UMATILLA COUNTY SPECIAL LIBRARY DISTRICT
Strengthening our community libraries

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Technical Services Manager Monthly Report

Date: November 19, 2026
Staff Name: Dea Nowell
Time Period Report Covers: October 2026

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 staff84Statistics

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*
Oct. 2026	484	175	109	13	48	6	0	2

* 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 *[2 sets - these were for August's & September's reports]*
- temp bibs missed being put into bucket
- OCLC CatExpress stats (added & deleted)
- circulation related: Adams PL – 6, Athena PL – 6, Echo – 6, Milton-Freewater PL – 8, Pilot Rock PL – 2, Stanfield PL – 7 *[these were for August's & September's reports]*
- pre-cataloged items: Milton-Freewater PL – 1, Ukiah P/SL – 1
- in process items: Milton-Freewater PL – 1

additional reports:

- number of Spanish items in collection for FY25-26 – Pilot Rock PL

Meetings and Site Visits

- Sage upgrade training meetings [via Zoom]: 3 (10/2, 10/7, 10/8)
- Sage Cataloging work group meeting [via Zoom]: 1 (10/6)
- LibraryIQ kickoff & set-up review meetings [via Zoom]: 2 (10/6, 10/20)
- Staff/Safety meeting [via Teams]: 1 (10/13)
- Sage Circulation work group meeting [via Zoom]: 1 (10/6)
- Sage Cataloging Mentor group meeting [via Zoom]: 1 (10/28)
- UCSLD Board meeting [via Zoom]: 1 (10/29)
- meet weekly w/ Heather [via MS Teams & in person]: 5 (10/1, 10/5, 10/12, 10/19, 10/28)
- webinars/trainings attended [virtual]:
  - Vector Solutions: Common illness prevention (10/6)

visits to/with District Libraries:
all libraries - 2 [email]

- emailed libraries proposed site visit schedule
- emailed libraries finalized site visits date/time for each library

Adams PL - 5 [email]

- emailed monthly statistics

- email reply re. proposed site visit date, proposing 2 alternate dates
- emailed document that could be utilized in prepping Sage User Council agendas throughout FY26-27
- email reply re. 2nd proposed site visit date(s) (2)

Athena PL - 3 [email, phone]
- emailed monthly statistics to director
- called director re. loan duration ? for Library of Things items to be added to catalog (2)

Echo PL - 3 [email]
- emailed quarterly statistics
- emailed a note when sending back last batch of additions, that I understood she was leaving the library & I'd miss her at the Nov. site visit, also wishing her all the best as she continues on her life's pathway
- emailed Alexa Rose (interim lib. director) re. site visit to see if available…

Helix PL – 3 [email, phone]
- emailed director asking about hrs./days she was working for putting together a site visit proposal
- called re. response to above email ? I'd sent; also talked about ILL item that was requesting $ before checkout > appears to be a deposit amt. rather than price… suggested contact the owning library re. it
- called re. email about some how notating Spanish lang. materials in catalog to make it easier to get a count for State Statistical report each yr.

Milton-Freewater PL - 4 [email, phone]
- emailed monthly reports & statistics to cataloger & director (2)
- called & left a message for cataloger re. proposed site visit date/time & asked to call me back
- email reply to cataloger re. proposed site visit date/time

Pendleton PL - 5 [email]
- emailed a reply to cataloger re. question, while I was out of office, about an item in catalog that did not match her item; & that it looked like she had since gotten it figured out…
- email reply to cataloger re. not available date I'd proposed for site visit & seeking some additional info.
- email to cataloger with a proposed different date/time for site visit & pinning down time (3)

Pilot Rock PL - 2 [email]
- emailed monthly statistics
- emailed requested report: # of Spanish items in collection for FY25-26

Stanfield PL - 2 [email, phone]
- emailed monthly statistics
- called re. same barcode listed on 2 items sent to be added to catalog
- returned missed call – she had gotten the answer… (was wondering about the upgrade - told her she gets same email info. I do…)

