



# UMATILLA COUNTY SPECIAL LIBRARY DISTRICT

Strengthening our community libraries

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## Technical Services Manager Monthly Report

Date: January 7, 2025  
Staff Name: Dea Nowell  
Time Period Report Covers: December 2024

### 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>
Dec. 2024	291	447	30	0	77	6	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 put into bucket
- OCLC CatExpress stats (added & deleted)
- circulation related: Adams 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:

- all home library patrons - Milton-Freewater PL
- Circulation counts for Playaway products inventory (for grant report) - Adams PL
- Adult NF with no circulation in 5+ years - Athena PL

### Meetings and Site Visits

- Sage Cataloging work group meeting [via Zoom]: 1 (12/3)
- Sage Cataloging Mentor meeting [via Zoom]: 1 (12/18)
- Sage Budget planning meeting [via Zoom]: 1 (12/19)
- UCSLD Board meetings [via Zoom]: 1 (12/19)
- Staff/Safety meetings [via MS Teams]: 1 (12/30)
- webinars/trainings attended [virtual]:
  - Vector Solutions: Diversity, Equity and Inclusion - Skills for Employees (12/5)
  - Google Tools Training at Your Pace webinar (12/12)
- meet weekly w/ Heather [MS Teams]: 3 (12/9, 12/16, 12/30)

#### visits to/with District Libraries:

Adams PL - 1 [email]

- emailed Playaway products circulation report for final grant report

Athena PL - 5 [phone, email]

- rec'd call, last 2 batches blank item alert popping up for all items on check-in... > rebuilt template, deleted items, & added again using new template
- rec'd. call inquiring if I still had any more emails remaining after sending a bunch a few days prior > no > she will scan and send those not yet done...
- email reply re. item alert notification appearing at check-in for an item(s) added (2)
- emailed requested weeding list for adult non-fiction collection

#### Echo PL - 1 [email]

- email reply re. an item asking for a rental [deposit] fee > thanks for letting me know, it is directly above the price in new holdings templates, I'll have to watch closely until I do some modifications to hide it from template(s), once everything is firmed up w/ the system

#### Helix PL - 1 [phone]

- lib. asst. called checking on whether Sage was down > I also checked to make sure receiving Sage-Lib emails

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

- emailed director re. requested patron report that I'd tried something different when running the report, added her email, as well as mine, so she could directly access the data, since it had PII (personally identifiable information) [and it worked great!] (2)

#### Pendleton PL - 4 [email]

- emailed cataloger w/ Nov. imported bibs that were missing 999 field & value
- emailed cataloger reply to author ? re. pen name (or other "unauthorized" variant names)
- email reply to circ. supervisor re. ? of help in looking for a replacement report for one used to run from quick reports & no longer available... > will take some time, but not sure I've come across a report such as this one...
- email reply to cataloger re. ? about whether an item was a match or not for record in Sage

#### Stanfield PL - 10 [phone, email]

- called re. barcode & price for an item; she asked that I work on last batch sent next
- called re. whether 1 video was blu-ray only (2), & checking last digit of barcode for another
- call rec'd. asking if issues w/ Sage currently; hadn't seen any emails, however having issues > mentioned Jon restarted services just after noon & I've had some blank screens, but usually resolve itself; she also asked about how to request courier bags > gave email address for Sage-Lib list to request
- call rec'd. re. more item(s) not checking in (group fines) > went back to email reply from Beth on previous one & walking through looks like need to send to her again...
- emailed asking about specific details for a Library of Things (LoT) record being created (3)
- called re. the answers to the follow-up ?s I asked via email - she had only responded to 1<sup>st</sup> one
- rec'd. call re. some mistakes in the easy readers sent; she will send changes in an email

#### Ukiah P/SL - 1 [phone]

- called (left a message) re. barcode on an item that was not clear enough to read

#### Beth Ross [Sage Library System - Systems Administrator] - 4 [email]

- emailed (Beth & Jon) re. error message when trying to upload a MARC record from OCLC
- emailed (Beth & Jon) question re. alert messages (2)
- emailed thanks for updating the courier chart to include lib. recently added to Sage, as ? had come up recently from one of our libraries re. it

#### Jon Georg [Sage Library System Specialist] - 15 [email, phone]

- emailed asking if would check the reporter, as not seeming to be working properly (6)
- called Jon re. reports issues (also noted icon on Splash page now goes to legacy reports)
- emailed (Beth & Jon) re. error message when trying to upload a MARC record from OCLC (3)
- emailed re. catalog issues (4)
- emailed (Beth & Jon) question re. alert messages

## Projects and Progress

- site visits follow-up to do's - some done from Sept. trip, w/ more added from Oct. trip
- 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 - worked on, though still more work to do overall (on-going)
- new laptop for Monica - 100% complete

- website accessibility project – learning Adobe Acrobat Pro software for use in making PDFs accessible; website: beginning point 750 PDFs needing remediation to meet full compliance (80% overall website accessibility score) – as of December 31st: 664 total files; 28 accessible, 634 not accessible, 2 requiring review (not PDFs – previously was 6), 18 archived, [several files were removed as no longer linked on a webpage] ~ ongoing, work in progress
- website portal for library directors: had a link added to website, barely started on the “build” ~ will take some time & thought...

## Accomplishments

- website work:
  - Board meeting minutes, agendas & packet posted
  - posted December Library Happenings video
- Sage Cataloging Mentor:
  - emailed congratulations to Kristin Williams (BMCC Lib. director/cataloger) on receiving OLA Leadership Development Scholarship
  - emailed John Brockman (Baker Co. Lib. Dist. cataloger/mentor) thanks for taking the time & effort to put together training doc. & video for merging serial monographs
  - emailed Sage-cat email group re. an accidental discovery I made in Z39.50 that I wanted to share with catalogers
  - emailed Mentors a question re. 790 field use tracking for alternate author’s name (2)
  - email reply to Kolle Kahle Riggs (cataloger at Josephy Lib.) re. issues with Sage Niche Academy (turns out not with that site, but site several of our trainings are linked to being down for construction) (2)
  - email reply to Tracy Hayes (Lake Co. Lib. Dist. cataloger/mentor) re. situation at lib., etc.
  - email reply re. a couple of titles suggested for training on doing overlay of records through Z39.50 (2)
  - reviewed new bibs (139 October bibs, 63 November bibs)

## Feedback received:

- 12/3/24 – email from Cecili Longhorn (Stanfield PL director) after I added the batch she asked I add first from a group of emails sent: “THANK YOU!! You’re a rock star as always”
- 12/11/24 & 12/12/24 – responses from email sharing my Z39.50 discovery with Sage catalogers – Mary Reser (Gilliam Co. Lib. director/cataloger): “Thank you Dea” – Tracy Hayes (Lake Co. Lib. Dist. cataloger): “Dea, I, for one, was not aware of this extra feature and find it very helpful and will definitely be using it. Thanks!” – Perry Stokes (Baker Co. Lib. Dist. director): “Same. Thanks Dea!”
- 12/31/24 – email from Heather Estrada after I emailed a correction to the “accessible” Board agenda template I sent her: “Dea, Thanks so much for all your diligent work on this! You are amazing”

## Upcoming Events - Activities

- New Year’s Day (holiday) – January 1
- Sage LoT (Library of Things) discussion – January 15
- Staff/Safety meeting – January 15
- Martin Luther King Jr. Day (holiday) – January 20
- Sage User Council meeting – January 21
- Sage Cataloging Mentor meeting – January 22
- UCSLD Board meeting – January 23