

# Bibliographic Services Executive Council REPORT

Sept. 21, 2019



## New Bibliographic Services Manager

Amy Knifton started work July 2, 2019 and is currently learning the various job responsibilities within the department. Amy spent the first few weeks of July on the van runs with Susan and Joanne. She has visited almost all library sites and is looking forward to meeting more of the library managers. She will be spending more time this fall learning the in-office roles, and updating department procedural documents. She will be visiting other TRAC systems for tours in the coming weeks, including attending the Peace Library System conference.

## Book Processing

Amy has been reviewing the processing of books at NLLS, looking for cost savings, efficiencies, and sustainability. New tape has been purchased for attaching laminated book jackets at a large savings. Different products have been explored for MacTacing and laminating.

## New Van

Amy is researching a new van to replace Susan's van – the Chevy Uplander. The Uplander currently has over 300,000 kms and is in need of replacement. Quotes have been obtained and a recommendation will be made to the Executive Committee soon.

## Department News:

- ◆ We had two Summer Students – Sam and Dana – successfully complete their contracts. We wish them the best with their studies, and hope they return next year.

## Bib. Services Stats:

- ◆ Amy has asked staff to keep different numbers for tracking – **Priority items** more clearly defined
- ◆ Preliminary numbers from August show that **80%** of items received are **Priority** – and staff are receiving/cataloguing/processing priority items in under **1 week**
- ◆ **Priority items** include: Hotlist, Rush, Bestsellers, Genres, and Series
- ◆ Cataloguing Sheets are 6-8 weeks behind
- ◆ Many items are unique – kits, braille, audio books, DVDs – and take more time

## Acquisitions:

- ◆ Diane will be sending reports to individual libraries regarding their budgets – amount spent, encumbered, and remaining
- ◆ As of August 21 – libraries have spent **56.98%** of 2019 funds
- ◆ Approx. **\$230,000** still needs to be spent