

Winnefox Services Received by the Oakfield Public Library in 2008

Consultation

Winnefox provides consultative services to Library Directors and trustees. In 2008 the Winnefox Director or Assistant Director:

- Responded to 9 inquiries from Library Director
- Responded to 2 inquiries from Library Board President
- Met with Library Director and Board President
- Identified Interim Director candidates for board to interview
- Met with Director to discuss annual report and answered several questions in following month.

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 and access to a 'professional collection' of library-related books

County Planning

For the benefit of all Fond du Lac Co. libraries, Winnefox Assistant Director:

- Attended Ag & Ed Committee meeting and meeting with County Executive
- Edited and printed quarterly Shhhout newsletters
- Coordinated and attended county Library Director (LAC) meetings
- Coordinated required statistical reporting to county clerks and Act-420 billings

Winnefox coordinates group purchase of county library cards

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 39 items from Wisconsin libraries outside Winnefox
- Received 4 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
- Live 24/7 chat & email reference service (reference questions from 6 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.

- 3 PCs or peripherals ordered & configured
- 9 PC service calls via remote access
- 3 PCs sent in and repaired

Printing & Graphics

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

- 1,580 pieces printed for library
- Notable projects: summer library program (children, teen & adult), logo design, circulation policy, author visit promotions

Shared Automation System and Technology Support

- Daily, monthly and individual statistical reports were produced
- 48 individual questions answered or reports run
- Winnefox provided customized annual circulation spreadsheet
- System-coordinated purchases of county library cards, 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 \$15.35
- System-coordinated purchases of other materials
- Winnefox staff booked and handled paperwork for 3 summer program performers

WCTS

- 10 CDs/DVDs refinished through WCTS
- Library is a member of the ABC, DVD & playaway circuits

Website Design

- Library website hosted on Winnefox servers
- Winnefox coordinates purchase of library domain names
- Library had 1 feature added to their web site
- Winnefox staff provided ongoing website maintenance; updated website 13 times
- Added access to 4 resources and 13 recommended websites on research tools pages (<http://asp.winnefox.org/er/oakfield.asp>)
- Provided one-on-one training on Online Resources to Director

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 3 days per week
- Library received and sent 763 red boxes
- Library borrowed 3,713 items from other Winnefox libraries. 14.02% of the items checked out by the library were owned by other libraries.
- Library loaned 7,544 items to other Winnefox libraries

Other

Assistant Director coordinated group purchase of public performance movie licensing