# BLACK GOLD
## COOPERATIVE LIBRARY SYSTEM

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## ADMINISTRATIVE COUNCIL AGENDA - EMERGENCY MEETING
### Monday, October 25, 2021
### 10:00 am – Webinar
Presiding:  FY 2021/22 Acting Chair Ned Branch, SP

https://blackgold.webex.com/blackgold/j.php?MTID=m9b32291bdbe5580cdf66e51c7471ad50

Meeting number: 2550 556 1352
Password: 102521

Join by phone
1-650-479-3208 Call-in toll number (US/Canada)
Access code: 255 055 61352

\* Item accompanies the agenda.

| Symbol | Key |
|---|---|
| • Agenda and business meeting addenda (compiled PDF) @http://ats.blackgold.org <br> • Auxiliary Receive and File addenda PDFs @ http://ats.blackgold.org | |
| 𝓜 | Move to approve |
| * | PDF accompanies posted agenda |
| p. | Associated addendum page number(s) located @ **top center** of compiled agenda PDF. |
| ** | Item to be provided later |
| ► | Item updated in the Administrative Council Notebook @ http://ats.blackgold.org |

1. **10:00a.m. CALL TO ORDER**

2. **𝓜 - ADOPTION OF AGENDA**

3. **PUBLIC TESTIMONY**

4. **NEW BUSINESS**

    a. 𝓜 - Decide to hold a (AB 361) virtual meeting as allowed by Gov. Code § 54953 (e) (1) option C which states: The legislative body holds a meeting during **a proclaimed state of emergency** and **has determined**, by majority vote, pursuant to subparagraph (B) that, **as a result of the emergency, meeting in person would present imminent risks to the health and safety of attendees.**

    b. *𝓜 - Discuss the option to sign a ByWater contract for the Koha ILS before November 22nd for a scheduled Go Live date of April 25, 2022.

    Decide that the consortium will migrate to:

    - a single instance of Koha --***OR***

    - multiple instances:

        - BG member libraries (excluding SB) share one Koha ILS and SB has their own Koha ILS --***OR***

        - BG member libraries (excluding SB and SLO) share one Koha ILS and SB has their own Koha ILS and SLO has their own Koha ILS --OR

    - No decision at this time

    Documents included:

    o Proposed Implementation Schedule for Koha provided by ByWater – page 3

    o Consortium Checklist -- page 9

# Black Gold Cooperative Library System Administrative Council

- o   ByWater's proposal for Implementation and Support – w/o SB – <span style="color:red">page 16</span>
- o   ByWater's proposal for Implementation and Support – w/o SB and SLO -- <span style="color:red">page 17</span>

5.   *M* - **ADJOURNMENT**

**Distribution - Email notice of web-posted agenda to** Ned Branch, SP; Molly Wetta, Kristina Hernandez, SB; Sarah Bleyl, LM; Mary Housel, SM; Christopher Barnickel, SLO; Angelica Fortin, PR; Allison Gray, GV; Glynis Fitzgerald, BG.

# Black Gold Consortium Implementation Schedule

## Project Planning - November 22, 11:00am

Zoom link:

This meeting is to:

- Review the timeline and set meeting dates
- Discuss the initial data extract

Suggested Black Gold Consortium attendees: Core team (those staff members who will be making decisions/be able to explain processes and policies from Circulation, Public Services, Technical Services, etc)

ByWater staff: First Last (Koha Educator), Margaret Hade (Support), First Last (Koha Migration Specialist)

Duration: 30 minutes

Black Gold Consortium followup: Data extract uploaded by December 1, 2021.  See Ticket for link.

## Meeting 1: December 13, 11:00am

Zoom link:

This week's meeting will be to discuss:

- Branch Codes
- Patrons Categories and password structure
- Confirm Training Dates - week of Month Day

Suggested Black Gold Consortium attendees: Core team, Circulation representative

ByWater staff: educator, Margaret, data

Duration: one hour

Black Gold Consortium followup:  Map branch codes and patron categories on Mapping Documents

## Meeting 2: December 20, 11:00am

Zoom link:

This week's meeting will be to discuss:

- Item Types, Shelving Locations and Collection codes
  - [Tutorial Video](#)
  - [PDF](#)
- Other item subfield data
  - [https://wiki.koha-community.org/wiki/Holdings_data_fields_(9xx)](https://wiki.koha-community.org/wiki/Holdings_data_fields_(9xx))

Suggested Black Gold Consortium attendees: Core team, Circulation representative

ByWater staff: educator, Margaret, data

Duration: one hour

Black Gold Consortium followup: Map item types, shelving locations, and collection codes on Mapping Documents

