

Technical Processing Report

July 2026

Attended Staff Meeting, leadership team meeting to delegate Jessica L. tasks.

Purchased postage, took ILL packages to the Post Office.

Administered use of conference rooms by outside organizations, answering queries via phone & email, and scheduling. Maintaining records of use. Also scheduled study rooms, when calls were received.

Catalogued and prepared new books, magazines & media for circulation. 211 books, 2 cd books. Replaced faded spine labels on 83 books, repaired 15 books.

Composed & emailed PSA about library programming to Alpena News.

Helped at Circulation desk.

Ordered various supplies for staff.