

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

## **Consultation**

Winnefox provides consultative services to Library Directors and trustees.

In 2008 the Winnefox Director or Assistant Director:

- Responded to 1 inquiry from Library Director
- Reviewed the library's annual 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 circ statistics

## **Continuing Education**

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

- Library Director, staff members, or trustees attended 8 workshops
- Access to 'professional collection' of library-related books
- One staff member and one trustee earned a total of 24 CE contact hours through Project Play

## **County Planning**

For the benefit of all Green Lake Co. libraries, 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 Library Director (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

- Received 48 items from Wisconsin libraries outside Winnefox
- Received 22 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
- Fond du Lac Vital Records Database (at <http://www.fdlpl.org/vital.html>)
- Oshkosh Vital Records Database (at <http://www.oshkoshpubliclibrary.org/vitalrecords.html>)
- Live 24/7 chat & email reference service (reference questions from 8 patrons were answered via chat, email & IM reference service)
- Menasha Newspaper Index (at <http://www.menashalibrary.org/research/newspaper>)

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.

- PCs or peripherals ordered & configured
- 8 PCs sent in and repaired
- PC service calls to library

### **Printing & Graphics**

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

- 1,525 pieces printed for library
- Notable projects: summer library program (children & adult), hours bookmark, stationery

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

- Daily, monthly, annual and individual statistical reports were produced
- 52 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
- Winnefox provided commercially-produced SLP materials which would have cost the library \$12.75
- System-coordinated purchases of other materials
- Winnefox staff booked and handled paperwork for 5 summer program performers

### **WCTS**

- 1,530 items ordered & processed through WCTS
- 53 CDs/DVDs refinished through WCTS
- Library is a member of the ABC, large print & playaway circuits
- Library received 2 workdays by WCTS staff
- Library received \$864.00 in grant funding for library improvements

### **Website Design**

- Library website hosted on Winnefox servers
- Winnefox coordinates purchase of library domain names
- 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/greenlake.asp>)
- Staff addressed 1 research tools technical help request

### **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 4 days per week
- Library received and sent 1,560 red boxes
- Library borrowed 9,467 items from other Winnefox libraries. 13.48% of the items checked out by the library were owned by other libraries
- Library loaned 16,783 items to other Winnefox libraries