



# Newsletter

Pinal County Library District

September - October 2002

## Director's Column

The Library District staff welcomed a new staff member on August 19. Shirley Condit began duties as Reference/ Outreach Services Librarian by scheduling site visits to several libraries. Shirley comes to us from the Tucson-Pima Public Library, where she worked as intermittent (part-time) librarian at various branches and the main library as reference librarian.

Shirley is already busy developing a workshop on how to handle difficult patrons and situations in the library. She has had some experience in this from her time at the main library in Tucson. Shirley will be visiting the remainder of libraries in September. Please let her know what type of training or workshops you or your staff would find of interest.

Eileen has been very

busy working on the Legal Information Access grant. The cataloging workstation at the law library is operational, so you may begin to see additions to PALS under "Superior Court Law Library."

One of the provisions of the grant was to organize legal resource/ reference workshops for library staff. We are planning those workshops to be offered in October and November. The last piece of this project will be to identify which legal forms would be most useful for the website, then we will scan and load the documents.

The second grant we are working on is "Children in Poverty." We have ordered PA equipment, video camera and tripod, programming supplies, and children's books. Some funds have been used to purchase small

deposit collections of children's books in English and Spanish for the 10 WIC offices in the county.

Cheryl has changed her job focus to Technical Services. She is talented at figuring out how the system works and devising fixes for our problems. She initiated and completed clean up procedures for location code discrepancies in the database. During August, she began evaluating and organizing our Innopac Instructions with a long-term goal of creating a procedures manual.

Her big task in the next month will be the annual electronic batch load to OCLC. The FTP file will include all new titles added to the catalog during FY 01/02, and will greatly improve our ability to offer interlibrary loan to customers.

*Denise Keller*

### New Books

The library district has new professional books available for loan:

*Using the Internet as a Reference Tool* by Michael P. Sauers.

*Do it Right! Best practices for serving Young Adults in school and public libraries* by Patrick Jones and Joel Shoemaker.

*Recommended Reference Books for Small and Medium-sized Libraries* edited by Bohdan S. Wynar.

*The OPL Sourcebook: a Guide for Solo and Small Libraries* by Judith A. Siess.

*Administration of the Small Public Library* by Darlene E. Wiengand.

*Developing an Outstanding Core Collection* by Carol Alabaster.

#### Inside this issue:

<i>Director's Column</i>	1
<i>Around the County</i>	2
<i>Cataloging Corner</i>	3
<i>Plan for Results</i>	5
<i>Upcoming Events</i>	6



## Around the County

### Apache Junction

Greetings! Hope everyone survived successful summer reading programs! And now it is on to "Library Card Sign-Up Month". Here in AJ, patrons have a chance to win a great prize whenever they sign up for a new card or use a current one. Children receive a drawing entry for one of two bicycles, teens for a \$50 Wal-Mart gift certificate, and adults for a DVD player. Wal-Mart is generously donating the bikes while the Friends of the Library have purchased the other prizes.

### Storytime

Storytimes resumed on Wednesday, September 4, after a very brief hiatus. Smokey the Bear made a guest appearance on the first day.

### Amelia Journaling Event

Girls 8 to 12 years of age are invited to attend an Amelia Journaling Event in the Program Room of the library on Thursday, October 17 from 1 to 2 p.m. This is a "school break" day. Girls will receive a notebook and learn how to start writing their own personal thoughts and/or observations. Pleasant Company has provided some great supplies for this program.

### Teen Chat Café

Back by popular request! Tuesday, September 24 come and hang out with your friends. Free snacks add to this purely social

event.

Tuesday, October 22 bring along your best poetry or short story or just come to listen. There will be judges from the community and prizes will be awarded. Free refreshments will be served.

### Quest

This is the recently re-named Teen Book Discussion Group. The group will meet on Thursday, October 17 at 6:30 p.m. to discuss graphic novels.

### Family Place: A Parent Child Workshop

Once again we are going to present this very popular new program featuring toys, crafts, books and play geared for families with children aged 1 to 3 years. Community resource people will be on hand to discuss library services, child development and other parenting questions and concerns. The five-week Parent/Child Workshop will be held on Mondays beginning on September 9, and going through October 7, 2002. Registration is required.

### Adult Book Discussions

September 5 is the opening meeting of This and That, the 1:30 monthly book discussion group which meets the first Thursday of the month. Dying for a Mystery will officially begin Sept. 17 at 1:30, meeting the third Tuesday of each month.

### Author Visit

On Thursday, October 10, at 2 p.m. Elaine Waterstrat

will visit and discuss her books. Her specialty is Arizona and the years from 1865-1890. Join us for an interesting look at Arizona many years ago.

