



UMATILLA COUNTY SPECIAL LIBRARY DISTRICT

Strengthening our community libraries

PO Box 1689
425 S Main Street
Pendleton, OR 97801

Phone (541) 276-6449

Technical Services Manager Monthly Report

Date: March 10, 2025
Staff Name: Dea Nowell
Time Period Report Covers: February 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>
Feb. 2025	146	268	19	0	32	3	0	1

* 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 - 3
- pre-cataloged items: Milton-Freewater PL - 1, Ukiah P/SL - 1
- in process items: Milton-Freewater PL - 1

additional:

- overdue items - Echo PL
- juvenile fiction items (looking for item alerts inadvertently added) - Stanfield PL
- all items not circulated in 10 years - Ukiah P/SL

Meetings and Site Visits

- Sage Cataloging workgroup meeting: 1 (2/4)
- Authority Control Profile meeting: 1 (2/12)
- Staff/Safety meetings [via MS Teams]: 1 (2/13)
- Sage Library of Things (LoT) discussion [via Zoom]: 1 (2/19)
- Sage Cataloging Mentor meeting [via Zoom]: 1 (2/26)
- UCSLD Board meetings [via Zoom]: 1 (2/27)
- webinars/trainings attended [virtual]:
 - Vector Solutions: Cell Phone Use in the Workplace (2/3)
 - Sage Simple Reports training (2/12)
 - Ryan Dowd webinar: Dementia: How to work with people with dementia and Alzheimer's (2/13)
- meet weekly w/ Heather [MS Teams]: 4 (2/3, 2/10, 2/18, 2/24)

visits to/with District Libraries:

all libraries - 1 [email]

- email sent to libraries requesting feedback of any conflicts for possible spring site visit dates

Adams PL - 4 [email, phone]

- emailed monthly statistics (3)
- called re. juvenile graphic novel call #; she also told me they will be adding ratings to videos & will send to me by ratings to change in catalog; noted she had surgery coming up & asked about spring site visit > told her we could do by Zoom if need be

Athena PL - 3 [email]

- emailed monthly statistics (3)

Echo PL - 2 [email]

- emailed new overdue items report to see if it would work, as old one no longer works
- called re. a YA non-fiction call # & where being shelved, as not in my notes list

Helix PL - 1 [phone]

- called re. barcode for an item that was not listed in batch

Milton-Freewater PL - 2 [email]

- emailed monthly reports to cataloger (2) & monthly statistics (5) to director (2 emails)

Pendleton PL - 2 [email]

- emailed cataloger some January bibs missing 999 fields
- emailed reply to cataloger about ? re. where subfield code disappears when saving record > seems to be known issue, we are currently recommending that changes be saved before import & then double-checking after importing

Pilot Rock PL - 3 [email, phone]

- emailed monthly statistics (1)
- returned missed call - ? about resetting patron's password, noticed a new option "send password reset link"...she wanted to make sure she wasn't doing something incorrectly [I also mentioned that patrons can initiate "forgot password" from OPAC my account]
- called re. email about Spanish language items > addressed some of her ?s & processed thoughts, etc.

Stanfield PL - 7 [email, phone]

- emailed monthly statistics (3)
- called & left a voice message > item alert that inadvertently appeared on an item that should have it, seems deleting it this time worked, will be checking for others that were recently added that also may have been added
- emailed monthly circulation count report again, as director said she lost it
- called re. email regarding a title on pull list not matching the barcode (noticed it was a hold type M); also was asked about not seeing their items when searching UMCTY libraries > when set library preference could then see them
- called w/ some follow-up info. on pull list entry > hold type M is Metarecord level hold & explained a bit about what that means; noted she may get the item returned as it looks like from what I could see that the patron was probably looking for the title listed on the pull list

Ukiah P/SL - 2 [email]

- emailed monthly report (1)
- emailed lists of items that had not checked out in 10 years (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 Feb.: 296 files (88% overall website accessibility score); 218 not accessible (75 of those archived downloadable) & 77 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 - (nothing new re.)

