

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

## **Consultation**

Winnefox provides consultative services to Library Directors and trustees.

In 2008 the Winnefox Director or Assistant Director:

- Responded to 10 inquiries from Library Director or Interim Director
- Attended 6 library board or committee meetings
- Met with new Library Director for orientation session.

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

## **County planning**

For the benefit of all Winnebago Co. libraries, Director or Assistant Director:

- Assisted in coordinating Legal Assistance Clinic program
- Prepared and submitted 2009 county funding numbers and county agreement
- Attended Ag & Ed committee meeting
- Coordinated and 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 2 items from Wisconsin libraries outside Winnefox

## **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
- Winneconne Vital Records Database (at <http://www.winneconnelibrary.org/vital/>)
- 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.

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

### **Printing & Graphics**

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

- 5,310 pieces printed for library
- Notable projects: summer library program, pathway to knowledge fundraiser, Friends brochure

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

- Daily, monthly and individual statistical reports were produced
- 60 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
- Free posters & bookmarks
- System-coordinated purchases of other materials
- Winnefox staff booked and handled paperwork for 3 summer program performers

### **WCTS**

- 8 items ordered through WCTS
- Library is a member of the ABC, large print & playaway circuits.
- Library received 2 visits by WCTS staff

### **Website Design**

- Library website hosted on Winnefox servers
- Winnefox coordinates purchase of library domain names
- Winnefox staff provided ongoing website maintenance; updated web site 8 times
- Added access to 4 resources and 13 recommended websites on research tools pages (<http://asp.winnefox.org/er/winneconne.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 1,064 red boxes
- Library borrowed 8,825 items from other Winnefox libraries. 10.86% of the items checked out by the library were owned by other libraries.
- Library loaned 16,806 items to other Winnefox libraries

### **Other**

- Assistant Director coordinated group purchase of public performance movie licensing
- Winnefox coordinated subscription and delivery of *Milwaukee Journal-Sentinel* newspaper