



UMATILLA COUNTY SPECIAL LIBRARY DISTRICT

Strengthening our community libraries

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Technical Services Manager Monthly Report

Date: September 25, 2025
Staff Name: Dea Nowell
Time Period Report Covers: August 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>
Aug. 2025	345	1,048	100	0	69	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:

- inventory for Adult & Juvenile Fiction sections - Athena PL
- Juvenile Graphic section inventory (to check against Juv. Fic.) - [Athena PL]
- Audios not circulated in 4+ years - Echo PL
- Videos not circulated in 10+ years - Ukiah P/SL
- Juvenile NF not circulated in 4+ years - Echo PL

Meetings and Site Visits

- Sage Cataloging workgroup meeting [via Zoom]: 1 (8/5)
- Staff/Safety meeting [via Teams]: 1 (8/12)
- Sage Cataloging Mentor meeting [via Zoom]: 1 (8/27)
- UCSLD Board meeting [via Zoom]: 1 (8/28)
- webinars/trainings attended [virtual]:
 - Access Ingenuity: Part 1: PDF Accessibility Basics - Understanding the Tags Tree in Adobe Acrobat (Digital Accessibility Webinar) (8/6)
 - Streamline: DocAccess live walk through with Q&A session (8/7)
 - Vector Solutions: Browser Security Basics (8/7)
 - Access Ingenuity: Part 2: PDF Accessibility Basics - How to Test for Accessibility with JAWS (Digital Accessibility Webinar) (8/20)
 - State Library of Oregon townhall meeting, re. State budget process (8/21)

- meet weekly w/ Heather [via FaceTime, phone, & MS Teams]: 4 (8/4, 8/11, 8/18, 8/25)

visits to/with District Libraries:

Adams PL - 1 [email]

- emailed to let know sent an email to Beth & Jon re. the “Alert Messages”; & them having been removed (2)

Athena PL - 5 [phone, email]

- called re. barcode for an item being added
- called re. barcodes for 2 items & a question re. a call #
- emailed Adult Fic. inventory list, & again after finding a couple items needing to be added (2)
- emailed Juvenile Fic. inventory list

Echo PL - 2 [email]

- emailed audio collection list with no checkouts in 4 years
- emailed Juvenile NF collection list with no checkouts in 4 years

Helix PL - 1 [phone]

- called w/ ? re. email w/ changes to items just added & already in catalog – need clarification

Hermiston PL - 2 [email]

- emailed Heidi Florenzen asking whether had experience w/ hooking up 2 monitors to a laptop; & thanks for getting back to me... (2)

Stanfield PL - 5 [phone]

- called re. requested barcode change... barcode already in catalog as pre-cataloged item > will delete pre-cat (w/ 1 circ.) & change (6 circs)
- called re. call # on what put down in email for call # change
- call rec'd. > ignore last email, was the wrong book I asked about; also conversed about process they've gone through w/ weeding, etc.
- call rec'd. w/ ? about how to best handle boxes of cookie cutters to check out in catalog; also spoke about upcoming grant funders coming (in Oct.)
- tried returning missed call (was in SLO townhall mtg.)... visited w/ Michelle-Cecili not available

Ukiah PL - 1 [email]

- emailed video weeding list with no checkouts in 10 years

Weston PL - 1 [email]

- emailed a note of encouragement after director emailed the Cataloging Mentors regarding what had been going on with her...

Beth Ross [Sage Library System - Systems Administrator] – 5 [email]

- email [to Beth & Jon] re. “Alert Messages” that have been showing up in a few of my item templates at various since system upgrade, some recent ones have circulated several times & I'd rather not delete & reenter them... is there a way to remove them from the back end?
- email reply thanking Beth for working on & removing “Alert Messages” on back end... (2)
- email asking whether had any experience w/ hooking up 2 monitors to a laptop... & thanks for reply (2)

Jon Georg [Sage Library System Specialist] – 3 [email]

- email [to Beth & Jon] re. “Alert Messages” that have been...
- email asking whether had any experience w/ hooking up 2 monitors to a laptop... & thanks for info. provided (2)

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] IPassword (pswd. manager) – full staff implementation as staff time permits – (ongoing)
- file retention system – (ongoing)
- website compliance – completed w/ audits being posted
- website accessibility project – continuing to learn Adobe Acrobat Pro software; website end of July: 102 pages (accessible); 425 files (95% overall website accessibility score): 301 items not accessible (196 of those archived downloadable) & 124 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

- performance appraisal: employee paperwork done & turned in
- website work:
 - Board meeting agenda, support documents, & minutes posted
 - posted Heather's 8/27/25 EO Go! column
 - emailed a reply to Streamline Acct. Manager re. email to schedule a quick document review for compliance with doc. accessibility requirements & introduce new tool to assist called DocAccess
- Sage Cataloging Mentor:
 - emailed Lisa Hauner about not being able to attend upcoming Library Things Spanish discussion due to a webinar I'd be attending...
 - emailed Kolle Riggs (Joseph Lib. Cataloger) re. sagestaff.org no longer being website where our resources are found > now on the staff portal of sagelib.org & gave login info.
 - emailed a response to a ? by a Cataloging Mentor to other Mentors re. new Library of Congress Authorities interface
 - emailed a response to a ? by a Cataloging Mentor to other Mentors re. ? about what "discovery layer/public-facing catalog" we use for a cataloging survey
- Sage User Council:
 - emailed Beth Ross re. assistance getting logged into Sage Zoom acct. on new laptop (4)

Feedback received:

- 8/11/25 – email from Stephanie Partida (Athena PL director) after I sent back a few Spanish language items ready for check-in & a note letting know they take a fair amount more time & focus since my Spanish is very limited & there is generally much that needs to be done to any bibs found to bring up the standards we've adopted in Sage: "...Thanks for getting these in, I know about 5 words in Spanish so I can't imagine trying to catalog all of these! I appreciate you so much!..."
- 8/18/25 – text from Cecili Longhorn (Stanfield PL director), following a phone conversation regarding their weeding process... "Thank you for your words about weeding. I know what you said but needed to hear it. Hope today is a good day"
- 8/20/25 – email from Dustin Schock (Ukiah P/SL director) following sending the video weeding list, which he requested because they'd had a large donation of DVD/Blu-ray videos from a new patron (about 200 titles): "This is great, thank you so much! There is no rush on my stuff, I will add a few when I can and if it takes some time I'm not worried. Thank you."

Upcoming Events - Activities

- Labor Day holiday – September 1
- Staff/Safety meeting – September 9
- Sage User Council meeting – September 23
- Sage Cataloging Mentor meeting – September 24
- UCSLD Board meeting – September 25