



Bridgeport Public Library/Technical Services & Acquisitions July 2026

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Quick Snapshot	• Toy Library Processing Began processing and cataloging materials for BPL's new Toy Library sponsored by Traveling Toys, INC.; moving the collection closer to circulation and public access.
Book Budget	FY 26 Actual Spend: \$91,321.39 % of Annual Budget Used: 55.46%
Audio/Visual Budget	FY 26 Actual Spend: \$47,528.68 % of Annual Budget Used: 67.90%
Cataloging & Processing	• Continued development of standardized cataloging & processing procedures to improve consistency and efficiency.
Electronic Resource Spotlight	• Kanopy – 1,979 Visits; 2,504 Pages Browsed 29 New Users; 365 Plays; Top 3 Films: <i>The Kettering Incident</i>, <i>Hidden Face</i>, <i>Mandy</i>: \$1
Collection Maintenance	• Catalog clean up – Ongoing
Goals for the next month	• Continue improving Evergreen records and reporting to provide more accurate information for acquisitions, receiving, and collection management. • Provide ongoing training and support to selectors and branch staff as FY27 ordering procedures and workflows are implemented.

Statistics At-a-Glance

- Collection Count: 448,282
- Items added; 841 Items withdrawn; 1,813
- Circ Count (physical items): Books: 10,406 Video: 1,219 Audio: 214 Other: 232
- BPL System ILL Requests from Libraries: 7

Technical Services & Acquisitions

- FY27 Collection Development: Launched FY27 collection development activities and implemented updated ordering and workflow procedures for selectors and branch managers.
- Budget & Fiscal Management: Established FY27 materials budgets and continued monitoring expenditures, encumbrances, and processing fees to support responsible fiscal management.
- Vendor Management: Continued coordination with existing vendors on outstanding orders and shipments while advancing vendor diversification and onboarding efforts.
- Acquisitions Operations: Strengthened receiving, invoice, and Evergreen procedures to support timely processing and accurate financial reconciliation of materials.
- Toy Library: Began the processing and cataloging of materials for the new Toy Library at BPL, preparing the collection for circulation and public access.

Looking Ahead

- Continue implementation of FY27 collection development and ordering across all branches.
- Complete Ingram Library Services onboarding and training to expand vendor capacity and support vendor diversification.
- Continue monitoring materials budgets, processing fees, and expenditures to ensure fiscal responsibility throughout FY27.
- Strengthen cataloging, processing, and acquisitions workflows to improve efficiency, consistency, and timely receipt of materials.

Meetings and Webinars attended:

7/09 – City of Bridgeport Management Referral Training
 7/15 – Brodart FY 27 Planning
 7/16 – Bibliomation FY26/27 Transition Process
 7/24 – Mural Community Discussion @ Newfield
 7/30 – Ingram iCap Form Overview