 distance education students. The library currently uses Innovative | run from a DEC-ALPHA server. Several additional modules are needed to enhance the service. The enhancements needed include serials control with detailed holdings, circulation, acquisitions and reserves. Each enhancement is priced separately and maintenance costs for the system are estimated at 1-2% of the total budget. Other costs include FTP- \$3500, Advanced keyword - \$7500 and BNA bibliographic records - \$18,000. These amounts have been approved in the FY 1999-00 budget allocations.

Louise Bugg, Robert Harris and I met with the director and two members of the staff. A projected 5-year plan was presented . Further discussion was conducted regarding the advantages of DALNET membership. The inclusiveness of the modules within Horizon, resource sharing, the ability to clean up and complete the authority records, and long term cost savings for the collection were issues that were emphasized.

**Follow-up**

Visits by staff to receive hands-on demonstrations of the circulation and cataloging modules have been scheduled - Friday October 1. The staff will also visit Walsh College. L. Bugg has addressed additional technical questions from the Director.

It should be noted that library staff at this institution has been given, via other librarians, negative reports about the Horizon system. Therefore, this may influence their administration in making a decision to change.

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**Detroit Public Schools – Professional Library**

Dr. Jerome Shepard, Director

In response to a contact, Dr. Shepard has requested some modifications in the contract for this institution. These changes are being handled by R. Harris. The staff has been scheduled for Horizon training.

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**Greenfield Village – Library**

Patricia Orr – Director

Several calls have been made to Ms. Orr. None have been returned. Assistance is needed from the DALNET board members.

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**Henry Ford Community College**

Barbara Lukasiewicz – Director

During our follow-up conversation, Ms Lukasiewicz (9/20/99) indicated that HFCC is approximately one year away from making any decisions about a change in their system. We agreed that I will keep her abreast of any new developments and that we will discuss the possibilities beginning late Spring or early Summer 2000.

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**High Schools -Archdiocese of Detroit**

M. Auer reports that a survey was taken by the administration regarding the library needs, interest and ideas. A report of the survey is expected within the month. Further discussions will be planned after the report.

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**Selected High School - City of Detroit**

Prior to leaving, P. Breivik discussed with David Adamany the possibility of a pilot arrangement with selected high schools. No follow-up has been done on this particular arrangement. However, a meeting has been set with a representative from Kellogg Foundation regarding a possible pilot with Northern High School.

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As of this date , I have not made any contacts with Farmington, Warren or Troy Public Libraries.