UMATILLA COUNTY SPECIAL LIBRARY DISTRICT
Strengthening our community libraries

Technical Services Manager Monthly Report

Date:	July 24, 2025
Staff Name:	Dea Nowell
Time Period Report Covers:	June 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:

date	* Item additions to Sage	* Item deletions from Sage	* Item corrections in Sage	Temporary bibs upgraded	*** Sage bib fixes	*** Sage bib merges	*** Sage bib deletes	*** Sage bib overlays
June 2025	319	185	46	0	18	1	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 creation stats: all 12 public libraries
- 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 – 3
- pre-cataloged items: Milton-Freewater PL – 1, Ukiah P/SL – 1
- in process items: Milton-Freewater PL – 1

additional reports:
- movies not circulated in 1+ years – Stanfield PL
- Adult NF & Adult Fiction not circulated in 4+ years – Echo PL (2)

Meetings and Site Visits

- Sage Cataloging Work Group meeting [via Zoom]: 1 (6/3)
- Sage User Council/Annual Membership meeting [via Zoom]: 1 (6/4)
- Staff/Safety meeting [via Teams]: 1 (6/18)
- UCSLD Board meeting [via Zoom]: 1 (6/26)
- webinars/trainings attended [virtual]:
  - SDAO webinar: The importance of succession planning (6/5)
  - Vector Solutions: General ethics in the workplace (6/5)
  - Ryan Dowd webinar: An interview with a Representative of Congress on what actually works (6/12)
- meet weekly w/ Heather [via FaceTime or MS Teams]: 4 (6/10, 6/16, 6/23, 6/30)

visits to/with District Libraries:

all libraries - 2 [email]
- email libraries re. taking vacation Fridays Memorial Day thru Labor Day, & situation w/ mom

- email libraries update & heads up from things on my end (getting my mom on hospice, etc., & not much time working for a couple of weeks, etc.)

Adams PL - 5 [phone, email]
- called re. email about circ library being another library on some items
- email – items w/ circ library being another library have been corrected… will need to cancel transits and check in again (2)
- email apologies, found that the template was set to another library as circ. library… thought I'd fixed when making changes previously, but apparently not, or didn't take…
- email that I had not forgotten about the Spanish language materials that need to be catalog, need to have a great focus to effectively work on them…

Athena PL – 1 [email]
- email reply, sending April ILL stats from my file, as she didn't have those numbers

Echo PL - 2 [email]
- emailed weeding report for Adult Non-Fiction
- emailed weeding report for Adult Fiction

Helix PL – 4 [email, phone]
- email reply to director's question about how far away their new entries were for my workload, curious as have a bunch more new items to process
- email reply to director asking that the batches not be so large (47 items in this batch) because they are cumbersome on my end – director had noted this was the biggest batch she'd ever sent & to let her know if I'd rather have them in smaller batches…
- called lib assistant re. email about shelving location change > shared what have in catalog & what I recall director speaking to in future regarding this shelving location…
- called lib assistant re. 2 emails of what sometimes happens when checking out an item (had mentioned at site visit, but was unable to duplicate) > asked them to keep a list of barcodes that this occurs w/ to see if can find any sort of commonality, as nothing looks unusual in rec.

Milton-Freewater PL - 1 [email]
- email reply to cataloger re. ?s about whether a particular record not being a wonderbook, correct? > sent some clues to identify difference between Wonderbook & Playaway audio player bib records (2)
- email reply to cataloger re. ? about book with multiple authors…

Pendleton PL - 2 [email]
- email cataloger that there were now bibs in the catalog for the 3 items needing a bib record
- email cataloger that there was now a bib in the catalog for item needing a bib record

Stanfield PL - 1 [email]
- emailed weeding report for movies

Umatilla PL - 1 [email]
- email reply to director re. email ? about Oregon Library Passport program > I only have a basic understanding/info. re. the program & I know nothing about reporting side…

Beth Ross [Sage Library System System Administrator] – 1 [email]
- emailed an additional diacritic to add to her cheat sheet for corrections

Jon Georg [Sage Library System Specialist] – 8 [email]
- email asking if Sage system was down… then thanking him for quick response, etc. (3)
- email noting getting Internal Server Error trying to bring up catalog; & thanks for restarting services (2)
- email IP address info. to Jon for the 3 locations I'm working from (my home, mom's home, District Office) (3)

Projects and Progress
- site visits follow-up to do's – *(same as last mo.)*
- 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 compliance – completed w/ audits being posted

