

## **LIBRARY ACTIVITIES FEBRUARY 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.

Attended 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 and math. Both Jennifer Volkert, part-time staff member, and I attended. We are planning on doing classroom visits at the schools to promote the summer reading program and hope to work something out with the science, technology and math teachers (STEM Program) to see how they can help with our program and encourage kids to use the library and participate in the Summer Reading Program. We got to see a demonstration on the 3-D Printers.

Pinal County Library District is holding a 3D Printer Workshop on April 18<sup>th</sup>, Friday, from 9:30 am to 11:30 am. The topic of MakerSpaces in libraries and 3D Printing will be discussed; along with a 3D Printer demonstration. There will also be a demonstration on April 3<sup>rd</sup> at the conclusion of the Summer Reading Program Workshop. Tony, Jennifer and I will be attending on April 18<sup>th</sup>.

March 21, 2014, is the Pinal County Library Federation meeting being held at Ira H. Hayes Memorial Library in Sacaton, Arizona.

April 3, 2014, is the PCLD Summer Reading Program Workshop at the PCLD office in Florence. Librarians from all the libraries within Pinal County gather to share ideas, crafts, books, etc. to use with the program.

As per Interim Manager, Margaret Gaston's request, Tony's hours will be cut and given to Jennifer in order to do cross training. At the time Jennifer is only working 2 hours per week to cover Tony's lunch hour. Jennifer will be working more hours on Wednesday and Thursday since she works Monday and Tuesday in Kearny at the library. I will be training them on doing some of the duties I have in case I decide to leave or get sick. At this time I don't plan to leave and hopefully don't get sick to where I have to leave. I sincerely hope that if the Town ever gets in good financial status that both Tony and Jennifer can both be given more hours therefore increasing library hours. Jennifer has stated to me that she is willing to work here in Superior and give up her job in Kearny if given more days. At this time I don't know how the library stands budget wise as we have not received a budget status report for over a year. All I am told is there's no money and have to watch spending. It would be nice to get a budget report for our department to see where we stand each month. If it weren't for the Pinal County Library District who does 99 per cent of our purchasing of books, magazine subscriptions, supplies and equipment, we would not be able to operate and provide service to our community.

**SUPERIOR PUBLIC LIBRARY**

REPORT FOR:

FEBRUARY 2014

	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
<b>CIRCULATION:</b>												
BOOKS	526	535										
COMPUTERS	269	312										
AUDIO/VISUAL	738	642										
PERIODICALS	40	17										
ILL: borrowed & loaned	45	22										
LAP TOP USERS (per day)	12	8										
E-BOOKS	25	11										
<b>TOTAL</b>	<b>1655</b>	<b>1547</b>										
<b>PEOPLE PER DAY: (AVERAGE NUMBER)</b>	95	85										
<b>INVENTORY:</b>												
ITEMS ADDED	192	199										
ITEMS WITHDRAWN	270	42										
<b>TOTAL INVENTORY</b>	22,819	22,976										
<b>REVENUE:</b>	\$227.38	\$182.40										
(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