### Arizona City

This is my farewell message to each and every one of you. As of August 29th I have resigned as the Librarian in Arizona City. I have enjoyed my work and everyone has been so cooperative in the past 2 1/2 plus years, I have been working with you. I do want to say Thank You.

Judy Kahler will be in charge, so please call her as things arise.

The month of September we have nothing planned as far as extra activities. This year we don't even have the GED classes here, because of a cut back at CAC.

The end of October a book sale is being planned, but no dates set. Also in Mid November our Annual Golf tournament is to be held here at the Arizona City Golf Course.

Here is hoping our paths cross sometime in the future.

Mary



### Casa Grande

**The Friends' Annual Benefit Dinner** will be held at 6:30 pm on October 4<sup>th</sup> at the Holiday Inn. The featured speaker for the evening will be ASU Professor and Poet, Patricia Murphy. There will also be a silent auction and a raffle for a gorgeous handmade quilt.

**Winter Hours** will resume on September 1<sup>st</sup>. Mondays-Thursdays 10 am to 8 pm; Fridays and Saturdays 9 am to 5 pm; Sundays 1-5 pm.

The library is please to announce a partnership with the Casa Grande Valley Historical Society to bring "**Parched Arizona: The Legacy of Fire and Drought**". The program is a project of the Arizona Humanities Council and will consist of a display for the Museum's opening on Saturday, October 5<sup>th</sup>. In association, a guest speaker and a moderated book and film discussion will be held at the library in October (dates and times to be announced). For more information contact Chris at the library, 421-8710 or Sybil at the museum, 836-2223. We will provide more information as it becomes available.

### Story-time

**Nursery Rhyme Time** (children under age 3 and caregiver)

Tuesdays from 10:30 to 11:00 am in the APS

(Continued on page 3)

## Around the County cont'd

(Continued from page 2)  
Room

**Preschool Story-time**  
(children age 3-6)  
Wednesdays from 10:30  
to 11:00 am in the APS  
Room

For more information on  
Story-time and other  
Youth Programming con-  
tact Chris Burnett at 421-  
8710 Ext. 514.

### Computer Classes for the Month of September

**Senior Adults (55+)**  
How to Make Greeting  
Cards Using Publisher  
2000. September 4<sup>th</sup> 2:00-  
3:00 pm. Microsoft Word  
experience required.

How to Cruise the Inter-  
net. September 11<sup>th</sup> 2:00-  
3:00 pm Computer mouse  
experience required.

Introduction to MS Word  
for Senior Adults Septem-  
ber 18<sup>th</sup> 2:00-3:00 pm  
Computer experience re-  
quired.

**Youth Adult**  
E-mag: Web-based jour-  
nalism. Every Wednesday.  
4:00-5:00 pm

**Business**  
How to Use a Resume  
Template. September 10<sup>th</sup>.  
5:00-6:00 pm. MS Word  
experience required

Using Publisher in the  
Workplace. September  
17<sup>th</sup>. 5:00-6:00 pm. MS  
Word experience required  
MS Excel for Beginners.  
September 24<sup>th</sup>. 5:00-6:00  
pm. Windows experience  
required.

For more information on  
computer classes at the

Technology Learning Cen-  
ter call 421-8710 ext 516.



### Coolidge

**Read-To-Me** This fun  
filled program for pre-  
school age children in-  
cludes music, stories,  
songs, puppet shows,  
flannel boards, and activi-  
ties based on children's  
literature. Every Wednes-  
day mornings from 10:00  
a.m. - 10:40 a.m. Children  
must be accompanied by  
an adult.

**Friday Afternoon At The  
Movies** The library will  
begin showing a movie  
with compliments of pop-  
corn every 3<sup>rd</sup> Friday of  
the month at 3:15 p.m., in  
the Children's Room. The  
movies are suitable for all  
ages. So come on out and  
enjoy a movie and of  
course some popcorn at  
the library. (What's a  
Movie without **NO** Pop-  
corn)

**Gila River K-9 Unit  
Presentation** The Gila  
River K-9 unit held a  
presentation at the  
Coolidge Public Library on  
September 5, 2002 at 3:30  
pm. During the  
presentation the K-9  
Officers talked about how  
they work with their dogs,

(Continued on page 4)

## Cataloging Corner

Many of you have been successfully  
using the "z" to suppress bibliographic  
records when there are no longer any  
items attached. The system seems to  
be working well, so keep up the good  
work. If you have any questions about  
it, or don't understand it, please, email  
me or call me and I will explain it.