## Meeting 3: January 10, 11:00am

Zoom link:

This week's meeting will be to discuss finer points about:

- Patron Mapping and Passwords
- Patron Attributes and Debarments
- Patron Fines/Fees

Suggested Black Gold Consortium attendees: Core team, Circulation representative

ByWater staff: educator, Margaret, data

Duration: one hour

Black Gold Consortium followup: update Mapping Documents as needed

## Meeting 4: January 17, 11:00am

Zoom link:

This week's meeting will be to discuss:

- Item Statuses in Koha/what should or should not be visible in OPAC
  - [Helpful Blog Post](#)

Suggested Black Gold Consortium attendees: Core team, Circulation representative

ByWater staff: educator, Margaret, data

Duration: one hour

Black Gold Consortium followup: Map item statuses in Mapping Documents

## Meeting 5: January 31, 11:00am

Zoom link:

This week's meeting will be to discuss:

- Circulation Rules (including fines/fees)
- Holds
- Notices
  - [Helpful PDF](#)

Suggested Black Gold Consortium attendees: Core team, Circulation representative

ByWater staff: educator, Margaret, data

Duration: one hour

Black Gold Consortium followup:

- Review/consolidate Circ Rules and create document to share with ByWater
- Identify Overdue rules/triggers
- Gather/create notice content (Overdues, Advance Due, Holds, etc)

## Meeting 6: February 7, 11:00am

Zoom link:

This week's meeting will be to discuss:

- Serials

Suggested Black Gold Consortium attendees: Core team, Technical Services Team

ByWater staff: educator, Margaret, data

Duration: one hour

## Meeting 7:  February 14, 11:00am

Zoom link:

This week's meeting will be to discuss:

- Acquisitions processes
- Reports Ticket

Suggested Black Gold Consortium attendees: Core team, Technical Services Team

ByWater staff: educator, Margaret, data

Duration: one hour

Black Gold Consortium followup:

- gather Acquisitions/EDI/Vendor/Budget information for setup

- Start gathering reports needed for go-live and after go-live

## Meeting 8: February 21, 11:00am

Zoom link:

This week's meeting will be to discuss:

- Policy Call scheduling
- Prepping for training
- Systems Tickets (we will be discussing any system configuration issues/needs, such as cron jobs, SIP2, NCIP, etc)
- What to do once you have access to the test site

Suggested Black Gold Consortium attendees: Core team, Training representative

ByWater staff: educator, Margaret, data, Systems

Duration: one hour

Black Gold Consortium followup:  get ready to test the site!

## Next steps

## February 28, 2022 - test server is up!

This is when you will want a few staff to start looking at the site.  Don't worry that you haven't had training yet!  Have one or two people from each area (Circulation, Public Services, Collections, Tech Services, etc.) log in and start poking around.  There are resources to help you check the data:

> ### Data testing
> ### Using your test site

At this point, focus on making sure the data shows where you expect it to, and that you can do some basic searching. It's really important to make sure you write down any questions you have, and to bring up any issues you see - screenshots are perfect for this!

Time commitment: two to three hours

## Koha Onsite Training - Week of March 14, 2022

Three fun-filled days of learning all things Koha and discussing workflows!

Your Educator will walk you through each module of Koha, using your test site and data, to discuss workflows and answer all your questions.  Training will include setting up circ rules, staff accounts and permissions, and system preferences.

Time commitment: 24 hours over three days if attending all sessions

## After training

This is the time when every single staff member needs to be logging in to Koha and practicing.  Since it is a closed database, staff do not have to worry about "messing" anything up.  Mark items lost, pay fines, forgive fines, catalog books, withdraw materials, etc.  We have a Training Review to help staff practice:

Koha Training Review

The goal is to make sure staff know how to do everything they need to do in Koha in order to do their job.  You know your data better than anyone else, so it's vital that staff are involved in this, trying out processes and procedures.  Enter tickets for questions or issues, including specific examples or screenshots, and what the desired behavior/display is.

Time commitment: depending on the staff role and responsibilities, anywhere from 4-24 hours.  For planning purposes, "essential" training (circ basics, patron basics, searching basics) can typically be completed in approximately 4 hours.

## Process specific meetings - between training and go-live

We suggest scheduling a few meetings to go over questions that come up about processes/workflows/how-do-I that arise after staff have been trained and have spent some time practicing in Koha.  For instance, a meeting for Circ questions, one for Acquisitions/Technical Services questions, one for Public Service questions, one meeting for Core Team to answer Admin questions, etc.

