



GREENDALE  
PUBLIC  
LIBRARY

2009

ANNUAL REPORT

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## **DIRECTOR'S REPORT**

"You free yourself from some responsibilities if you can reduce people to numbers."

Paul Taylor, Great Depression era economist

The year 2009 found our nation focusing on economic issues that often led to hard times for some of our fellow public libraries. It was not uncommon to hear the words furlough, reduction, or closing when discussing their fate.

In Greendale, we were fortunate not to have to make any service reductions in these hard times. For our customers, this translated into being present for our users when they needed a public library the most: during hard economic times.

The Library does so much for our customers that does not show up in circulation counts. Usage of libraries always increases when the economy turns bad and this was shown in 2009 when our library had its fifth best circulation year in the history of our library. In combination with a grant to provide our users with resume and job application aides on Saturdays, our library was able to step up and help when it was most needed.

I want to thank all the staff for their hard work in 2009. I would especially like to congratulate Betty Grypp for twenty years of service and Mary Helen Block for fifteen years of service at the Library.

Sincerely,

Gary Warren Niebuhr  
Library Director

## **AN AVERAGE DAY IN THE GREENDALE PUBLIC LIBRARY**

Number of Days Open to the Public = 339

Average Number of Customers per Day = 471

Average Number of Items Circulated per Day = 665

Average Number of In Person Reference Questions Answered per Day = 25

Average Number of Remote Reference Questions Answered per Day = 13

Average Number of Reserves Entered per Day by Staff= 26

Average Number of Internet Sessions per Day = 106

Average Number of Computer Related Questions Answered per Day = 17

Cost Per 365 Days (budget) = \$1,399.53

Cost Per Circ (budget) = \$2.27

Per Capita Costs  
\$36.62

Per Parcel Costs  
\$112.59

## CIRCULATION

For the eleventh time in its thirty-six year history, the Library circulated over 200,000 items, and 2009 was the fifth best circulation year in the history of the library.

CIRCULATION				
Month	AnnualDiff	Difference	2009	2008
January	513	513	16,745	16,232
February	615	102	15,759	15,657
March	1,066	451	18,146	17,695
April	1,204	138	16,990	16,852
May	857	-347	15,078	15,425
June	3,794	2,937	<b>22,181</b>	19,244
July	2,265	-1,529	<b>20,622</b>	<b>22,151</b>
August	3,597	1,332	18,638	17,306
September	3,083	-514	15,847	16,361
October	2,715	-368	16,735	17,103
November	1,630	-1,085	14,910	15,995
December	1,468	-162	13,517	13,679
Remote Circ	5,524	4,056	<b>20,167</b>	16,111
			<b>225335</b>	<b>219811</b>

Here are our annual circulation totals in rank order.

Year	Annual Circulation	All-time rank
	<b>5,953,544</b>	
2002	239,276	1
2001	234,451	2
2003	231,509	3
2004	229,839	4
<b>2009</b>	<b>225,335</b>	<b>5</b>
2008	219,811	6
2006	219,413	7
2005	219,389	8
2000	210,005	9
1999	206,279	10
2007	205,608	11
1992	202,728	12
1998	199,098	13
1993	193,868	14
1997	193,485	15
1991	189,397	16
1995	183,950	17

1994	183,321	18
1996	176,047	19
1990	149,476	20
1985	135,835	21
1989	134,629	22
1986	131,991	23
1987	131,401	24
1988	129,564	25
1984	128,935	26
1983	127,332	27
1982	125,625	28
1981	124,032	29
1979	121,539	30
1978	121,539	31
1980	120,886	32
1977	109,660	33
1976	86,494	34
1975	73,862	35
1974	37,935	36

Here are the best circulation months in the history of the library.

First, the best individual month total in the history of the library. No 2009 months qualified for this list.