I also want to thank all of you who are  
remembering to add information to  
your short records and fly records. The  
more information you give me, the  
more chance I have of finding a full  
MARC record for an overlay. Please,  
keep up the good work and remind  
your staff to continue to add any extra  
information in those records.

There is a field in the MARC record  
that seems to be causing some confu-  
sion. It is the 082 field and it is spe-  
cifically for the Dewey Decimal Clas-

sification system number that describes  
the content of the item. There are rules  
for the way it is set up. The indicators  
are always 00 if the number is from the  
Library of Congress, and 04 if it is  
from anyone else. The first subfield  
contains the actual number, which may  
be split using a slash for long numbers.  
There can be more than one subfield a  
in a record (such as for a biography),  
but it always ends with a subfield 2 and  
the edition number of the Dewey set it  
in which it was found. For example,

082 04 \$a796.357/22\$220

This reads someone besides LC added  
this number (me). The 796.257 stands  
for baseball and if you add the 22 it  
stands for pitching. The subfield 2 (\$2)  
with a 20 after it means that I found it  
in edition 20 of the Dewey Decimal  
Classification books. If this were a

biography about a pitcher it might look  
like this:

082 04 \$a796.357/22\$aB\$220

There is never any local information in  
the 082 field. If you wish to add a  
field for your local call number, the  
092 or the 099 field is where you put it.  
Never change an 082 field unless you  
are sure that the number that is used is  
incorrect (and yes, Library of Congress  
staff does occasionally input wrong  
numbers!).

Don't forget, I will be happy to answer  
any questions or help with any problem  
records.

Remember, the MARC record is the  
engine that gives staff and patrons the  
tools needed to search the catalog.

Happy cataloging!

Eileen Jaffe

## Around the County cont'd

what they use their dogs for, and demonstrated a few commands.

**Pet Adoption** On September 19, 2002 at 4:00 p.m. Barbara Miller with the Casa Grande Valley Humane Society, will be at the Coolidge Public Library. Barbara with a few of her furry friends will let us know how to adopt of friend of our own. Barbara will also be bringing a few furry friends that are up for adoption. So if anyone is interested in adopting drop by for this program. For more information call 723-6030.

**Book Fair** The Coolidge Public Library will be holding their first Book Fair. The Book Fair will begin September 19, 2002, we will have the book fair open from 3:00 p.m. – 5:00 pm. throughout September 23, 2002. Lots and lots of good books. Everyone is invited to come take a look at our BOOK FAIR. *All the books at the book fair will be available for purchase so bring your money.*

**Lee's Pet Barn Zoomobile** Anyone ready to see a zoo inside of a public library? Well if you are, the Coolidge Public Library will be having Lee's Pet Barn Zoomobile at their library on October 10, 2002 at 3:30 p.m. If you feel like have a good time and clowning around with animals this is the place for you to be. For more information call 723-6030.

**Teen Read Week** is October 13<sup>th</sup> – 19<sup>th</sup>. The Coolidge Public library will be recognizing this week with fun activities for all teens throughout the week.

Confidence International will be at the library during Teen Read Week. Confidence International will be teaching teens how to make a good

first impression on family, friends, and peers. The ladies will be taught how to dress, use make-up, walk in a room, and much more.

**Homework Help!** Do you need homework help this school year? If so, a Library Staff member is available Monday & Wednesday from 3:30 p.m. – 4:30 p.m. Call 723-6030 to register.

### Computer Classes

**Basic Microsoft Word** Every 2<sup>nd</sup> Wednesday at 6:30 pm

**Basic Internet** Every 3<sup>rd</sup> Wednesday at 6:30 pm

**How To Us Hotmail** Every 4<sup>th</sup> Wednesday at 6:30 pm

**REGISTRATION IS REQUIRED!  
CALL 723-6030**

### **Volunteers**

We welcome all ideas for programming suggestions. If you would like to Volunteer your time, or skills in the library come on in and sign up.

### **Homebound Services**

If you are a shut-in and enjoy reading but are without someone to bring you books, the Coolidge Public Library offers homebound services to citizens restricted due to medical reasons. We have over 1500 large print books, including fiction, mystery, western, and non-fiction. As with all services from CPL the Homebound Service is available to Coolidge residents at no charge. Call 723-6030 for more information.

## San Manuel

San Manuel Library patrons celebrated Harry Potter's birthday with a party on July 31.

There were 45 children and adults who came and enjoyed working puzzles, answering trivia questions

about the Harry potter books, making their own Sorcerer's Stone and enjoying cake, candy and punch.

The cake decorations were Harry Potter under his invisibility cloak, Hagrid's fur coat and a messenger owl in a nest of cake. Thanks to Nancy Ritchie and Patty Atrian for the first tow cakes.

