

# **Winnefox Services Received by the Berlin Public Library in 2008**

## **Consultation**

Winnefox provides consultative services to Library Directors and trustees.

In 2008 the Winnefox Assistant Director answered several questions relating to the annual report and reviewed the completed report.

The Assistant Director kept Directors informed of current legislative and legal developments, including:

- Summary of Act 61 (relating to gift funds)
- Information on new ADA & FMLA regulations
- Posting of labor law posters

The Assistant Director prepared statistical reports comparing funding and use between libraries and counties

Winnefox staff:

- Set up and maintained advocacy contact database (Speak up email list) and sent out monthly mailings
- Edited and printed quarterly Trustee Tale newsletters
- Compiled 2007 non-resident use statistics

## **Continuing Education**

Winnefox provides continuing education programs for Library Directors, staff, and trustees

- Library Director, staff members, or trustees attended 5 workshops
- Library staff has access to a 'professional collection' of library-related books

## **County Planning**

For the benefit of all Green Lake Co. libraries, the Winnefox Assistant Director:

- Attended several Ag & Ed & Finance Committee meetings
- Prepared and submitted 2009 county funding numbers and county agreement
- Edited and printed quarterly Shhhout newsletters
- Attended county LAC meetings
- Coordinated required statistical reporting to county clerks and Act-420 billings

## **Interlibrary Loan**

Winnefox provides access to materials in libraries outside of Winnefox, including the UW System and the State Historical Society. In 2008 the library:

- Library received 109 items from Wisconsin libraries outside Winnefox
- Library received 31 items from libraries outside of Wisconsin

## **Internet Access**

Winnefox provides:

- Wireless internet access
- High-speed internet access
- Email accounts for Director and staff

## **Online Resources**

Winnefox provides access to a variety of online resources, including:

- Health, business, auto repair, genealogy, & biography databases
- Downloadable audiobooks, video, & music through Overdrive
- NetLibrary ebooks
- Local Vital Records database (at <http://asp.winnefox.org/feature/>)
- Live 24/7 chat & email reference service (reference questions from 19 patrons were answered via chat, email & IM reference service)

Winnefox provides monthly usage statistics for these online resources (available at <http://asp.winnefox.org/extranet/erstats/>)

### **PC Services**

Winnefox staff provides PC purchasing and troubleshooting services.

- 2 PCs or peripherals ordered & configured
- 13 PCs serviced via remote access
- 3 PCs sent in and repaired

### **Printing & Graphics**

Winnefox provides a graphic design and printing service for member libraries.

- 800 pieces printed for library
- Notable projects: summer library program (children & adult), informational flier, teen space promotion, internet disclaimer

### **Shared Automation System and Technology Support**

- Daily, monthly, annual and individual statistical reports were produced
- 151 individual questions answered or reports run
- Winnefox provided customized annual circulation spreadsheet
- System-coordinated purchases of barcodes, receipt printer paper, etc.

### **Summer Reading Program Support**

- One summer reading program performer
- Free posters & bookmarks
- System-coordinated purchases of other materials
- Winnefox staff booked and handled paperwork for 4 summer program performers

### **WCTS**

- 2,920 items ordered & processed through WCTS
- Library is a member of the ABC, DVD, & Playaway circuits
- Library received 2 workdays by WCTS staff
- Library received \$864.00 in grant funding for library improvements
- WCTS staff coordinated furniture purchases during remodeling project

### **Website Design**

- Library website hosted on Winnefox servers
- Winnefox coordinates purchase of library domain names
- Winnefox staff provided ongoing website maintenance
- Major redesign of library's website started
- Added access to 4 resources and 14 recommended websites on Research Tools pages (<http://asp.winnefox.org/er/berlin.asp>)

### **Delivery**

Winnefox provides the delivery service that connects Winnefox libraries with each other and with other libraries around the state.

- Library receives van delivery service 5 days per week
- Library borrowed 18,955 items from other Winnefox libraries. 14.97% of the items checked out by the library were owned by other libraries.
- Library loaned 20,009 items to other Winnefox libraries

### **Other**

- The Assistant Director coordinated group purchase of public performance movie licensing
- Winnefox staff made recommendation for digitization vendor