



# Newsletter

Pinal County Library District

March - April 2002

## Director's Column

Fresh back from the Public Library Association Conference, and there are so many new ideas and projects that it's hard to know where to start. In my case, I started with the pile of work that built up in my absence.

The conference was a great success. According to *Library Hotline*, PLA drew 7000 attendees, which is the largest conference ever hosted in Phoenix. Our libraries in Pinal County were well represented by staff members from Casa Grande, Apache Junction, Florence, and Superior. The programs were great, and offered up inspiration, chances for networking, and many opportunities to share ideas and opinions.

The opening general session featured Benjamin Zander, conductor of the Boston Philharmonic, author of *The Art of Possibility*, and motivational speaker extraordinaire.

An enchanted audience listened to his insights into the nature of leadership, and how we can effect change in our organizations by embracing possibilities and moving away from negatives. Mr. Zander taught us enough about change and possibilities, in fact, to lead the entire audience in singing Beethoven's *Ode to Joy* in unison...and in German. We all came a long way during that session.



The programs I attended covered topics such as providing better customer service, incorporating outcome-based evaluations into statistics gathering, and reinventing the library for the 21<sup>st</sup> century. Still other programs dealt with issues such as how to

work for a living and still have a life, and how to go about hiring and inspiring staff members.



The closing session featured former dean of the White House press corps, Helen Thomas. Ms. Thomas, one of America's best known journalists, covered the White House beat for thirty-seven years spanning from Kennedy to Clinton. She shared many of her observations and opinions, and still has a rapier sharp wit. Her closing comments topped off an excellent conference.

The next PLA Conference is scheduled for February 24-28, 2004 in Seattle Washington.

### Poetry Month Trivia

National Poetry Month is celebrating the 100th anniversary of the birth of Langston Hughes. Test your knowledge of this poet. (answers on page 4)

- Langston Hughes was born in:
  - Harlem, NY
  - Birmingham, AL
  - Joplin, MO
  - Tampa, FL
- Hughes achieved fame during the:
  - Beat era
  - Civil War
  - 1890's
  - Harlem Renaissance
- After graduating high school, Hughes spent a year in:
  - France
  - Mexico
  - New Jersey
  - Liberia
- Hughes first volume of poetry was titled:
  - Weary Blues
  - Weary Man
  - Weary Laughter
  - Weary Traveler

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# Around the County

## Apache Junction

As I write this, a number of our staff are looking forward to PLA in Phoenix this year.

**The Parent Child Workshop** was very well received in January and February and so we are repeating it on Monday mornings for different participants beginning April 8 and continuing through May 6.

Youth Services staff will also be involved with the **Battle of the Books** being held in the city's five elementary schools. We will be assisting with each final round and the grand finale as well. Previously we were able to hold the latter at the library but increased participation makes that impossible this year.

**In honor of National Library Week**, the Great Arizona Puppet Theater will present "The Three Wishes" on Tuesday, April 16. There will be two performances - 9:30 a.m. for day cares and pre-schools and 10:30 for the general public.

Our teens are hosting another **Teen Chat Cafe** on Tuesday, March 26 from 5 to 7 p.m. Once again this will include a writing contest. There will be two categories, poetry and short stories.

**The next Teen Book Discussion**, featuring Flight 116 is Down by Caroline Cooney, will be held on Tuesday, April 2 from 4 to 5 p.m.

**Adult book discussions** continue at 1:30 p.m. on the following dates:

Critical Judgment	
Michael Palmer	March 19
The Bestseller	
Olivia Goldsmith	April 4
The Bootlegger's Daughter	
Margaret Maron	April 16
The Ladies of Covington Send Their Love.	
Joan Medicott	May 2

The final exciting adult program of the year will be Genealogy. On April 11th at 2 p.m. Judy Muller of the Arizona State Library will provide database information and show you how to research your ancestors.

Happy tax day! Won't it be nice when those forms go away?

## Arizona City

### Annual Rummage, Bake and Book Sale

March 23rd will be our annual rummage bake and book sale. This is one of our big fundraise events of the year. The community really does help and they donate a lot of items each year.

### GED Classes

The GED Classes have been canceled for this semester because of a cut back at CAC. Our Students have to go to Eloy at least for this semester.

