Jeff Gilderson-Duwe, Director
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WINNEFOX LIBRARY SYSTEM

M E M O R A N D U M

DATE: July 17, 2017

TO: Winnefox Library System Board of Trustees

FROM: Jeff Gilderson-Duwe, Director

SUBJECT: Database Application Internship

We propose to hire a temporary, part-time, Database Application Intern to be filled by a student from the University of Wisconsin Oshkosh Computer Science Department during the 2017 Fall Semester. The intern would work a maximum of 204 hours, 12 hours a week for 17 weeks at a pay rate of $14.00 per hour. The anticipated cost of the position is $3,074, which we recommend be funded by the $15,615 revenue surplus in the approved 2017 operating budget.

Winnefox staff created, host, and maintain seven vital records databases for member libraries:
- Fond du Lac Vital Statistics Index
- Green Lake County/Omro Vital Records Index
- Neenah Obituary Index
- Oshkosh Vital Records Index
- Ripon Obituary Index
- Waushara County Obituary Database
- Winneconne Vital Records Database

Each of these databases uses a separate search screen to allow users to search on last name, first name, date and type of record (births, marriage licenses and announcements, milestone birthdays and anniversaries, death/funeral records, and obituaries).

Because of increasing workload, our Database Application Developer no longer has time to correct or update these databases in a timely manner. The intern's job would be to modify the underlying structure of the seven vital records databases to allow for merging them into one, update scripts to current standards, and develop new interfaces for the public and for library staff.

This project will benefit library users, Winnefox member libraries, and Winnefox itself:

Benefits to library users:
- One central interface would allow users to search individual databases or all of them at once.
- Because the databases will be easier to update and correct, they will be more complete and accurate.

Benefits to member libraries:
- Library staff or volunteers will be able to correct errors and load records in bulk.
- Libraries will be able to start local history indexing projects more quickly and easily. Currently, they must wait until the Database Application Developer can create a new database for them. After this project, they will be able to add records to the existing database.

Benefits to Winnefox:
- By making tasks easier for library staff to do there will be permanent time savings for the Database Application Developer, allowing her to work on other tasks.

We believe that this project has the potential to provide a valuable work experience to a university student while also improving and streamlining the maintenance of a service that is popular with our member libraries. The project also opens the door to future partnerships with the University of Wisconsin – Oshkosh.