Ukiah P/SL - 2 [email, phone]
- emailed monthly report
- called re. proposed site visit date/time

Weston PL - 1 [phone]
- called re. email response about proposed site visit schedule… I'd mistakenly suggested a time not open

Beth Ross [Sage Library System - Systems Administrator] – 9 [email]
- emailed a response re. OCLC CatExpress subscription numbers for next subscription year
- emailed a thanks response to Beth & Jon, re. an update on software upgrade email that was sent out
- emailed re. a permission denied pop-up when I tried to open a Create MARC Record template & a thanks that what done seemed to have taken care of that (2)
- emailed request for circ. modifier & 3 different loan durations be created for Athena PL's LoT usage; & follow-up (4)
- email request for clearing an empty alert message for an item at a library

Jon Georg [Sage Library System System Specialist] – 6 [email]
- emailed I was unable to login to the catalog & what all I'd tried; replied to his query after restarting, etc.
- emailed a thanks response to Beth & Jon, re. an update on software upgrade email that was sent out
- emailed a thanks re. an Libby tip re. filtering out AI materials that was sent out to the Sage
- emailed re. a permission denied pop-up when I tried to open a Create MARC Record template & a thanks that what done seemed to have taken care of that (2)

Portia Kapraun [LibraryIQ – Solutions Specialist] – 2 [email]
- emailed a list of libraries, director names, & emails
- emailed that I noticed that Stanfield Secondary School Lib. was listed as one of the libraries, & that they are not part of the UCSLD libraries

Projects and Progress

- work on temp bib items seen during last 2 trips – *(updated 5 bibs)*
- 1Password (pswd. manager) – full staff implementation as staff time permits – (ongoing)

- file retention system – *aware there will be some changes coming up* – (ongoing)
- website compliance – completed and ongoing
- website portal for library directors – *nothing new*
- researching how to set up admin. user & standard user in Windows 11 *(nothing new)*
- technology inventory/tracking spreadsheet updated & sent to Heather – completed [for the moment, will be updating as needed…]
- succession planning documents – continuing to work on… *(finished reorganizing from Heather's suggestions in July – more work to be done…)*
- ordered OWL 4+, …setup for Board meeting

Accomplishments

- website work:
  - Board mtg. agenda, minutes, & support doc.'s posted
  - Heather's October 7th EO Go article posted
- Sage Cataloging Mentor:
  - emailed belated congratulations to Amy Velho, BMCC Lib. director, on achieving Sage's CAT2 cataloging level
  - emailed proposed and finalized site visit schedule to Amy Velho, BMCC Lib. director (2)
  - emailed response to Kolle Riggs (Josephy Lib. cataloger) re. what was discussed at the first Sage upgrade training [was unable to attend as had no power or internet all that day]
  - reviewed several of the new bibs imported over few couple of months, specifically a new Cat2 cataloger & another Cat2 cataloger who'd been out of cataloging mode for a while
  - replied to a couple of Sage Cataloging Mentor group emails re. some noticed updates in the upgraded software (2)
  - emailed Sage Cataloging WG chair to see if notes were being putting out for Oct. 6th mtg.
  - prepped some for site visits
- Sage User Council:
  - emailed Amanda Hespel (Adams PL), as new chair, the information I'd pulled together from Sage Bylaws for Sage User Council agenda building

Feedback received:

- 10/15/26 – email reply from Amanda Hespel (Adams PL director) a batch of cataloging I turned around from Sept.: "Hi Dea! You are so amazing! That was pretty quick!"

Upcoming Events - Activities

- in Umatilla County (for in-service, site visits, etc.) – October 28-November 17
- UCSLD in-service – November 6
- [Sage Circulation Work Group meeting – November 10]
- Staff/Safety meeting – November 10
- Sage User Council meeting – November 17
- Sage Cataloging Mentor meeting – November 18
- UCSLD Board Meeting – November 19
- [Sage Reports Work Group meeting – November 24]
- Thanksgiving holidays – November 26-27