### Native Desert Wildlife

On March 25 Debbie Bradshaw will present a Native Desert Wildlife show at 3:30 P.M. at the AZ City Community Center. Debbie tries to put on two shows a year for all who are interested. This year you won't be able to touch the animals but will see what they look like up close.

Mary will be on Vacation from March 26 - April 15, so be easy on the ILL's at that time.

## Casa Grande

**Output Measures Survey** — in the waning weeks (April 21- May 4) of April, the Casa Grande Public Library will be counting everything that moves! Yes, it's time for the Output Measures survey: with the help of the Friends and Library Board, staff will be tabulating serials usage, phone calls, shelf browsing, people wandering in and out of the facility, head-counts at all programs, events, and things sponsored by or held in the Library. A customer satisfaction/evaluation survey document is also being prepared for distribution during the 2 week period. A more complete report of the results will be shared in May.

**Automation RFP** — the Casa Grande Library issued an RFP for Automated Services in early February and asked that vendors respond by March 1st. Although 8 RFP packets were issued (including one to ILL), only 2 were received by the City: Gaylord Information Systems and SIRSI. The RFP called for the next level in automation with full web access to and from the OPAC, web access to the collections,

acquisitions, etc. Each vendor has been invited to demonstrate their system on-site prior to the end of March — the Library's evaluation team will be making its recommendation in mid-April. The goal is to work toward a bid award in May and implementation in August or September of 2002.

The Casa Grande Public Library is looking for teens to join our **Teen Advisory Board (TAB)**. We will be having a party for those who are interested on April 12<sup>th</sup> from 4-5 pm. This is an exciting opportunity to meet new friends and join in on the fun!

**Registration for April computer classes** will begin on March 26<sup>th</sup> at 10 am. Please choose from the following:

### **Business (current business owners and their employees)**

#### **How to Hire and Fire Employees: The Legal Way** 04/09/02 5:15-6:15 pm

In this class you will explore the internet by researching the legal way to hire and fire employees. **THIS CLASS IS FOR BUSINESS OWNERS ONLY!**

#### **Web Publishing for Businesses Workshop**

04/15 through 04/19 7:30-9:00 am

Learn the basics of web design using MS FrontPage. This workshop outlines the very basics of web design. All you need to bring to class is a 3 1/2" disk with photos or graphics you wish to put on your website. **THIS CLASS IS FOR BEGINNERS OF WEB DESIGN ONLY!** Computer experience is a must.

#### **How to Create a Database**

04/23/02 7:30-8:30 am

This class will teach you the easy way to create a database. Databases help you stay organized and help you locate important information fast. In this class we will be using a database to create an address book and discover other ways a database can be used.

#### **How to Create a Mailing List**

04/29/02 7:30-8:30 am

Have you ever wondered how to add a personalized touch to all of your bulk mailings? This class will

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## Reference & Outreach

### OneBookAZ is coming in April.

The planned annual event kicks off with Barbara Kingsolver's Animal Dreams.

**OneBookAZ.org** has lots of great information and links about Barbara Kingsolver and her books as well as information about the OneBookAZ program.

In addition to the links found at the OneBookAZ site, I thought I'd highlight some websites you and your patrons might find interesting and useful.

#### **About Barbara Kingsolver and her writings:**

Mostlyfiction.com Barbara Kingsolver  
<http://mostlyfiction.com/west/kingsolver.htm>

#### **"If you like Barbara Kingsolver, try..."**

Multnomah County Library  
<http://www.multcolib.org/books/lists/barbarak.html>  
Public Library of Des Moines  
<http://www.pldminfo.org/reading/kingsolver.htm>

#### **For fun:**

Authors on the Web Barbara Kingsolver Quiz  
<http://www.authorsontheweb.com/features/authormonth/0012kingsolver/kingsolvertrivia.asp>



**ONEBOOKAZ**

What if everyone in Arizona read the same book at the same time?

# Around the County cont'd

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show you how to create a mailing list using the mail merge technique. PLEASE BRING A LIST OF ADDRESSES WITH YOU TO CLASS ALONG WITH A 3 1/2" DISK.

