

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

## **Consultation**

Winnefox provides consultative services to Library Directors and trustees.

In 2008 the Winnefox Director or Assistant Director:

- Responded to 3 inquiries 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 2 workshops
- Access to 'professional collection' of library-related books

## **County Planning**

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

- Attended Rural Planning, Finance, & County board meetings
- Prepared and submitted 2009 county funding numbers and county agreement.
- Prepared handout for county board meeting
- 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

## **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 12 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/>)

### **Interlibrary Loan**

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

### **PC Services**

Winnefox staff provides PC purchasing and troubleshooting services.

- 6 PCs serviced via remote access
- 4 PCs sent in and repaired

### **Printing & Graphics**

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

- 1000 pieces printed for library
- Notable projects: hours bookmarks

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

- Daily, monthly and individual statistical reports were produced
- 13 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**

- Free posters & bookmarks
- System-coordinated purchases of other materials

### **WCTS**

- 146 items ordered & processed through WCTS
- 32 CDs/DVDs refinished through WCTS
- Library is a member of the ABC, DVD, & large print circuits
- Library received \$360.00 in grant funding for library improvements

### **Website Design**

- Library website hosted on Winnefox servers
- Winnefox coordinates purchase of library domain names
- Winnefox staff provided ongoing website maintenance
- Added access to 4 resources and 12 recommended websites on research tools pages (<http://asp.winnefox.org/er/oxford.asp>)
- 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 3 days per week
- Library received and sent 560 red boxes
- Library borrowed 3,464 items from other Winnefox libraries. 27.47% of the items checked out by the library were owned by other libraries.
- Library loaned 2,303 items to other Winnefox libraries