

**DALNET Finance Committee  
Wayne State University  
Adamany Undergraduate Library  
Meeting Agenda  
February 26, 2001**

1. Call to Order
2. Approval of Minutes
3. Digital Project Agreement
  - a. Equipment Expenses
  - b. Payment for Firewalls
  - c. Procedure
4. New Members
  - a. Ava Maria University
  - b. other
5. Epixtech
  - a. Payment of Bills: letters from epix
  - b. Steering Committee Recommendation
  - c. Horizon Functionality: Broadcast searching, Release 6.0, Authority control loader, IPAC
  - d. Documentation-quality
6. Horizon Users Group Renewal
  - a. 1-3 memberships
  - b. Voting privileges
  - c. Funding of trips to the Horizon Users Group Meeting annually
7. Old Business
8. New Business
9. Adjournment

**DALNET Finance Committee  
Meeting Minutes  
Adamany Undergraduate Library  
Wayne State University  
February 26, 2001**

Present: M. Auer, J. Bosler, N. Bulgarelli, S. Clemens, B. Harris, B. Holley, P. Jose, K. Tubolino, M. Wheeler. Guest: L. Bugg

**1. Call to order; approval of Minutes.**

The meeting was called to order at 12:10 p.m. The Minutes of January 9, 2001 were approved.

**2. Digital Project Agreement**

**a. Procedure**

A number of issues were discussed regarding the digital laboratories planned for WSU, DPL and UDM. Digitization standards and procedures will need to be identified. The Committee discussed the wording of the Digital Laboratory Agreement. The latest draft of the Agreement was reviewed. Additional wording was specified.

- DALNET will commit a maximum of \$17,000 for the purchase of equipment and software for the digital laboratory. The money will be transferred to the host institution upon signing the contract.
- The host institution has until March 30, 2002 to expend funds under this Agreement. In the event that funds remain unspent after March 30, 2002, they must be returned to DALNET.
- Equipment must be relevant for DALNET Projects.

Based on previous discussion it was noted that the IHDC might proceed with a Board approved process. The Board would review disputes. Any DALNET member can appeal to the Board. Additional fine-tuning of the Agreement was suggested. Changes to the agreement will be made and discussed with IHDC by K. Tubolino. The IHDC will represent the Agreement at the DALNET Board Meeting on March 26, 2001.

**b. Equipment Expenses**

The procedure for payment of equipment expenses was reviewed. Upon signing the Digital Laboratory Agreement each of the participating libraries will be given \$17,000 to use toward creating a digital laboratory under the terms of the Agreement. Each participating library will provide documentation as to how the money is expended on appropriate equipment.

**c. Firewalls**

Inquiries have been made as to the status of DALNET's purchase of backup firewall hardware for DPL. DPL requires a Pix Firewall which is different from the software, firewall installation at WSU. It was agreed that WSU will purchase the firewall for DALNET and place it at DPL.

**d. Communication with DALNET Board**

The Board will be kept informed of the implementation of the Digital Laboratory Agreement as well as the digital projects.

**1. New Members**

**a. Ave Maria University**

Pricing for Ave Maria University was considered. B. Harris presented a pricing chart for the Ave Maria group of prospective members. The chart provided cost figures based on records and based on volumes. M. Auer proposed that pricing for Ave Maria College, St Mary's College and Ave Maria University should be based on volumes and that Option 1 should be offered with Option 2 as an alternative. P. Jose supported the proposal which was approved by consensus of committee members. M. Auer will talk to Bill Easton, epixtech, to confirm that pricing is competitive and will liaison with B. Harris. The loader and license fees are included in the costs as proposed on the chart.

**b. Archdioceses of Detroit High Schools**

Committee members discussed a request by Dee Callaway to provide pricing for Archdiocese of Detroit high schools. Eighteen high schools were listed with a total of 169,500 volumes. It is conceivable that as many as 20 schools might be involved eventually. The Committee had previously agreed that these high schools would be bundled together as one entity. However, it was noted that the implementation would be complex and would require a separate Systems Librarian to work on this project. The project was discussed in the context of a grant request for LSTA money, especially to pay for a person to assist with implementation. A contract employee was suggested to work for 1-2 years. These schools could be given options: a) write a grant, b) DALNET option 1, c) DALNET option 2. Specific pricing was considered. Loader fees were considered an add-on as well as the need to create machine-readable records. The Committee took the matter under advisement requesting Dee Callaway to provide more information.