## Youth (Ages 8-18)

### Teen Teachers

03/25/02, 04/01/02, 04/08/02, 04/15/02

4:00-5:00 pm Ages 10-18

This course is for computer addicts who are willing to teach senior adults basic computer skills. After the training process, each teen will be given their own class(es) to teach. This is a rewarding experience and an opportunity to see if you have what it takes to be a teacher of technology. YOU MUST ATTEND ALL SESSIONS TO TEACH A CLASS.

### E-Mag

Every Friday from 4:00-5:00 pm

Ages 12-18

Do you want your voice heard? E-mag is a way to have your thoughts and opinions heard all over the world. Participants will work as a group on web design and submit articles relating to the every day life of a young adult in Arizona.

### Discover Africana

04/17/02 or 04/18/02

4:30-5:30 pm

Explore the history of Africans and African Americans using Microsoft African. Journey through many places in time and discover a lifelong history of the past and the present. THIS CLASS IS OFFERED ON TWO DIFFERENT DAYS!

### Invent-A-Story

04/24-04/25 4:45-5:45 pm

Have you ever wanted to write a story just using your imagination? Have you ever wanted to create a story where you could add sound and motion? In

this class you will be creating your own story in PowerPoint. ATTENDANCE FOR BOTH DAYS IS REQUIRED.

## Senior Adults (Ages 55 and older)

### Locating Tax Info on the Internet

04/12/02 9:00-10:00 am

Senior adults will locate state and tax forms on the internet. There will be a .10 per page fee for all items printed at your discretion.

INTERNET EXPERIENCE IS A MUST.

### Word II for Senior Adults

04/05/02 9:00-10:00 am

In this class you will be shown how to add clip art and tables into your word document. YOU MUST HAVE ATTENDED WORD I TO ATTEND THIS CLASS.

### Excel II for Senior Adults

04/30/02 10:00-12:00 am

Now that you have created your checkbook on Excel, learn how to add charts and graphs. Adding these components to your checkbook will give you a visual perspective. THIS CLASS IS ONLY FOR THOSE WHO ATTENDED EXCEL IN MARCH.

### Web Publishing for Senior Adults

04/22-04/25 10:00-12:00 am

Have you ever wanted to design your own web page. Here is your chance. All you need to bring is a 3 1/2" disk with photos or clip art. THIS CLASS IS INTENDED FOR SENIORS WHO HAVE 2 YEARS OR MORE IN COMPUTER EXPERIENCE.

### In May .....

Searching for Your Heritage (Genealogy)

MS Word; What is a mouse?; MS Publisher; and more.....

Remember, registration is required for all classes.

For more information call 421-8710 ext 516 or e-

mail us at CGLibrary@ci.casa-grande.az.us.

## Coolidge

**Read-To-Me** This fun filled program for preschool age children includes music, stories, songs, puppet shows, flannel boards, and activities based on children's literature. Every Wednesday mornings from 10:00 am. - 10:40 am. Children must be accompanied by an adult.

**Library Dollars** Hey kids library dollars are now available. The Coolidge Public Library now has Library Dollars you can collect. Ways to receive them are:

- Checking Books Out
- Returning Books on time
- Being Quiet In The Library
- Get Caught Reading

Collect 10 Library Dollars and you can choose a prize!

(Dollars will be given out sporadically)

**Pen Pal Program** If you aged 9-18, (grades 4-12). This is your chance to get into a "writeful relationship" and make a new friend from far away. Registration forms are available at the circulation desk, so pick yours up today and begin making new friends.

**Friday Afternoon At The Movies** The library will begin showing a movie with compliments of popcorn every 3<sup>rd</sup> Friday of the month at 3:15 pm, 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 Popcorn)

**Epilepsy Training** The Epilepsy Foundation of

(Continued on page 4)

## Cataloging Corner

This month I thought I would go over procedures when adding a new item (book, video, sound recording, etc.) to Anzio.

The first step is to search our Anzio catalog to see if a record that matches your item is already in the catalog. You can search by title and by ISBN number; if one doesn't find a hit, try the other.

When you have a hit you still need to check the pagination (pages), centimeters, date and author for books, and for non-book items look at the date, and try to find a publisher number (on videocassettes check the spine, on DVDs check either the spine or the container back and on sound recordings try the container or the label). If your publisher number matches you have a match, if it doesn't, you probably don't have a match. Sometimes it is difficult to decide.

Also, for non-book items, check the number

of cassettes or videos or DVDs to make sure you have the same. Dates can be particularly confusing.

