Technical Processing Report for October 2026

Repaired books and replaced about 177 faded spine labels (sometimes forgot to keep track). Checked in 165 new books. Catalogued, dressed, and prepared for circulation of new (214) and donated books as well as DVDs. Catalogued hotspots and one camera item (via training) for the Library of Things.

Purchased postage.

Packed transit books twice and helped to cover the public desk for lunch.

Viewed “First Ammendment Audits & Public Libraries”, and “De-Escalation” trainings. Attended Object Cataloging for a Library of Things” three day training via Zoom.

Attended meetings: general staff, and personal.

Ordered supplies for the library, delivered supplies to various departments. Ordered new audio books, with approval.

Received calls & emails requesting use of the Library’s conference rooms, as well as in person inquiries. Checked availability and requested authorization of use from Director(s), and scheduled. Provided outside use numbers for statistic purposes.