Time commitment: one hour per meeting

## Pre Go-live call

This will be a session to go over any open implementation questions and review the timeline for Go live weekend.   This will be scheduled for approximately  the week before Go live.

## Migration Weekend

We will need a fresh copy of data for the final migration. This data extraction will be done over the course of two days. On Thursday we will need an extract of bibs and item data. At the close of business on Friday we will need all other data (patrons, circ, etc). It is very important that the final data extract is done exactly the same way it was for the initial data extract you sent.

## Go live Day, April 25, 2022!

Your new Koha ILS will be up and running!  We will be on hand to address any problems or questions that arise on Go live.

**ByWater**
S O L U T I O N S

I. **Administration**
   A. **Basic Parameters**
      1. **[Item Types](): this is what drives your circulation. These can be limited by library branches.**
         a) It will refer to a material type like book, DVD, magazines, 2 hour reserves, 48-hour reserves, Chromebooks, textbooks
         b) These items should be based on your circulation rules. You will use these to set the limits for how they circulate. Examples below
            (1) Reference - Not for Loan
            (2) Book - 14 days
            (3) 48-hour reserves - 48 hours
            (4) DVD - 4 days
         c) **Here is a link to a quick video describing the video:** https://www.youtube.com/watch?v=cOfsN76zpkU
         d) More information can be found in this document.

      2. **Authorized Values (these can be branch/location specific)**
         a) Shelving Location Codes LOC. Shelving locations represent physical locations in the library (ie: 1st floor, 2nd floor, computer lab).
         b) Collection Codes CCODES. Collection Codes are codes that describe a collection (ie: Career Resources, Psychology, Local History).
         c) LOST Status
            (1) 0 = Available
                (a) The item is available for checkout
            (2) 1 = Lost
                (a) The item is lost and can't be found
            (3) 2 = Long Overdue (Lost)
                (a) The patron hasn't returned an overdue book past x amount of days
            (4) 3 = Lost and Paid For
                (a) The item was lost and the patron paid the replacement fee
            (5) 4 = Missing
                (a) The item can not be found in the library, possible misshelved or misplaced
         d) Not for Loan
            (1) -1 = Ordered
            (2) 0 = Available for loans
            (3) 1 = Not for Loan

> > (4) 2 = Staff Collection
> >
> > (5) Negative number values will still allow holds (use for on order statuses for example) whereas positive numbers will not allow holds or checkouts

II. **Circulation Rules**
   A. The rules are applied from most specific to less specific and can be set for **branch-specific rules**
      1. Using the issuing rules matrix you can define rules that depend on patron/item type combos. To set your rules for each location, choose a library from the pull down
      2. At the very least you will need to set a default circulation rule. This rule should be set for all item types, all libraries and all patron categories. That will catch all instances that do not match a specific rule.
   B. The CircControl and HomeOrHoldingBranch system preferences will also come in to play when figuring out which circulation rule to follow for multiple locations.
      1. If CircControl is set to "the library you are logged in at" circulation rules will be selected based on the library you are logged in at
      2. If CircControl is set to "the library the patron is from" circulation rules will be selected based on the patron's library
      3. If CircControl is set to "the library the item is from" circulation rules will be selected based on the item's library where HomeOrHoldingBranch chooses if item's home library is used or holding library is used.
      4. If IndependentBranches is set to 'Prevent' then the value of HomeOrHoldingBranch is used in figuring out if the item can be checked out. If the item's home library does not match the logged in library, the item cannot be checked out unless you are a superlibrarian.
   C. Default lost item fee refund on return policy
      1. You can specify the default policy for lost item fees on return for each branch location
      2. This rule is to be used with the RefundLostOnReturnControl system preference.
   D. Default holds policy by item type
      1. You can edit hold and return policies for a given item type, regardless of the patron's category
      2. This is specific to each branch / location

III. **Notices and Slips**
   A. All notices and circulation receipts (or slips) generated by Koha can be customized
   B. **Each notice and slip can be edited on for each specific location.** By default you will see the notices for all libraries.
      1. Customizing Notices and Slips (1)
      2. Customising Notices and Slips (2)
      3. Notices and Slips Library

   C. Overdue notice/status triggers
      1. **These can be set up for individual branches / locations**

2. You need to set your patron categories to receive overdue notices
3. Customize each rule from the branch pull down menu

