



Bridgeport Public Library/Technical Services March 2026

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Quick Snapshot	<ul style="list-style-type: none"> • Vendor account reconciliation for Midwest, Brodart, Scholastic, and Playaway is completed • Due to the closure of Baker & Taylor, the library has transitioned to Brodart as its primary book vendor. • Completed the borrowIT CT Year End Report
Book Budget	<p>Monthly Spend: \$ \$11,000 Year-to-date Spend: \$62,000 % of Annual Budget Used: 35% *Actual year-to-date spend: \$69,486.84 (due to credit on vendor account) (does not include ES ODC)</p>
Cataloging & Processing	<ul style="list-style-type: none"> • The sudden influx of new clients has significantly increased Brodart's workload, resulting in extended processing times. Currently, orders are experiencing delays of approximately two months from placement to delivery. • In the process of implementing workflow improvements
Electronic Resource Highlight	<ul style="list-style-type: none"> • Hoopa – Usage up 29.8 % vs. previous 12 months
Collection Maintenance	<ul style="list-style-type: none"> • Inventory of collection in process • Weeding project – X Biographies in the back stacks of Burroughs are being reviewed for discarding • In discussion with Bibliomation regarding catalog clean up
Goals for the next month	<ul style="list-style-type: none"> • Complete Training on Government Docs • Improve Public Access to Government Docs • Prepare for Fiscal Year Closing
Statistics At-a-Glance	<ul style="list-style-type: none"> • 821 Items added vs 1439 items withdrawn system wide • Collection Count: 456,133 • Circulation Count (physical items): Books: 11,900 Video:1,579 Audio:335 Other: 258



Since stepping into the role of Head of Technical Services, I have focused on ensuring a smooth leadership transition while maintaining continuity across operations.

A major component of this transition has been navigating the shift in primary vendors following Baker & Taylor's closure, now using Brodart as our main supplier. This has involved managing temporary order-to-delivery delays of approximately two months due to increased national demand, while working closely with the vendor to stabilize fulfillment timelines. I completed a comprehensive vendor account reconciliation, reviewing all invoices, payments, and outstanding balances to ensure accurate budget tracking and establish clear financial positions for each vendor.

I have also conducted meetings with both current and prospective vendors to support long-term collection development goals. Internally, efforts have been focused on streamlining workflows and identifying opportunities to increase efficiency and reduce backlogs.

Overall, the transition period has prioritized ordering stability, vendor relationship development, and the development of process improvements to strengthen Technical Services and better support system-wide library services.

Meetings and Webinars attended:

- 3/3 & 3/5 – Foundations of Managerial Excellence/City of Bridgeport
- 3/4 – Operational Standards Committee/ Bibliomation
- 3/12 – Ingram Webinar (Prospective Vendor)
- 3/18 – Amazon Business/Book Procurement (Prospective Vendor)
- 3/31 – Collection Development Meeting