

## **Winnefox Services Received by the Leon-Saxeville Township Library in 2008**

### **Consultation**

Winnefox provides consultative services to Library Directors and trustees. In 2008 the Winnefox Director or Assistant 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 9 workshops
- Director received \$40 in Kay Swan Grant funds
- Access to 'professional collection' of library-related books
- Library Director earned 12 CE contact hours through Project Play

### **County Planning**

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

- Prepared and submitted 2009 county funding numbers and county agreement
- Attended Library Services, Finance, & County board meetings
- 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 33 items from Wisconsin libraries outside Winnefox
- Received 23 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
- Waushara County Obituary Database (at <http://www.winnefox.org/waushara/>)
- Live 24/7 chat & email reference service (reference questions from 3 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.

- 10 PC service calls via remote access
- 4 PCs sent in and fixed
- 2 PC service calls to library

### **Printing & Graphics**

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

- 3,085 pieces printed for library
- Notable projects: summer library program (children, teen & adult), informational booklet, clutter busting promotional pieces

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

- Daily, monthly and individual statistical reports were produced
- 80 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**

- Winnefox provided commercially-produced SLP materials which would have cost the library \$19.00
- System-coordinated purchases of other materials

### **WCTS**

- 317 items ordered & processed through WCTS
- 32 CDs/DVDs refinished through WCTS
- Library is a member of the ABC, DVD, large print & playaway circuits
- Library received 1 workday by WCTS staff
- Library received \$690.00 in grant funding for library improvements

### **Website Design**

- Library website hosted on Winnefox servers
- Winnefox coordinates purchase of library domain names
- Library had 14 features added to their web page
- Winnefox staff provided ongoing website maintenance; updated web site 8 times
- Major redesign of library's website completed
- Major redesign of library's research tools pages completed  
<http://asp.winnefox.org/er2/pineriver.asp>)
- Added access to 4 resources and 12 recommended websites on Research Tools pages

### **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 638 red boxes
- Library borrowed 5,148 items from other Winnefox libraries. 24.34% of the items checked out by the library were owned by other libraries.
- Library loaned 3,596 items to other Winnefox libraries