

LIBRARY ANNUAL REPORT 2022

By Valerie Kittell, Librarian/Archivist


Submitted to Postal History Foundation Board of Directors and Members, 22 April 2023

Reference Transactions

Who:



14
Guests



7
Members



7
Staff

How:



10 Walk-ins



12 Emails



5 Phone calls



2 Letters

What:

Philately:

Sample topics:

- Stamp on cover
- State revenues
- Stamp collection value
- Togo overprints
- Farley's Follies covers
- 4th Bureau printing

Technical:

- Help staff how to forward email
- Help staff with Excel spreadsheet

Other:

- Patron in Sri Lanka/humidity books
- Buying Charles Towle books on Arizona railway mail
- Penalty cover PHF used to own

History:

- Rounsaville, LA general history
- Pagesville, SC post office history
- Dagoon Springs Butterfield Station
- Varnado, LA general history
- Post offices on Native American Reservations / affect political policies today
- Tyrone, NM postal documents
- Gila Bend general history

Time Spent



20 hours

Services Provided



65 pages reproduced



3 Books checked out



5 Research-only trans.

Collection Management

Library

- 158 materials cataloged
- Journal weeding
- Journal shifting

Archives

- Revised two Encoded Archival Description finding aids on Arizona Archives Online
- Created new EAD finding aid on Arizona Archives Online

Museum

- Naco exhibit plan
- Research museum objects used in exhibits
- Writing and creating videos, signage, etc.
- Created exhibit orientation for staff/volunteers
- Cleaned/repaired/stocked stamp vending machines

Etc.

Library was still closed to visitors in 2022 (until biohazards cleaned up around library door exterior in early 2023).

Library operations manual (mostly completed)
