



# UMATILLA COUNTY SPECIAL LIBRARY DISTRICT

Strengthening our community libraries

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## Technical Services Manager Monthly Report

Date: April 17, 2025  
Staff Name: Dea Nowell  
Time Period Report Covers: March 2025

### Position Purpose Statement

The purpose of this position is to support the UCSLD member libraries' abilities to provide services and participate in consortia activities through cataloging (maintaining the integrity of the bibliographic database and authority control) and technical support. Additionally, this position also administratively & technologically supports the UCSLD Board of Directors and staff.

### Statistics

#### *cataloging statistics:*

<i>date</i>	<i>* Item additions to Sage</i>	<i>* Item deletions from Sage</i>	<i>* Item corrections in Sage</i>	<i>Temporary bibs upgraded</i>	<i>*** Sage bib fixes</i>	<i>*** Sage bib merges</i>	<i>*** Sage bib deletes</i>	<i>*** Sage bib overlays</i>
Mar. 2025	364	741	37	5	113	6	0	0

\* for the most part all libraries in District: except Hermiston, Milton-Freewater, Pendleton, Umatilla, & Weston [though I do add a few bibs for Umatilla, counted in here, but not items]

\*\*\* looking strictly at bibliographic records, not necessarily all are related to District libraries' holdings

#### *reports run:*

##### regular monthly:

- item stats: all 12 pub. lib.
- temp bibs missed being put into bucket
- OCLC CatExpress stats (added & deleted)
- circulation related: Adams PL - 3, Athena PL - 3, Milton-Freewater PL - 5, Pilot Rock PL - 1, Stanfield PL - 4
- pre-cataloged items: Milton-Freewater PL - 1, Ukiah P/SL - 1
- in process items: Milton-Freewater PL - 1

##### additional reports:

- Adult Fic, YA Fic, & Juv. Fic not circulated in 3 years - Stanfield PL (3)
- Classics, picture books, Juv NF, & YA NF not circulated in 6+ years - Athena PL (4)

### Meetings and Site Visits

- [Sage] Authority Control Profile meeting: 1 (3/3)
- Sage User Council meeting: 1 (3/18)
- Sage Library of Things (LoT) discussion [via Zoom]: 1 (3/19)
- Staff/Safety meetings [via MS Teams]: 1 (3/19)
- UCSLD Board meetings [via Zoom]: 1 (3/20)
- Sage Cataloging Mentor meeting [via Zoom]: 1 (3/26)
- webinars/trainings attended [virtual]:
  - Vector Solutions: Cyber awareness for employees: end-user best practices (3/10)
  - SDA webinar: Is your website compliant? Tips and tools (3/12)
  - webinar: High fidelity web archiving with BrowserTriX (3/19)
  - OCLC's AskQC office hours: The mysteries of bibliographic encoding levels (3/20)
- meet weekly w/ Heather [MS Teams]: 3 (3/3, 3/10, 3/17)

##### visits to/with District Libraries:

#### all libraries - 2 [email]

- site visit schedule sent out
- emailed libraries to let them know of upcoming days I'll be out of the office

#### Athena PL - 4 [email, phone]

- emailed a ? re. item listed for deletion that had a strange barcode, asking about a possibility of correct barcode
- emailed requested Classics weeding list
- call re. email ? re. Sage circulation policy > helped her locate on new SageLib intranet; + she asked ?s re. Spanish items re. shelving, shelving locations, & how to type special characters...
- emailed requested children's picture books, Juv. NF, & YA NF weeding lists

#### Echo PL - 1 [phone]

- called library clerk re. site visit scheduling

#### Helix PL - 5 [phone, email]

- call re. site visit scheduling
- email reply re. ? about still having a couple batches of scans > no, I finished up all last week; suggested trying to check-in an item from each batch -- & follow-up emails (4)

#### Milton-Freewater PL - 1 [phone]

- called cataloger re. email about Spanish juvenile item template: catalog says... the copy location does not exist > walked through how to create a new template by modifying another, changing name, & saving template

#### Pendleton PL - 2 [email]

- email reply to cataloger's email w/ no attachments & answered a question she had
- email reply to cataloger re. ? about publisher location for an item added for them

#### Pilot Rock PL - 1 [phone]

- call re. site visit scheduling

#### Stanfield PL - 13 [phone, email]

- call re. email about details for tablet additions [& site visit scheduling] (2)
- call re. tablet (bundle) re. ?s - left message
- emailed questions I'd asked in voicemail + a couple additional ?s
- rec'd. call re. tablet (bundle) ?s
- emailed thanks for sending additional information re. tablet (bundle) specifics
- rec'd. call to see if all caught up w/ what rec'd, as she has one batch left & not sure if had sent
- call re. email about a hold, can't find item w/ barcode listed - appears that barcode placed on different item > need to be switched in catalog; + requesting weeding lists > will spread out every 2 weeks or so & got order she wants them in
- emailed requested Adult Fic weeding list
- call re. barcode duplicated on 2 scanned items; + talked about weeding list sent earlier & how to sort by date last circulated, etc., if wanted to look @ different timeframe of last checkout
- email reply to ? about whether catalog is having issues... (2)
- emailed requested Juv. Fic & YA Fic weeding lists

#### Ukiah P/SL - 3 [email]

- emailed re. batches of scans sent w/out barcodes; others w/out call #s, pages/size listed (3)

#### Weston PL - 1 [phone]

- call re. site visit scheduling; also spoke about EO article, new mayor, & Ingram billing debacle

#### Beth Ross [Sage Library System - Systems Administrator] - 1 [email]

- emailed [Beth & Jon] re. conversation w/ a lib. director that was trying to find the most recent circulation policy and was confused by seeing the Streamline log in the tabs in the sagelib.org website, etc. > asked if had considered adding the image part of the Sage logo to the favicon in preferences?