If you run into something you aren't sure about, you can try a search in Guicat to see what other libraries have done. We can search OCLC in Guicat using only the ISBN number (ISSN is the search choice there), and sometimes that will help clarify the problem. And, don't forget, you can always give me a call for consultation.

When you add your item, please be sure to hit "y" for yes when asked to check the barcode for duplicates. That way you can be sure you haven't accidentally added a duplicate barcode.

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

Happy cataloging!

Eileen Jaffe

## Missed PLA in Phoenix?

If you missed some or all of the 100+ education programs at the Annual Public Library Association Conference in Phoenix this month, you can still access many of the handouts.

As of this writing there are only a few programs with their handouts available, but there are sure to be more added. Handouts may be found at this website address:

<http://www.pla.org/conference/conf02/prelimindex.html>

Click on the link for each day that states "includes handouts from programs." There will be links within the schedule to the handouts.

# Around the County cont'd

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Arizona is presenting Epilepsy 101. This one and half-hour educational seminar is geared towards those seeking basic information about Epilepsy. Topics to be covered in this presentation are Epilepsy Education and First Aid, the impact of Epilepsy, and advocacy and self management. This program will be held at the Coolidge Public Library on Wednesday, March 20<sup>th</sup> at 6:30 p.m. You can call (520)723-6030 for more information. **Registration is a must!!**

**“Strong Cities and Towns” Week** “Strong Cities and Towns” Week celebration will be held at your Coolidge Public Library the week of April 8<sup>th</sup> – 12<sup>th</sup> 2002. Various displays will be displayed through out the library for this week. On April 12, 2002, will be a special day at the library. We will have a Storyteller, Puppet Pizzazz, Special Guest, book signing by a local Author, Videos and Displays by local artists, and various booths with information about the services the library provides. Everyone is invited to attend this celebration.

**Feng Shui Presentation** The art of oriental design and placement. To get a feel of what Feng Shui is here are some Feng Shui tips:

- If You want your children to read more, place books on a table beside the door.
- To increase career opportunities, clear away any weeds around front entry and trim foliage blocking entry way.

- Bed placement should never be under a window, it creates poor memory, disorientation and restless sleep.

For more information on Feng Shui the program will be held on April 13<sup>th</sup>, at 11:00 am. Call 723-6030 for more information.

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

### Computer Classes

- Basic Microsoft Word  
Every 2<sup>nd</sup> Tuesday at 6:30 pm
- Basic Internet  
Every 3<sup>rd</sup> Tuesday at 6:30 pm
- How To Use Hotmail  
Every 4<sup>th</sup> Tuesday at 6:30 pm



Poetry Month Trivia Answers  
1. c, 2. d, 3. b, 4. a

## Helpful Hints on Book Ordering

The book-ordering task is going smoothly this year. I'm finding I'm not pulling my hair out nearly as much as time passes. There are a few things that I'd like to share that would aid in the efficiency of the process.

1. Send the orders electronically (otherwise I have to take the time away from ordering to type them myself)
2. Include the ISBN #, Title & Author (ISBN's that start with zero type 0-xxxxx)
3. Look at the publication dates if they are later than May. You probably won't get them.
4. If you make the Baker & Taylor and Ingram catalogs the primary source from which you choose your materials your odds are much greater of getting the material.
5. Newer material is much easier to get.
6. When you receive the books, check them off the packing slip, initial, date & fax it to me ASAP.

I would also like to thank you for your patience. I know that a couple of you have gotten duplicate books. I do make mistakes. I appreciate your understanding. If you do get a duplicate get it back to me and I'll do my best to get a suitable replacement for you.

*Delise Christensen*

# Upcoming Events

April	One Book Arizona <a href="http://www.onebookaz.org">www.onebookaz.org</a>	Statewide
April	National Poetry Month <a href="http://www.poets.org/npm/">www.poets.org/npm/</a>	National
April 14-20	National Library Week <a href="http://www.ala.org/pio/nlw/">www.ala.org/pio/nlw/</a>	National
April 26	AzLA Regional Forum <a href="http://www.azla.org">www.azla.org</a>	Showlow
June 13-19	ALA Conference <a href="http://www.ala.org/events/annual2002/">www.ala.org/events/annual2002/</a>	Atlanta