Each child who put his or her name into the sorting bowl was awarded a prize of a poster from the movie of a special pen. One child was drawn for a card game about Harry Potter.

The boys and girls decorated the sidewalk in front of the library with birthday greetings and pictures representing something from one of the books. They had fun tasting "mystery candy, too.



## Superior

Our Summer Reading Program was a big success. We had a total of 75 participants. We were unable to have some of the programs we usually have for Teens due to budget restraints. We still provided some activities that the Teens were able to participate in here at the library. Some of them enjoyed volunteering with the younger kids program and some came in to help with computer skills and game activities. We had a "Teen Evening" set aside just for teens to come in and enjoy games such as Chess, Monopoly, etc. They seemed to have a good time and brought their own refresh-

## Around the County cont'd

ments.

To kick off our Summer Reading Program we hosted a Magic Show! On Wednesday, June 5th, we featured Bob Morgan the comical cowboy magician and Ms. Chiff the magical clown. The Morgans put on a spectacular program and an evening of magical fun! There were a total of about 75 participants. The Friends of the Superior Public Library sponsored the program.

We are planning a special memorial tribute and special display here at the library in memory of Sep-

tember 11th. We will also be showing an HBO video documentary, "IN MEMORIAM: New York City 9-11-01," which was given to the Town of Superior. The Senior Center will be showing the video from 9:00 a.m. until 2:00 p.m. and then it will be shown at the library from 2:00 p.m. to 7:00 p.m. for anyone who wishes to view it.

As soon as it cools off (if ever) we will once again host the Elementary School classes for story hour and activities. We did this in April and May and hope to do it again in

the fall and spring. The teachers and students really gave us good and positive feedback.

We will be celebrating Banned Books Week September 21-28, 2002. Several activities are being planned. Celebrate your freedom to read!

In October we will hold some mini Internet classes. Basics on navigating the Internet will be taught. Our storyhour for 3 and 4 year olds will start sometime in October.

We are still suffering due to budget restraints and hope things get better.

You all know the library is the one who gets hit first and the hardest! We are trying to be patient but it is hard when you know what you need and your hands are tied. It makes it hard to do your job in providing service to the community.

Have a wonderful fall season. I am sure we will all be glad when the weather cools off.



## You Too Can Plan for Results

During the week of August 19-23 twenty-three people gathered in Tempe to be trained by Sandra Nelson as facilitators for the library planning process outlined in *The New Planning for Results*. (Available for loan from the Library District) These facilitators will be working with public libraries throughout the state. The facilitators provide "fair, objective and neutral" assistance in this 4-6 month planning process

According to the book's introduction, *The New Planning for Results* was built on three basic assumptions that are worth outlining here: 1. Excellence must be defined locally – it results when library services match community needs, interests and priorities. 2. Excellence is possible for both small and large libraries – it rests more on commitment than on unlimited resources. 3. Excellence is a

moving target – even when achieved, excellence must be continually maintained.

How does a library ascertain its community's needs, interests and priorities? This model involves the use of a representative community planning committee that first looks very broadly at community needs. Then the library staff and board use their expertise to decide which needs the library can address and how.

But, my library is too small! We're already doing too much on too little. This is a common response. The beauty of this planning process is that it narrows the focus of the library. You don't have to do it all, nor should you try. The library can concentrate its money and time on the things the community needs and wants, which in the case of

some libraries may entail only one or two service responses. The book lists thirteen possible service responses including, for example, Current Topics and Titles and General Information.

Finally, the planning process and the service needs and responses are not written in stone. Times change and so should the library.

If you would like more information, you may contact me. I am one of the people who has been trained for the facilitator project, and I welcome questions about the planning process.

*The New Planning for Results* provides an easy step by step way for libraries to create a strategic plan.

Here is a chance for every library to achieve excellence.

Cheryl Conrad

Pinal County Library District  
PO Box 2974  
Florence, AZ 85232

---

## Upcoming Events

Library Card Sign-up Month <a href="http://www.ala.org/pio/librarycard/">http://www.ala.org/pio/librarycard/</a>	September	Nationwide
Banned Books Week <a href="http://www.ala.org/bbooks/">http://www.ala.org/bbooks/</a>	September 21-28	Nationwide
Teen Read Week <a href="http://www.ala.org/teenread/">http://www.ala.org/teenread/</a>	October 13-19	Nationwide
Family Literacy Day <a href="http://www.familit.org/">http://www.familit.org/</a>	November 1	Nationwide
AzLA Annual Conference <a href="http://www.azla.org/">http://www.azla.org/</a>	December 4-6	Phoenix
Federation Meeting	January 10	Florence

---