Month	Total Circulation
January	2002 = 20,915
February	2002 = 19,010
March	2002 = 21,330
April	2002 = 20,031
May	2002 = 18,465
June	2001 = 23,542
July	2001 = 24,450
August	2001 = 22,078
September	2002 = 18,393
October	2001 = 20,110
November	2001 = 18,113
December	1990 = 20,176

Here are the top circulation monthly totals in the history of the library.

Circ & Month	All-time rank
24450(07/01)	1
24177(07/04)	2
24008(07/02)	3
23546(7/92)	4
23571(07/03)	5
23542(06/01)	6
22325(06/03)	7
<b>22181(06/09)</b>	<b>8</b>
22163(06/06)	9
22151(07/08)	10

## THE CIRCULATION BY PATRON TYPE

Circulation by Patron Type						
	2009	2008	2007	2006	2005	2004
Circulation by Gender						
Female	69.50%	70.6%	71.40%	70%	71%	71%
Male	30.50%	29.4%	28.60%	30%	29%	29%
Circulation by Residency						
Greendale	56.50%	63.9%	65.10%	66.20%	58.60%	66.00%
Milwaukee	17.30%	11.9%	12.70%	12.50%	16.80%	11.00%
Greenfield	12.50%	13.9%	13.60%	13.30%	12.50%	14.00%
Franklin	4.10%	4.3%	5.00%	4.60%	4.70%	5.00%
Other	9.60%	6.0%	3.60%			
Circulation by Age (Library Card)						
Adult	88.30%	89.5%	88.80%	88%	88%	
Youth	11.70%	10.5%	11.20%	12%	12%	

### GREENDALE LIBRARY CARD OWNERSHIP

2009

Adult	6,452
Youth	1,783
Staff	13
Schools	7
Business	2



<b>Wednesday</b>	<b>March</b>	<b>25</b>				
10:00 AM	277489	36				
11:00 AM	277525	61				
12:00 PM	277586	39				
1:00 PM	277625	37				
2:00 PM	277662	39				
3:00 PM	277701	91				
4:00 PM	277792	67				
5:00 PM	277859	53				
6:00 PM	277912	32				
7:00 PM	277944	49	504	50	679	68
<b>Thursday</b>	<b>March</b>	<b>26</b>				
10:00 AM	277993	72				
11:00 AM	278065	72				
12:00 PM	278137	28				
1:00 PM	278165	44				
2:00 PM	278209	47				
3:00 PM	278256	104				
4:00 PM	278360	99				
5:00 PM	278459	60				
6:00 PM	278519	45				
7:00 PM	278564	62	633	63	691	69
<b>Friday</b>	<b>March</b>	<b>27</b>				
10:00 AM	278626	60				
11:00 AM	278686	139				
12:00 PM	278825	77				
1:00 PM	278902	116				
2:00 PM	279018	40				
3:00 PM	279058	67				
4:00 PM	279125	68	567	81	698	100
<b>Saturday</b>	<b>March</b>	<b>28</b>				
10:00 AM	279193	82				
11:00 AM	279275	68				
12:00 PM	279343	53				
1:00 PM	279396	76				
2:00 PM	279472	91				
3:00 PM	279563	49				
4:00 PM	279612	51	470	67	813	116
<b>Sunday</b>	<b>March</b>	<b>29</b>				
1:00 PM	279663	32				
2:00 PM	279695	33				
3:00 PM	279728	45	110	37	202	67
4:00 PM	279773					
<b>Average</b>	<b>3520</b>	<b>62</b>	<b>503</b>	<b>60</b>	<b>621</b>	<b>78</b>

## REFERENCE

Another measure of the Library's activity is the number of reference questions answered by our staff. Here are the results of our reference count surveys.

	RefInPer	RefTelep	Refe-mail	Computer	Reserves	DirInPer	DirTelep	Total
Monday	1742	767	117	1066	1911	1079	546	7228
Tuesday	1443	923	104	936	1547	819	377	6149
Wednesda	1443	598	117	897	858	910	286	5109
Thursday	1235	611	52	1300	1495	1027	299	6019
Friday	1014	442	13	832	1118	520	208	4147
Saturday	793	299	13	572	845	637	260	3419
Sunday	715	234	13	78	949	598	52	2639
	8385	3874	429	5681	8723	5590	2028	34710

Yet another measure of the Library's service to the public is the use of our Electronic Resources.

