

June Technical Processing Report
July 6, 2026

Attended Staff and Leadership Team meetings.

Received telephone, email, and in-person visits of individuals inquiring about conference room use for organizations. Scheduled outside use of conference room. Filed request forms for records, with receipt & return of any deposits noted.

Mailed items for interlibrary loan, handled returns of Amazon items, and purchased postage stamps.

Catalogued and prepared for circulation 173 new books, 4 large print, and 10 new DVDs. Repaired many books (about 30) - replaced torn dustjacket covers, glued spines, and replaced faded spine labels (250 labels). Magazine collection catalogued & recorded, contacted EBSCO about receipt of duplicate copies.

Made fliers and signs for Friends of the Library, as requested.

Filled in at the circulation desk as requested. Packaged transits when staff was unavailable.

Ordered supplies for desks and hygiene cabinets.