



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: January 22, 2026
Staff Name: Dea Nowell
Time Period Report Covers: December 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>
Dec.. 2025	338	1,425	177	0	23	4	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 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:

- Juvenile Easy weeding report (no circulated in 5+ years) - Pilot Rock PL
- Playaway circulation report - Stanfield PL
- pre-cataloged items report - Adams PL
- looking for any Music CDs left in catalog to delete - Athena PL
- YA shelving location - for identifying what should be in graphic shelving location - Athena PL
- Adult Fiction, Adult NF, and Juvenile NF weeding (no circulation in 10+ years) - Helix PL
- status = discard/weed - Ukiah P/SL
- patrons expired more than 2 years - Athena PL

Meetings and Site Visits

- Sage Cataloging Work Group meeting [via Zoom]: 1 (12/2)
- Staff/Safety meeting [via Teams]: 1 (12/9)
- Sage Cataloging Mentor meeting [via Zoom]: 1 (12/17)
- UCSLD Board meeting [via Zoom]: 1 (12/18)
- webinars/trainings attended [virtual]:
 - SLO listening session (12/3)
 - Vector Solutions: Cybersecurity awareness for business leaders: incident preparedness & management planning (12/7)

- Wash. State Lib.: Accessible by design: preparing your lib. website for 2026 accessibility rule (12/10)
- SACO office hr.: Chronological subdivisions, geographic splits & mergers, & LOC medium of performance thesaurus (12/12)
- Streamline Customer webinar re. what the CivicPlus acquisition means... (12/22)
- meet weekly w/ Heather [via MS Teams or Zoom]: 4 (12/1, 12/8, 12/15, 12/29)

visits to/with District Libraries:

all libraries - 1 [email]

- email sharing the 2 AI spotting info/tips articles & WebJunction webinar link again; plus the updated city library hours spreadsheet

Adams PL - 4 [email, phone]

- email reply to an item just added not checking in, asking if the barcode was...
- called re. email about the item not checking in > turns out had given me an incorrect barcode (item was a pre-cataloged item, kept telling them to route to cataloging)
- called to see if they had more than 1 copy of an item
- emailed requested updated pre-cataloged items report

Athena PL - 6 [email, phone]

- emailed a follow-up note that I'd run report & found 30 more music CDs, which I removed as had been requested...
- called to ask about report for YA - all ? timeframe ? (left msg.)—YA Fic. no circ. in 5 yrs.; also emailed re. it when I was sending back a note about some requested deletions (2)
- called after beginning to pull report to ask if would like all YA shelving locations, so could notate what needs to be moved into YA graphic shelving location 1st, then can do the YA Fic weeding list...
- emailed the YA shelving locations report info.
- emailed note about report of patrons expired over 2 yrs. being sent from catalog to her email & the perimeters I used, etc.

Echo PL - 2 [phone]

- called re. info. for an item with no scanned tag of information
- called to get a barcode for an item (no answer)

Helix PL - 3 [phone, email]

- called for clarification re. email requesting weeding reports
- emailed requested weeding reports for Adult Fiction & Adult NF, & Juvenile NF (2)

Pendleton PL - 5 [email]

- emailed a reply to cataloger re. having not heard from Beth re. OCLC...
- emailed cataloger w/ OCLC account info. & hopefully, the login URL... (cc Beth Ross)
- email reply re. scheduling a time to learn how to locate and import records through OCLC & asked for what might work for her...
- email reply w/ a possible date/time to meet via Zoom for some OCLC [CatExpress] training
- emailed Zoom link

Pilot Rock PL - 1 [email]

- emailed requested Juvenile Easy weeding report

Stanfield PL - 1 [email]

- emailed Playaway circulation count report & asked about preferred shelving location for them

Ukiah PL - 1 [phone]

- called to check on the number of discs for a specific video

Weston PL - 1 [phone]

- called & left a message re. a weird email rec'd at 6:16 am > I wanted to check up on...

Beth Ross [Sage Library System - Systems Administrator] - 6 [email, phone]

- emailed a reply to fwd'ed email from OCLC saying I needed to create an acct. for Pendleton PL cataloger for OCLC [CatExpress], stating I'd see what I can do from my end creating it...
- called to talk about the Pendleton PL acct. creation...; also talked about survey draft for Sage membership & timeline
- called again re. OCLC for Pendleton PL—think have acct. set up but not sure what to do next... [she suggested I email cataloger w/ login URL I use for Pendleton & see what happens]
- emailed requesting that Pendleton's director be moved to Cat3 permission level...

- fwd'ed Comics Plus email to Beth & Jon for assistance in setting up account & the behind the scenes paperwork... & send a reply to Jon (cc Beth) with the 10 libraries names... (2)
- Jon Georg [Sage Library System Specialist] – 2 [email]
- fwd'ed Comics Plus email to Beth & Jon for assistance in setting up account & the behind the scenes paperwork... & send a reply to Jon (cc Beth) with the 10 libraries names... (2)

Projects and Progress

- Fall 2025 site visits completed & most of the to-do's following completed
- work on temp bib items seen during last 2 trips – *(nothing new)*
- 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 >> *with caveat noted below...*
- website accessibility project – website end of Nov.: 103 pages (accessible); 388 files (100% overall website accessibility score): 0 items not accessible (223 archived downloadable) & 165 items accessible – *(ongoing)* >> *NOTE: some of the archived downloadable documents are not actually eligible to be archived under the DOJ rulings (such as brand new files being added or files that are actively being referenced to fulfill the current year's transparency/compliance requirements...)* – *looking into DocAccess to help with accessibility issues...*
- website portal for library directors: *drafted out ... – (same as last mo.)*
- researching how to set up admin. user & standard user in Windows 11 *(nothing new)*
- technology inventory/tracking spreadsheet created & sent to Heather ~90% complete
- succession planning documents – partially drafted (& sent to Heather)

Accomplishments

- website work:
 - Board mtg. agenda, minutes, & support doc.'s posted
 - updated information on “Our Libraries” page
 - posted Heather's 12/31/25 EO Go! Column
 - posted library happenings video
 - remediated UCSLD FY2024-25 report & attempted FY24-25 audit remediation
- Sage User Council:
 - emailed Sage Budget Committee volunteers re. beginning to meet – recommended that Perry Stokes “drive this committee” since Baker Lib. Dist. Is the fiscal agent...
 - began a draft of survey to Sage Membership re. Council Representation & emailed to Beth Ross (working with her on)

Feedback received:

- 12/31/25 – from Heather after I emailed the technology inventory/tracking spreadsheet & succession planning documents to her to the point I'd gotten them to: “Thanks for all that Dea, and your work on succession planning is impressive. Thanks for getting such a good start on that, and for the beautifully laid out inventory sheet!”

Upcoming Events - Activities

- Niche Academy webinar: Telling your library's story – January 7
- WebJunction web.: Generative AI & collection development policies: a proactive approach – Jan. 8
- Heather & Dea meeting w/ our Streamline Acct. Manager re. DocAccess – January 9
- OCLC;s AskQC office hrs.: Understanding free-floating subdivisions – January 13
- Staff/Safety meeting – January 13
- Sage User Council meeting – January 20
- Sage LoT discussion – January 21
- PCI webinar: Identifying AI generated books in your library – January 21
- UCSLD Board meeting – January 22
- Sage Cataloging Mentor meeting – January 28
- New Year's Day holiday – January 1 & Martin Luther King Jr. Day – January 19
- Vacation dates – January 2 & 18