

## **LIBRARY ACTIVITIES JANUARY 2014**

### **Work In Progress:**

1. Performing routine duties. Learning and receiving ongoing training in circulation, technical services, administrative duties, supervisory skills, reference, acquisitions, new online systems, internet, children and teen services, publicity and promotions, fundraising, grant writing, etc.
2. Providing quality customer service to customers.
3. Circulation desk duties.
4. Ongoing training of staff members. Training staff on use of databases, reviewing policy and procedures, customer service, conducting reference interviews, using Chain of Command and reviewing Town of Superior Personnel Policy.
5. Processing new items.
6. Revising Library Policy and creating a Procedures Manual. Once the Policy is reviewed by a committee I will submit a draft copy to Council for review and then once it is reviewed by council I will ask Council to adopt policy. If necessary, policy draft will be reviewed by Town Attorney also. There have been many changes since our last policy was officially adopted by Town Council and I felt a need to make necessary changes.
7. Weeding out items that are old and no longer circulating in order to make room for new and up to date items. Old items will be given to Friends of the Library for book sale. These funds are used to purchase special items or services needed to better serve our customers.
8. Learning new Windows 7 and Office 7 newly installed on our computers.
9. Staff training on using E Reader devices in order to assist customers who come in and want to know how to check out eBooks.

### **Upcoming Projects:**

1. Membership drive and reorganization of Friends of the Library.
2. Forming a Teen Advisory Group and recruitment of volunteers.
3. Next step after finishing with revision of library policy will be putting together a Procedures manual. This will help when doing volunteer training because it will cover step by step procedures in daily duties for staff.
4. Gaming for kids and Story Time for toddlers and four year olds.
5. Due to budget cuts the Friends of the Library are asking members of the community to adopt a magazine subscription for the library. It can be a new children's, teen's or adult magazine subscription or one we already have. Donations of new books are also accepted.

Pinal County Library District is providing a new service to library patrons, HOOPLA DIGITAL. The service began January 2, 2014. Hoopla has hundreds of movies, television shows, and music albums available for mobile access. Patrons will be able to enjoy hundreds of titles from major Hollywood studios and record companies, all available to borrow for instant streaming or temporary downloading to their smart phones, tablets or other devices. Hoopla is offered at no cost to patrons and requires only a library card. Users are limited to 5 checkouts per month and accounts must be in good standing to use this service. For more information visit the library or go to <http://www.pinalcountiyaz.gov/library> website for tutorials and instructions on how to download.

On January 14, 2014, the library presented Dr. Joaquin Trujillo who spoke on his abstraction "The Everyday Comprehension of Death and its Potentiality for Meaningfulness". Thirty nine residents of Superior were included in interviews, during late 2010 and early 2011, which were part of a larger study of the everyday life in small town American life. For the purposes of the abstraction, pseudonyms were assigned to the interviewees to protect their privacy. Dr. Joaquin Trujillo served as a Foreign Service Officer with the U. S. Department of

State from 2003-2013. Presentation was at 5 pm, Tuesday, January 14, 2014. We had a very good and responsive turnout.

Scrapbooking classes will be held every other month at the library. Our first class was held Feb. 7<sup>th</sup> from 1-3 pm. It was decided to have the classes every other month. Our next class will be in April. Fliers will be put out and it will be announced in our local paper, The Superior Sun. Instructing the class is Jennifer Volkert, part time staff person at the library.

We will be attending the Summer Reading Program workshop on Friday, February 21<sup>st</sup> at the Eloy Santa Cruz Library in Eloy, Arizona. The theme this year is “**FIZZ, BOOM, READ...**” and has to do with science and technology.

**SUPERIOR PUBLIC LIBRARY**

**REPORT FOR:**

**JANUARY 2014**

	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
<b>CIRCULATION:</b>												
<b>BOOKS</b>	526											
<b>COMPUTERS</b>	269											
<b>AUDIO/VISUAL</b>	738											
<b>PERIODICALS</b>	40											
<b>ILL: borrowed &amp; loaned</b>	45											
<b>LAP TOP USERS (per day)</b>	12											
<b>E-BOOKS</b>	25											
<b>TOTAL</b>	<b>1655</b>											
<b>PEOPLE PER DAY: (AVERAGE NUMBER)</b>	95											
<b>INVENTORY:</b>												
<b>ITEMS ADDED</b>	192											
<b>ITEMS WITHDRAWN</b>	270											
<b>TOTAL INVENTORY</b>	22,819											
<b>REVENUE:</b>	\$227.38											
(Revenue is turned in at the end of each month. Includes fines, copies, fax charges, lost or damaged books, etc.)												

Respectfully submitted,  
 Josie O. Campos, Library Director