#### Jon Georg [Sage Library System Specialist] - 3+ [email]

- several emails re. catalog being down, etc.
- emailed [Beth & Jon] re. conversation w/ a lib. director that was trying to find the most recent circulation policy and was confused by seeing the Streamline log in the tabs in the sagelib.org website, etc. > asked if had considered adding the image part of the Sage logo to the favicon in preferences? >> and thanks + (3)

## Projects and Progress

- site visits follow-up to do's – *(same as last month)*
- work on temp bib items seen during fall trips – ~17% complete *(same as last mo.)*
- [cybersecurity] password manager – 1Password subscribed for 1 yr. > full staff implementation as staff time permits – (ongoing)
- file retention system – (on-going)
- website accessibility project – continuing to learn Adobe Acrobat Pro software; website end of Mar.: 376 files (93% overall website accessibility score); 291 not accessible (166 of those archived downloadable) & 85 accessible – (ongoing)
- website portal for library directors: *drafted out a build based on what Susie Hansen had put together earlier for a start... & ran by Heather – (same as last mo.)*
- researching how to set up administrative user & standard user in Windows 11 *(not as straightforward as on Windows 10)*
- prepping for trip & site visits – begun

## Accomplishments

- website work:
  - Board meeting agenda & support documents posted
  - posted March library happenings video
  - posted Heather's (3/26/25) EO Go! column
  - continuing work on accessibility project: remediation, etc.
- Sage Cataloging Mentor:
  - email reply to a mentor re. one of my mentee's record & things noticed in bib that need addressed
  - participated in email discussion w/ mentors & Sage staff re. blog page on staff intranet (3)
  - emailed Kristin Williams (BMCC director/cataloger) spring site visit schedule
  - participated in email discussion w/ mentors re. assigning parts document (2)
  - participated in email discussion w/ Sage staff & some mentors re. evaluation of authority control vendor sample results (5)
  - emailed Lisa Hauner (fellow mentor) re. some possible additions to Spanish language cataloging resources & genres list (3)
  - reviewed new bibs (February: 181 bibs)

## Feedback received:

- 3/4/25 – email from Lisa Hauner (OTLD cataloger, fellow mentor, & our Spanish language cataloging go to) after Catherine Campbell (Pendleton PL cataloger) caught a subject in question on an previous bib Lisa added: “Your mentee caught my egregious error in a Spanish series... .... Thought you should delight in what a great job she is doing, even though you already knew - Spanish is like another language, or something *[smiling face with smiling eyes emoji]* **high five** Great work on your Baby Cat!”
- 3/10/25 – email reply from Annette Kubishta (Helix PL director) following email exchange ? about 2 batches of scans: “Ugh, I see them now! Sorry to waste your time. Yes you sent them and now I remember Terri telling me she checked them in and I said I would display them and that’s why they were still on the shelf. I like to display my new books or at least decide which ones I want to display. *[smiling face with smiling eyes emoji]* Thank you for walking me through my confusion.” [&: “I’m not used to Terri checking in my new entries so it really threw me off! Also, it’s a Monday. *[smiling face with smiling eyes emoji]*”]
- 3/11/25 – email reply from Susie Hansen (Umatilla PL director) after I had entered a few of the Spanish language items that she had not found cataloging for: “Thank you so much Dea! I appreciate you taking the time to put these in *[slightly smiling face emoji]*”
- 3/27/25 – email reply from Lisa Hauner (OTLD cataloger...) after I sent some possible additions to Spanish language cataloging resources & genres list: “Oooohhh. You have been busy *[red heart emoji]* AND Now you kinda know how I felt when I was making the darn cheat sheets! Nobody should have to work that hard for a palabra. *[grinning face with smiling eyes emoji]*”

You found Diary Fiction *[red heart emoji]* swoon ... Thank you for the extra 'quick words' for the resource sheet! ... I appreciate your input Dea. I been waitin' 4 years for somebody to commiserate ... I mean, collaborate *[grinning face with smiling eyes emoji]* with *[red heart emoji]*'

### **Upcoming Events - Activities**

- Sage Cataloger work group meeting - April 1
- Sage User Council (Emergency) Meeting re. IMLS situation & our budget - April \_
- Sage Library of Things discussion - April 16
- Staff/Safety meeting - April 30
- UCSLD Budget Committee meeting & Board meeting - April 17
- Sage Cataloging Mentor meeting - April 30
- vacation: April 4
- in Umatilla County for site visits, in-service, & office work, etc. - April 22 (pm) thru May 8 (am)