Accomplishments

- website work:
 - Board meeting minutes, agendas & support documents posted
 - posted Heather's (2/26/25) EO Go! column
 - posted "press release" re. Wildhorse & Roundhouse Foundations grants
 - continuing work on accessibility project: remediation, etc.
- Sage Cataloging Mentor:
 - emailed Beth availability for meeting to complete Backstage authority control profile
 - emailed John Brockman that I'd read through the Identifying Items for Serials Cataloging document re. searching by "Journal Title", as it had come up during a mtg.
 - emailed cataloging mentors re. something I couldn't track down in our documentation - reference to not using serial records for graphic novel type materials (3)
 - participated in email discussion w/ Jon Georg & cataloging mentor group re. Intranet policy question
 - emailed cataloger mentees who had bibs missing 999 fields & issues in January bibs
 - emailed response to a cataloging mentee who asked about a "list or quick reference guide to bib records that are correct and good"
 - participated in an email discussion re. Backstage authority control profile selections
 - email reply to cataloger mentee offering some help w/ a # of bibs that were incorrectly entered
 - emailed Lisa Hauner (fellow cat. mentor & our go-to for Spanish cataloging) re. a term that I noticed in an imported bib using a thesaurus code I'd not seen used in Spanish record before for her take on it... (3)
 - converted one of our cataloging resource documents from PDF to Word & forwarded to cataloging mentor group so we could work on updating it
 - emailed thanks to Lisa Hauner for stepping up & creating videos to help catalogers w/ the learning curve for Spanish authority work (2)
 - emailed response to Jon Georg asking whether a blurb he posted on website sounded like an accurate description of a meeting (2)
 - emailed Kristin Williams (BMCC director/cataloger) re. spring site visit planning
 - reviewed new bibs (January: 127 bibs)

Feedback received:

- 2/11/25 - email reply from Kollie Riggs (Joseph Lib. cataloger) after emailing list of bibs missing 999 fields & issues in January bibs: "Thanks for this information. This will be helpful for me to keep learning what to look out for and add to my growing notes. I will start working on these corrections ASAP. Lots to memorize!"
- 2/12/25 - email reply from Eric Shouder (Joseph PL director) after emailing list of bibs missing 999 fields & issues in January bibs: "Hello, Thanks for your help with these records. I had someone drop off all these comics, and thought to throw them into the system. I'm just not that familiar with these kinds of series pubs. I was able to find them on the Z39.50, but didn't do a great job at going through the MARC records. Sorry, but I don't have a lot of cataloging experience/training, just out here in the countryside winging it. Thanks again,"
- 2/24/25 - email replies from Lisa Hauner (OTLD cataloger, fellow mentor, & former mentee) after I replied to her request for a few catalogers she'd been working w/ on Spanish cataloging & myself re. a video she'd put together on a Spanish authority database overview focusing on some specific headings: "Seriously??? Thank you Dea!! I wanted you to review it because if anybody had any additional insights for what to include and exclude, you were my OG Kitty Resource <red heart> ... I sure appreciate you weighing in <red heart> ... Have an amazingly productive Monday - thank you for getting mine off to such a great start <red heart>" -&- "All the flowers for you today! Ppprrr ppprrr ... happy chair spin I'm finally here for you like the mouse and the lion parable <red heart> I'm so glad you didn't eat me <2 grinning face>"
- 2/26/25 - email reply from Dustin Schock (Ukiah P/SL director) after I sent the lists of items that had not checked out in 10 years: "This is great, thank you so much!.."

Upcoming Events - Activities

- Backstage Profile follow-up meeting - March 3

- NSDA webinar: Is your website ADA compliant? Tips and tools – March 11
- Sage User Council Meeting – March 18
- Sage LoT (Library of Things) discussion – March 19
- Webinar: High fidelity web archiving with Browsertrix – March 19
- Staff/Safety meeting – March 19
- OCLC's AskQC - The mysteries of bibliographic encoding levels – March 20
- UCSLD Board meeting – March 20
- Sage Cataloging Mentor meeting – March 26
- vacation: March 29-31 and April 4
- Sage Cataloger work group meeting – April 1
- in Umatilla County – April 22 (pm) thru May 8 (am)