USE OF ELECTRONIC RESOURCES			December		2009			
Product			Current Month		Previous Months		Year to Date	
Internet #			Remote	Internal	Remote	Internal	Remote	Internal
Adult	Users	!	493	!	6810	!	7303	
	Hours	!	945	!	12142	!	13087	
	Sessions	!	2184	!	28271	!	30455	
Youth	Users	!	41	!	731	!	772	
	Hours	!	31	!	425	!	456	
	Sessions	!	79	!	1223	!	1302	

Database Name	Year	Sessions	Searches
Academic Search Elite	2009	82	269
Academic Search Premier	2009	135	131
Alt HealthWatch	2009	74	94
Automobile Repair Reference Center	2009	150	208
Biomedical Reference Collection: Basic	2009	27	98
Book Collection Nonfiction: Elementary School Edition	2009	68	88
Book Collection Nonfiction: High School Edition	2009	82	115
Book Collection Nonfiction: Middle School Edition	2009	80	106
Business Source Elite	2009	46	120
Business Source Premier	2009	161	182
Business Source Premier -- Publications	2009	1	7
Columbia Encyclopedia	2009	2	8
Consumer Health Complete	2009	65	64
Consumer Health Complete - EBSCOhost	2009	8	24
Corporate ResourceNet	2009	31	99
Education Research Complete	2009	96	91
Educational Administration Abstracts	2009	73	90
ERIC	2009	120	325
Funk & Wagnalls New World Encyclopedia	2009	119	211
GreenFILE	2009	66	149
Health Source - Consumer Edition	2009	142	292
Health Source: Nursing/Academic Edition	2009	100	181
History Reference Center	2009	90	122
Hobbies & Crafts Reference Center	2009	17	72
Hobbies & Crafts Video Collection	2009	1	1
Humanities International Complete	2009	76	108

Image Collection	2009	46	158
Lexi-PALS Drug Guide	2009	84	162
Literary Reference Center	2009	79	117
MAS Ultra - School Edition	2009	124	261
MasterFILE Premier	2009	185	428
MasterFILE Premier -- Publications	2009	1	1
McClatchy-Tribune Collection	2009	26	83
MEDLINE	2009	99	182
Middle Search Plus	2009	124	272
Military & Government Collection	2009	99	169
Newspaper Source	2009	44	231
Newspaper Source Plus	2009	91	151
NoveList	2009	58	71
NoveList K-8	2009	68	68
Nursing and Allied Health Collection: Basic	2009	27	93
Primary Search	2009	113	207
Professional Development Collection	2009	103	233
Regional Business News	2009	95	178
Science Reference Center	2009	102	129
The American Heritage Children's Dictionary	2009	1	1
The American Heritage(R) Dictionary, 4th Edition	2009	1	2
Video Encyclopedia of the 20th Century	2009	9	23
<b>Totals</b>		<b>3481</b>	<b>6477</b>