IV. **System Preferences**
   A. **Circulation**
      1. useDaysMode : Define how due dates are calculated
      2. finesCalendar : Define how fines are calculated (for every late date or only for days the library is open)
      3. CircControl : Define whether circ rules are based on item's location, patron's location or transaction location
      4. HomeOrHoldingBranch : define whether the checkout and fines rules are used from the library the item was checked out from or the library is item is from.
      5. noissuescharge : Define the maximum amount a patron can owe before checkouts are blocked
      6. ReturnBeforeExpiry : Decide if patrons need to return items before their accounts expire
      7. AllowReturnToBranch- where to allow materials to be returned to:
         a) To any library
         b) Only library checked out from
         c) Only library item is from
         d) Either library where item is from or where it was checked out from.
      8. AllowTooManyOverride - allow/don't allow staff to override when patron has reached maximum checkouts
      9. AutomaticItemReturn-automatically or don't automatically transfers to happen
      10. Onsite checkouts- minor but something everyone would have to do
      11. Recordlocaluse-With this preference set to "Record" you can record local use by checking out to the statistical patron and/or by checking in a book that is not currently checked out.
      12. AutoRemoveOverduesRestrictions allow/don't allow OVERDUES restrictions triggered by sent notices to be cleared automatically when all overdue items are returned by a patron.
      13. Allownotforloanoverride allow or don't allow staff to override and check out items that are marked as not for loan.
      14. notifyborrowerdeparture Decide when to warn staff that the patron account is about to expire

   B. **Patrons**
      1. AutoEmailPrimaryAddress : Determine if the patrons get an email confirming the creation of their account
      2. EnhancedMessagingPreferences : Decide if staff can choose from a series of notices (other than overdues) for patrons
      3. EnhancedMessagingPreferencesOPAC: Decide if patrons can choose from a series of notices (other than overdues) for themselves
      4. minPasswordLength : Enter the minimum number of characters you want passwords to have

5. BorrowerMandatoryField: what fields must be filled in on the patron entry screen
6. MembershipExpiryDaysNotice: Send an account expiration notice when a patron's card will expire in
7. Patronimages: will image to be uploaded and shown for patrons on the staff client.
8. BorrowerUnwantedField- what fields they do not need on this form- would have to make a group decision.
9. Uppercasesurnames- how to display patron names
10. Automembernum- library card numbers

## C. Patron Privacy
1. intranetreadinghistory : Decide if the staff can see the patron's reading/checkout history
2. OPACPrivacy: do you want to allow patrons to choose their own privacy settings for their reading history.
3. **Opacreadinghistory:** do you patrons to see what books they have checked out in the past.u want to allow
4. StoreLastBorrower: do you want to store the last patron to borrow an item even if the patron has chosen to have their reading history anonymized.
5. TrackClicks: decide if you want to track every link clicked in Koha
   a) You can track, no tracking, or track anonymously
6. Anonsuggestions: allow patrons make suggestions anonymously

## D. Fines
1. MaxFine : Determine the maximum amount that people can owe in fines
2. finesMode : Calculate and Charge will charge fines based on your circulation rules
3. finesCalendar: calculate fines based on days overdue directly or not including days the library is closed
4. RefundLostOnReturnControl: (this can be branch specific) if an item is marked lost and returned by a patron determine how the refund is applied. Either by the check-in library, item's holding library, or items home library
5. WhenLostChargeReplacementFee: charge or don't charge the replacement price when a patron loses an item.
6. WhenLostForgiveFine: forgive or don't forgive the fines on an item when it is lost.

## E. Holds
1. AllowHoldsOnDamagedItems : Decide if patrons can place holds on items that are marked as damaged
   a) AllowHoldPolicyOverride : Decide if you want the staff to be able to override the setting for the above at checkout
2. maxreserves : Decide how many items a patron can have on hold at once
   a) AllowHoldPolicyOverride : Decide if you want the staff to be able to override the setting for the above at checkout

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3. Canreservefromotherbranches - Decide if a user from one library can place a hold on an item from another library.
4. maxoutstanding : Define the maximum amount a patron can owe before holds are blocked
5. ReservesMaxPickUpDelay : Define the number of days before a hold expires
6. ExpireReservesMaxPickUpDelay - Decide if holds should expire automatically if they haven't been picked up in the time allotted by ReservesMaxPickUpDelay.
   a) ExpireReservesMaxPickUpDelayCharge: charge a borrower who allows his or her waiting hold to expire a fee of xx USD
7. ExpireReservesOnHolidays - Decide if expired holds can be canceled on days the library is closed.
8. OPACAllowUserToChooseBranch - Decide if the user can choose which library to pick up a hold from.

