# Technical Services Manager Monthly Report

Date:                                      August 28, 2025

Staff Name:                           Dea Nowell

Time Period Report Covers:   July 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 |
|---|---|---|---|---|---|---|---|---|
| July 2025 | 93 | 0 | 7 | 0 | 4 | 0 | 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, Echo PL – 6, 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:
- movies not circulated in 4+ years – Echo PL

## Meetings and Site Visits

- Staff/Safety meeting [via Teams]:  1  (7/8)
- Sage User Council meeting [via Zoom]:  1  (7/15)
- UCSLD Board meeting [via Zoom]:  1  (7/24)
- Sage Cataloging Mentor meeting [via Zoom]:  1  (7/30)
- webinars/trainings attended [virtual]:
  - Vector Solutions: Back Injury Prevention (7/7)
  - State Library of Oregon townhall meeting, re. LSTA funding, etc. (7/9)
- meet weekly w/ Heather [via MS Teams]:  4 (7/7, 7/14, 7/21, 7/28)

visits to/with District Libraries:

all libraries - 1 [email]
- · email to libraries re. current work/life situation & that probably wouldn't be working much for next week or so…

Adams PL - 1 [email]
- · email reply to email asking for call number assistance for a Spanish language item

Echo PL - 1 [email]
- · emailed video weeding list with items not circulated in 4+ years

Milton-Freewater PL - 2 [email]
- · emailed director a bit back and forth following response to sending the monthly statistics (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] 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 July: 91 pages (accessible); 419 files (94% overall website accessibility score): 300 items not accessible (182 of those archived downloadable) & 116 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 July library happenings video
  - · Board meeting agenda, support documents, & minutes posted
  - · posted Heather's 7/30/25 EO Go! column
- Sage Cataloging Mentor:
  - · called Kolle Riggs re. email re. inability to login to Sage > told her about bot attacks to Sage catalog, etc., & found out she is not on Sage-Lib email list (suggested she contact Beth to be added), & gave her the web address for what her IP address is so she could send it to Jon to be added to the list not to be blocked out, as well as told her about doing a hard refresh & possibly needing to clear the cache on the browser being used...
- Sage User Council:
  - · updated draft User Council meeting agenda emailed to Perry Stokes (vice chair), & system staff: Beth Ross & Jon Georg
  - · called Beth Ross to ask her to set up Zoom link for upcoming Sage User Council mtg., as it wouldn't let me for some reason; tried again later that evening & it let me, so I texted Beth to let her know
  - · Sage User Council agenda, draft minutes, & Zoom link to sent to Sage-Lib email list (2 times due to high volume of traffic on list due to bot attacks & restarting system)
  - · emailed Kirsten Wells (The Dalles/Wasco Co. Library District), who volunteered to be vice chair of Sage User Council for FY25-26 w/ some helpful info. & a follow-up (2)
  - · emailed reply to Maura O'Daniel's email ? re recordings of Sage User Council meetings & where/how to find them

## Feedback received:

- 7/17/25 – email from Erin McCusker, following my reply to her question about receipt printers and what brands the libraries in Sage use, and if there are better ones: "Thank you so much Dea for the information. I so appreciate your expertise."

## Upcoming Events - Activities

- Sage Cataloging workgroup meeting – August 5
- Access Ingenuity webinar: Part 1: PDF accessibility basics – understanding the tags tree in Adobe Acrobat (Digital Accessibility Webinar) – August 6
- Streamline webinar: DocAccess live walkthrough & Q/A session – August 7

- Staff/Safety meeting – August 12
- Access Ingenuity webinar: Part 2: PDF accessibility basics – How to test for accessibility with JAWS (Digital Accessibility Webinar) – August 20
- Sage Library ~~of~~ Things discussion – August 20
- State Library of Oregon townhall meeting re. state budget process – August 21
- Sage Cataloging Mentor meeting – August 27
- UCSLD Board meeting – August 28
- vacation: Fridays through Labor Day

*Note: July 2025, I worked fewer hours than I took in combined sick leave, vacation, & holiday hours.*