- website accessibility project – continuing to learn Adobe Acrobat Pro software; website end of June not pulled, however as of 7/18/25 shows: 91 pages (accessible); 228 files (94% overall website accessibility score): 299 items not accessible (181 of those archived downloadable) & 110 items 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) (nothing new)*

Accomplishments
- website work:
  - posted audits (and archived them)
  - posted June library happenings video
  - Board meeting agenda, support documents, & minutes posted
  - posted Heather's 6/25/25 EO Go! column
- Sage Cataloging Mentor:
  - email reply to Ryan McGinnis (LaGrande cataloger & mentor) re. email with some questions about cataloging a specific travel guide as a serial bibliographic record
  - called Lisa Hauner (OTLD cataloger & mentor) re. email about how to transfer a lost book holding to a new copy (& her also checking in on me) > updated Lisa on things & letting her know I think it is tied to "Lost" status that unable to transfer the holding info.
  - emailed Lisa Hauner I wouldn't be attending the Library [of] Things discussion that day…
  - email to Cataloging Mentors apologies that I wouldn't be attending the morning's mtg.
- Sage User Council:
  - pulled together a document with information for beginning annual review of representative apportionment among classifications to share
  - email reply to Jon Georg re. draft of March minutes (3)
  - emailed my apologies to Jon Georg re. not having gotten the recording started earlier in the June Council/Annual Membership mtg., offered my notes if would like to utilize (2)
  - fwd. an email from a new User Council member (Kirsten Wells, The Dalles PL) to Beth Ross & Perry Stokes (vice chair) asking for suggestions on how to reply, as not clear on what was being asked… & thanks for responses (2)
  - email reply to Kirsten Wells re. question about mtg. recording & a request for a representative from over 15,000 population library…
  - email reply to Jon Georg re. draft of June minutes, clarifying a few items he had ?s on; & thanks, would send out w/ agenda probably the next week (2)
  - email thanking Perry Stokes for sharing about the public library directors email message re. LSTA award letter having arrived w/ Beth Ross & myself, cc'ing LEO & an Orbis Cascade courier staff member
  - drafted agenda, & emailed to vice chair & Sage staff for review

Feedback received:
- 6/9/25 – email from Amanda Hespel (Adams PL director): "I got the transit cancelled on those items and checked them in with not issues. Thank you for fixing that!…"
- 6/14/25 – email from Cecili Longhorn (Stanfield PL director): "Thank you for the update, Never worry about what I send, it can all wait. It will be there when you have time. Life is all about a day at a time. Taking care of your mom is way more important."
- 6/23/25 – email from Amanda Hespel (Adams PL director) re. the Spanish language materials cataloging: "Thank you Dea! There's no big hurry to get these done. I totally understand how busy life can get!"
- 6/24/25 – email from Heather Estrada: "Thanks Dea, I appreciate all you are doing to keep us going despite your real job right now, i.e. your mom.…"

Upcoming Events - Activities
- holiday: Independence Day – July 4
- Staff/Safety meeting – July 8
- State Librarian hosting a town hall meeting re. LSTA funding, etc. – July 9

- Sage User Council meeting – July 15
- UCSLD Board meeting – July 24
- Sage Cataloging Mentor meeting – July 30
- vacation: Fridays through Labor Day

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summary of some FY24-25 year-end statistics:

- 3,079 items added to the catalog (for the most part all District Libraries: except Hermiston, Milton-Freewater, Pendleton, Umatilla)

- 2,856 items deleted from the catalog (for the most part all District Libraries: except Hermiston, Milton-Freewater, Pendleton, Umatilla)

- 11,336 catalog corrections (bib & item records) made in the catalog associated with District Libraries

- 64 temp bibs were updated (mostly for Milton-Freewater & Pendleton, and some for the other 10 UCSLD libraries)

- 1,030 new bibs created or imported into the Sage Library System

- 694 bibs fixes were made in the catalog (an idea of the types of things: correcting author & subject headings to authorized headings, typo & diacritic corrections, item fixes based on parts management, series statement related, Oregon author statements added to bibs, just an unnecessary line or two removed, etc.)

- 57 bibs were merged in the catalog

- 2 [empty] bib was deleted from the catalog (bibs with no holdings or items attached)

- 15 bibs were overlaid in the catalog

- 190 OCLC CatExpress records were added (records purchased) to the catalog (UCSLD Libraries, except Hermiston & Milton-Freewater)

- 260 OCLC CatExpress holdings were deleted from OCLC (UCSLD Libraries, except Hermiston & Milton-Freewater)