



UMATILLA COUNTY SPECIAL LIBRARY DISTRICT

Strengthening our community libraries

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Technical Services Manager Monthly Report

Date: April 28, 2026
Staff Name: Dea Nowell
Time Period Report Covers: March 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 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>
Mar. 2026	250	361	43	0	53	9	1	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, 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:

- Adult NF weeding report (no circulation in 2+ years) - Athena PL
- Large Print weeding report (no circulation in 1+ years) - Stanfield PL
- inventory of everything for weeding - Milton-Freewater PL (37 shelving locations)
- Libby/Overdrive statistics for last 12 months by format & Fiction or Non-Fiction for Adults, Young Adults & Juvenile - Helix PL

Meetings and Site Visits

- Sage Circulation work group meeting [via Zoom]: 1 (3/10)
- Staff/Safety meeting [via Teams]: 1 (3/10)
- Sage User Council meeting [via Zoom]: 1 (3/17)
- Sage Library Things discussion [via Zoom]: 1 (3/18)
- UCSLD Board meeting [via Zoom]: 1 (3/19)
- Sage Reports work group meeting [via Zoom]: 1 (3/24)
- meet weekly w/ Heather [via MS Teams]: 4 (3/5, 3/9, 3/17, 3/31)
- webinars/trainings attended [virtual]:
 - Vector Solutions: Artificial Intelligence (AI): opportunities & risks for Special Districts (3/2)
 - Info2Go! web.: Privacy Literacy is Information Literacy (3/4)
 - OSU AI Literacy Center winter speaker series: Data Centers & Energy: What They are Costing Us (3/4)

- DocAccess customer check-in: updates, workflows, and Q&A (3/5 viewed recording of 3/4/26)
- Streamline web.: Accessibility & accountability: keeping your website compliant & current (3/5 viewed recording of 9/10/25)
- Wash. State Lib.: Online accessibility: Alt Text, Contrasts, Descriptive Links, and Forms (3/10)

visits to/with District Libraries:

all libraries - 1 [email]

- emailed dates that I would be out office at end of month

Adams PL - 3 [email]

- emailed a response to email about new shelves having been set up & all items back on shelves; additionally emailed a response when sent some pictures of the shelves & layout (3)

Athena PL - 1 [email]

- emailed Adult NF weeding list

Helix PL - 9 [phone, email]

- rec'd call from lib. asst. re. some CD audiobooks that came in courier that day with no regular barcodes > because she still had the bag label I checked transits from that library & found nothing, thought about an email that had come across Sage-Lib email list about a library that was clearing out their audiobooks on CD & willing to share with anyone who might want them (was the sending lib.) > Terri was going to leave them for director's return from vacation (2)
- email response to director re. query about a report to tell who uses the Libby app from the library & how many check outs there are; also responded back another email about logging into the statistics for Libby (Overdrive) & that these statistics are included as part of the statistics reported to the State Library; gave numbers for last FY & for Jan. & Feb. 2026; plus follow-up questions & additional statistics broken down by how requested (5)
- emailed response to a ? about what to send for a book that has 2 stories (front and flipped over, from back)
- email response to ? about when I was planning on doing my site visits

Hermiston PL - 1 [email]

- email response to query from cataloger about bibs for adding puzzles to the catalog (LoT)

Milton-Freewater PL - 4 [email]

- emailed cataloger re. something I'd seen in new bibs that led me to believe had "Local Catalog" checked in the module we use to look for bib records outside of Sage for possible import
- emailed a response to director re. her response to my sending their monthly statistics
- emailed director a response, and then requested inventory report for whole collection to (2)

Pendleton PL - 2 [phone, email]

- called cataloger re. email > answering ?s about OCLC records, # subscribed to, etc.; + sent a follow-up email re. multiple records that may be possible merges (2)

Pilot Rock PL - 1 [email]

- emailed response to ?s about who to direct requests taking fines/fees off late books and enabling auto renewal for library [Beth]

Stanfield PL - 4 [email, phone]

- emailed requested Large Print weeding list
- called re. books scanned - pagination ?, call number ?, etc. (2)
- called re. barcode for 2 books in scans

Beth Ross [Sage Library System - Systems Administrator] - 2 [email]

- emailed a ? re. authority records in Sage
- emailed asking if she had tried running the report created during the Reports WG mtg. as I had built it alongside the mtg. in my workstation & got errors... > she had not, but try it out...

Projects and Progress

- 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 and ongoing
- website portal for library directors: *drafted out ... - (same as last several months)*

- 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 – draft begun & *continuing to work on...*
- Board decisions spreadsheet – updated 3/16/26 & posted on Board’s SharePoint site

Accomplishments

- website work:
 - Board mtg. agendas, minutes, & support doc.’s posted
 - posted March library happenings video
- Sage Cataloging Mentor:
 - reviewed new bibs – (161 bibs – some of the January’s & some of February’s new bibs)
- Sage User Council:
 - posted Sage User Council meeting agenda, minutes, Bylaws Comm. recommendation, & Zoom link to Sage-Lib email list
 - phone call rec’d from Stephanie Chase, LEO executive director, asking if I’d write a letter of nomination recommendation on behalf of the Sage User Council for an OLA award for Sage staff, which I did & sent it to her to submit with the LEO Board’s nomination [*Beth Ross & Jon Georg are receiving the OLA Library Employee of the Year award at OLA.*]
 - called Beth Ross re. Sage Membership Mtg. announcement, logistics, & agenda items
 - emailed Sage Nominating Committee with information & charge; and responded to follow-up emails (2)
 - emailed Perry Stokes re. the drafted Membership Billing & Cost Allocation Policy for Sage, that I’d read through it & I thought it looks good

Feedback received:

- 3/3/26 – email reply from Amanda Hespel (Adams PL) after I’d responded that I’d turned off holds for a several requested shelving locations as the books were being removed from the shelves and boxed up in preparation for the new bookshelves to be delivered and installed: “You are so amazing, thank you!”

Upcoming Events - Activities

- Sage Cataloging Mentor meeting – April 1
- Complimentary Cyber Ready Assessment w/ LBL Cybersecurity (LinnBenton Lincoln ESD) – April 1
- Wash. State Lib. accessibility series: Online accessibility: PDFs – April 2
- Sage Cataloging Work Group meeting – April 7
- Staff/Safety meeting – April 7
- Cloud Security Alliance web.: Shadow AI is everywhere. Here’s how to find & secure it – April 8
- Library 2.0 mini conference: Perspectives on AI: exploring experiences w/ AI in library work – Apr. 9
- Fresno State webinar: Critical cataloging & librarianship today: ethics, power, & possibility – April 14
- Sage Circulation Work Group meeting – April 14
- Sage Library Things discussion – April 15
- ALA webinar: Using Artificial Intelligence to elevate and secure a human workforce – April 16
- OCLC Virtual Ask QC Office Hrs.: Exploring language codes beyond the MARC Code List for Languages – April 23
- Sage Reports Work Group meeting – April 28
- UCSLD Budget Committee & Board meetings – April 28
- Sage Cataloging Mentor meeting – April 29
- Virtual site visits with libraries (via Zoom) – April 27 through May 20
- UCSLD spring in-service – May 1