**F. OPAC Prefs**
1. OPACFinesTab : allow patrons to access the Fines tab on the My Account page on the OPAC.
2. Hidelostitems - Decide if you want to hide lost items on search and detail pages.
3. OpacAddMastheadLibraryPulldown - Decide if you want to add a library select pulldown menu on the OPAC masthead.
4. OPACBaseURL - Decide if you're going to have a base URL for the OPAC this will allow staff to click on the OPAC link from the staff client marc record.
5. OpacFavicon - Are you going to have an OPAC favicon?
6. OpacLocationBranchToDisplay - Decide if you want the OPAC records detail page to display the Holding Library, the Home + Holding Libraries or the Home Library.
7. OpacMaxItemsToDisplay - Decide how many items to display on the biblio detail page
8. OpacSuggestionManagedBy - Decide if you want to show the name of the staff member who managed a suggestion in the OPAC.
9. OPACPatronDetails - Allow patrons to notify the library of changes to their account from the OPAC.
10. Reviewson - Decide if you want to allow patrons to make comments on items in the OPAC.
11. ShowReviewer - If you allow reviews, then decide if you want their name to appear and if so, in what format.
    a) ShowReviewerPhoto: show or hide reviewer's photo beside comments in OPAC.
12. suggestion - Decide if you want to allow patrons to make purchase suggestions on the OPAC.
13. AllowPurchaseSuggestionBranchChoice - Decide if you want patrons to select the library for when making a purchase suggestion.
14. OPACFineNoRenewals - Decide on an amount that above which patrons will be blocked from renewing books.
15. OpacHiddenItems - Decide if you want to block a certain subset of items from being visible in the OPAC, ie damaged or withdrawn items.

16. OPACrenewalallowed: allow or don't patrons to renew their own books on the OPAC.
17. OPACSuggestionMandatoryFields - Decide which fields you want to make mandatory for purchase suggestions.
18. SearchMyLibraryFirst - Decide if you want to limit patrons' searches to only the library they are registered at.

**System Preferences for Multiple Locations - these preference controls the default value in the branch pull down**

1. Defaulttologgedinlibrarycircrules: When editing circulation rules show the home library or all libraries the rules by default.
2. Defaulttologgedinlibrarynoticesslips: When editing notices and slips show the home library or all libraries notices and slips by default.
3. Defaulttologgedinlibraryoverduetriggers: When editing overdue notice/status triggers show the home library or all libraries rules by default.

Other System Preferences that are important to discuss but do not need to be a consortium decision:

**Long Lost Overdue Process:**

DefaultLongOverdueChargeValue-Charge a lost item to the borrower's account when the LOST value of the item changes to

DefaultLongOverdueLostValue /DefaultLongOverdueDays- by default, set the LOST value of an item to ___when the item has been overdue for more than ____ days.

**OPAC Preferences:**

EnablePayPalOpacPayments - Decide if you want to enable PayPal payments

*Both of these can be done by Patron Category:*

OpacPasswordChange : decide if patrons can change their own password on the OPAC. Note that this must be off to use LDAP authentication.

BlockExpiredPatronOpacActions - Decide if you want to block expired patrons from renewing or placing a hold.

**ByWater SOLUTIONS**

# koha
## FREE LIBRARY SYSTEM

## Proposal for Implementation & Support

**PREPARED FOR**

**Black Gold Consortium Library System**
No SB

**PREPARED DATE**
10.20.21

**EXP. DATE**
12.31.2021

| Item | Timeline | Cost |
|------|----------|------|
| **Complete Koha Install** | 4-6 Months for Completion | **$81,928.00** |
| **Unlimited Support Annual Hosting** | 24 Hour Support<br>Triple Redundancy<br>Nightly Backups | **$74,600.00** |
| **Training (2 educators)** | 3 Days of Onsite Training | **$8,600.00** |

**Total Year One Cost  $165,128.00**

**Total  Year Two Cost $74,600.00**

## Welcome to the World of Open Source

*Thank You For Your Interest in ByWater Solutions!*

# ByWater SOLUTIONS

## koha
### FREE LIBRARY SYSTEM

## Proposal for Implementation & Support

**PREPARED FOR**

**Black Gold Consortium Library System**
No SLO
No SB

**PREPARED DATE**
10.20.21

**EXP. DATE**
12.31.2021

| Item | Timeline | Cost |
|---|---|---|
| **Complete Koha Install** | 4-6 Months for Completion | **$51,360.00** |
| **Unlimited Support Annual Hosting** | 24 Hour Support<br>Triple Redundancy<br>Nightly Backups | **$48,230.00** |
| **Training (2 educators)** | 3 Days of Onsite Training | **$8,600.00** |

**Total Year One Cost  $108,190.00**

**Total  Year Two Cost $48,230.00**

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