

Winnefox Services Received by the Ethel Everhard Memorial Library in 2008

Consultation

Winnefox provides consultative services to Library Directors and trustees.

In 2008 the Winnefox Director or Assistant Director:

- Responded to 6 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
- Winnefox staff 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 5 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

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 83 items from Wisconsin libraries outside Winnefox
- Library received 20 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.

- 1 PC or peripherals ordered & configured
- 5 PC service calls via remote access
- 5 PCs sent in and repaired
- 2 PC service calls to library

Printing & Graphics

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

- 5,100 pieces printed for library
- Notable projects: summer library program (children, teen & adult), R.E.A.S. program, history brochure, poetry & open mic

Shared Automation System and Technology Support

- Daily, monthly and individual statistical reports were produced
- 105 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 \$16.65
- System-coordinated purchases of other materials
- Winnefox staff booked and handled paperwork for 1 summer program performer

WCTS

- 807 items ordered & processed through WCTS
- 106 CDs/DVDs refinished through WCTS
- Library is a member of the ABC, DVD, large print & playaway circuits
- Library received \$311.42 in grant funding to attend PLA conference
 - \$84.17 paid directly to PLA
 - \$227.25 paid to Library Director as reimbursement for PLA
- 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
- Library had 15 features added to their web page
- Major redesign of library's website completed
- Major redesign of library's research tools pages completed (<http://asp.winnefox.org/er2/westfield.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 893 red boxes
- Library borrowed 8,207 items from other Winnefox libraries. 17.58% of the items checked out by the library were owned by other libraries.
- Library loaned 5,458 items to other Winnefox libraries

Other

Assistant Director coordinated group purchase of public performance movie licensing