

Tech Services Report Library Advisory Board Report
Prepared by Marci Chen, Librarian Supervisor
November 2018

Statistics

	FY 2017	FY 2018
New Bibliographic Records Added	14013	14,582
New Items Added	19901	23,419
Titles Ordered	10325	11,508
Items Withdrawn/Weeded	16264	17,049
Items Deleted	6633	47,946

Since our material budget remained the same in FY17 and FY18, our number of records and items added was relatively stable. We continue to weed and withdraw at a steady pace. The huge uptick in the number of items deleted was a result of the migration to Koha. Because fines and lost materials lost the live hyperlink between a patron's account and the item record, we were able to delete old lost, missing or damaged items no longer linked with patron charges. This improved search results on the staff side as we no longer have to sort through items which are no longer available.

Staffing

Kristy Tebbetts, formerly a Library Assistant, joined our Acquisitions staff to fill the position vacated by Monica Almonte. Kristy's background in bookkeeping and leadership skills have been invaluable to our department.

Laura Compton, formerly a Youth Services Librarian, was assigned to Tech Services in the most recent staffing reorganization. Laura's deep understanding of the Juvenile collections will be helpful in realizing some of the goals in our 5-year plan such as creating a Middle Zone collection and providing in-house leveling for our Easy Readers.

Pamela Dutro joined us as a volunteer to catalog Genealogy donations, index Tax Rolls, and assist with other genealogy projects.

FY18 Highlights

The Tech Services department had a busy and successful year. Here are some of our accomplishments:

- Created a new fund in the materials budget for Cataloging and Processing charges involved a coordinated effort between ByWater and our major book vendors. Although it took many months to get everything working correctly, pulling out the cataloging charges from the individual book funds makes it easier for selectors to manage their budgets and spend down at the end of the year.
- Added Ingram as a secondary book vendor. Ingram features real-time inventory and multiple warehouses, which makes it easier to back-fill series and replace worn out copies that we were having trouble getting from Brodart.
- Created a new Bilingual Collection, meeting the first Collection Development goal in the 5-year plan. The collection features children's books with parallel text in English and a foreign language such as Arabic, French, German, Spanish, Portuguese, Chinese, Korean, Japanese, Greek, Italian, Hindi, and Vietnamese, to name a few.
- Modified our Standing Order plans to include more Travel Guides and added new plans for Juvenile and YA fiction and graphic novels.
- Created a new collection of Adult Book Club kits, which feature 8-10 copies of the book, discussion questions, and author biographies in one convenient bag. This collection is slowly starting to gain traction.
- Contracted with Marcive for enhancement of our bibliographic and authority record, which added information such as Lexile and Accelerated Reader levels, consistent genre headings, bracketed format wording for non-book records in the title field, and more.
- Joined CloudLink consortium which gives our cardholders access to 100,000 eBooks and eAudiobooks through Cloud Library.
- Integration of Koha and Cloud Library. Patrons can now check out and place holds on Cloud titles we own through our online catalog.

Goals and challenges coming in FY19

The need to streamline our processes continues to be a priority. All Tech Services staff members are on one of the four Program Teams, and three are on the Program Leadership Team. The increase to the materials budget of \$23,000 created a new fund for Kits, bolstered our Holds/Patron Suggestions fund, and created a Special Projects fund for 1-time collection enhancement projects, which will increase the number of items we handle. Our strategies for streamlining include analyzing our current workflow, utilizing additional vendor-provided services, cross-training Library Assistants and/or volunteers to assist with mending, processing, and checking in shelf-ready materials.

We have two major projects coming up in FY19: 1) creating a Middle Grade collection as a bridge between Juvenile Fiction and Young Adult and 2) adding additional genres to our Adult fiction collections.