**c. Detroit Public Schools / Professional Library**

P. Jose requested guidance on how to handle the membership of the Detroit Public Schools / Professional Library. What are their contractual / financial obligations? Since the library has been closed and the staff dismissed, there is some duty on DALNET's part to inform Detroit Public Schools of their contractual responsibility and how to terminate if they choose. The DPL Professional Library is paid up on DALNET membership for the current fiscal year. It was again mentioned that they might want to use the membership to include a project with Detroit Public high schools. It was agreed that a registered letter should be sent to inform them of their options.

**d. Rochester College**

The Rochester College Board of Trustees has approved the automation of their library systems and their membership in DALNET.

## 1. Epixtech

### a. Payment of Bills: letters from epix

On January 19, 2001 M. Fisher, epixtech, sent two letters to M. Auer, DALNET liaison with epixtech, requesting payment of bills. Billing issues were discussed. The timelines for implementation of the following enhancements were reviewed: broadcast searching, IPAC, Horizon 6.0, the authority loader. The Sybase module has been installed on the test server at WSU and will be installed in the immediate future at DPL. The DALNET Steering Committee recommendation was considered. B. Harris distributed a handout entitled, "DALNET/Ameritech Payment Schedule." Services, dates, invoice amounts, payments and hold back amounts were listed.

M. Fisher's first letter requested an additional payment of \$26,486 for "Horizon Software – UDM – 8% of \$348,500." The second letter requested a partial payment per Rider F of the Partnership Contract. According to the second communication the amount due for payment per Rider F is \$82,829. Fisher requested \$49,697 in back payments with a holdback of \$33,132. A suggested breakdown for payment was proposed.

30% , \$24,850 for database software and trailing blanks fix to be paid upon receiving an accurate invoice.

15% , \$12,424 for Subfield V. The qualifications are: duplications must be removed, loader must work, reload of OCLC authority files complete and verified.

15% , \$12,424 for duplicate authority. The qualifications are: duplications removed and loader must work.

15% , \$12,424 for 4xx and 5xx. The qualifications are: duplications removed, loader must work and reload of OCLC authority files complete and verified.

25% , \$20,707 for subfield W. The qualification is that implementation must be complete and verified.

Payment is to be made once the software is delivered and tested. The authority loader must work.

Having discussed a number of aspects in regard to epix billing and DALNET payment, P. Jose made a motion to pay epix \$26,486 for the UDM Horizon software. The motion was seconded by M. Auer and passed by consensus of committee members.

A second motion was proposed by P. Jose to implement a performance based schedule of payments with an initial payment of 30% of the disputed amount for database software and trailing blanks in the amount of \$24,848. The motion was seconded by M. Auer and passed by consensus of committee members. The payment is contingent on correct invoicing.

The schedule of payments will be proposed to epixtech.

**1. Horizon Users Group**

The DALNET Horizon Users Group membership is due for renewal as of January, 2001 at \$100 per person. DALNET is eligible for three memberships, one per server. P. Jose and K. Tubolino suggested three memberships. Specific DALNET representatives were identified. They are Jeff Trzeciak - WSU, Michael Piper - DALNET, Willey Kessler- DPL, with Leo Papa - UDM as an alternate. It was agreed that travel to Horizon Users Group meetings as an official DALNET representative should be paid out of travel funds from the DALNET budget.

**6. New Business**

**a. DALNET Board Meeting with Lana Porter**

Michael Piper will be starting as DALNET Director on March 1, 2001. A number of changes will occur in terms of staff responsibilities. L. Bugg will be stepping away from DALNET to work on WSU projects. The Committee recommended that a meeting should be planned in April where the DALNET Board would again invite Lana Porter for a discussion with the DALNET Board. M. Piper would be in attendance and would be in a position to conduct DALNET business.

**b. DALNET Staffing**

The Committee discussed the vacant and filled positions on the DALNET staff. The staff consists of the following members:

Michael Piper - DALNET Director,  
Scott Muir - DALNET Project Director,  
Anna Clare Evans - Systems Librarian,  
Adrian Lim - Systems Librarian,  
Mariya Barash - Database Management Librarian,  
George Marck - System Administrator,  
Dee Callaway - Marketing / Outreach Coordinator  
Vacant - SyBase Librarian,  
Vacant - Webmaster,  
Vacant - DALNET Secretary,  
Vacant - part-time student.

Wayne State University also has designated a 1.5 position for work on the DALNET shared authority file in their cataloging department. In addition, Detroit Public Library has designated a .5 position for work on their DALNET shared server.

**7. Adjournment**

The meeting adjourned at 3:30 p.m. The next meeting was not set.