## THE COLLECTION

## TYPE

	%	Circulation	%	Collection		Added
DVD (MOTION PICTURE)						
ADULT 7 DAY	18.08%	38348	3.94%	2796	4.65%	347
BOOK HC ADULT 3 WEEK	18.48%	39191	37.47%	26615	21.99%	1641
BOOK HC CHILD 3 WEEK	16.05%	34045	21.34%	15157	9.70%	724
DVD (MOTION PICTURE)						
CHILD 7 DAY	7.17%	15200	0.89%	630	1.45%	108
PB MASS MKT CHILD 3 WEEK	7.05%	14951	7.30%	5183	5.29%	395
BOOK HC ADULT 7 DAY	6.95%	14751	1.48%	1054	7.02%	524
PB MASS MKT ADULT 3 WEEK	6.64%	14095	6.82%	4843	18.60%	1388
COMPACT DISC ADULT 7 DAY	6.08%	12895	3.65%	2593	3.42%	255
DVD (MOTION PICTURE)						
ADULT 3 DAY	3.34%	7095	0.23%	160	2.05%	153
PERIODICAL ADULT 7 DAY	2.56%	5420	6.20%	4407	18.06%	1348
AUDIO BOOK (CD) ADULT 3 WEEK	1.56%	3312	0.82%	580	0.83%	62
LARGE TYPE BOOK ADULT 3 WK	1.31%	2771	1.60%	1137	1.17%	87
BOOK HC YA 3 WEEK	1.04%	2206	0.96%	681	0.71%	53
PB MASS MKT YA 3 WEEK	0.83%	1763	1.57%	1113	0.86%	64
VIDEO CHILD 7 DAY	0.60%	1266	0.50%	354	0.00%	0
PB TRADE ADULT 3 WEEK	0.35%	748	1.17%	833	0.92%	69
AUDIO BOOK (CD) CHILD 3 WEEK	0.26%	544	0.25%	178	0.35%	26
KIT CHILD 3 WEEK	0.23%	481	0.17%	123	0.27%	20
VIDEO ADULT 7 DAY	0.20%	431	0.60%	427	0.00%	0
PORTABLE AUDIOBOOK ADULT 3 WEEK	0.16%	350	0.10%	70	0.11%	8
CD-ROM CHILD 7 DAY	0.16%	340	0.12%	86	0.00%	0
AUDIOCASSETTE ADULT 3 WEEK	0.15%	328	0.18%	126	0.00%	0
AUDIO BOOK (CD) YA 3 WEEK	0.14%	295	0.12%	87	0.09%	7
PERIODICAL YA 7 DAY	0.13%	268	0.15%	106	0.24%	18
PERIODICAL CHILD 7 DAY	0.12%	251	0.43%	306	1.77%	132
COMPACT DISC CHILD 7 DAY	0.09%	186	0.04%	25	0.03%	2
AUDIOCASSETTE CHILD 3 WEEK	0.05%	112	0.25%	181	0.00%	0
COMPACT DISC ADULT 3 WEEK	0.04%	82	0.02%	15	0.00%	0
AUDIO BOOK (CASSETTE) ADULT 3 WK	0.04%	81	0.03%	23	0.00%	0
PORTABLE AUDIOBOOK CHILD 3 WEEK	0.04%	88	0.02%	16	0.00%	0
PB TRADE CHILD 3 WEEK	0.02%	50	0.10%	71	0.03%	2
AUDIOCASSETTE YA 3 WEEK	0.02%	40	0.10%	70	0.00%	0
KIT ADULT 3 WEEK	0.02%	37	0.01%	5	0.04%	3
PORTABLE AUDIOBOOK YA 3 WEEK	0.02%	35	0.01%	6	0.00%	0
PAMPHLET BOUND 3 WEEK	0.01%	14	0.01%	5	0.00%	0
KIT ADULT 7 DAY	0.01%	12	0.00%	1	0.00%	0

AUDIO BOOK (CD) CHILD 7 DAY	0.00%	9	0.00%	1	0.00%	0
PB TRADE YA 3 WEEK	0.00%	7	0.00%	2	0.00%	0
AUDIO BOOK (CASSETTE) CHILD 3 WK	0.00%	5	0.00%	2	0.00%	0
CONTINUATION BOUND 3 WEEK	0.00%	4	0.00%	1	0.00%	0
CONTINUATION UNBOUND 3 WEEK	0.00%	4	0.00%	3	0.00%	0
AUDIO BOOK (CD) ADULT 7 DAY	0.00%	3	0.00%	2	0.00%	0
BOOK NONRENEW HC ADULT 3 WK	0.00%	3	0.00%	1	0.00%	0
MAP 3 WEEK	0.00%	3	0.00%	1	0.00%	0
PAMPHLET FILE 3 WEEK	0.00%	2	0.01%	9	0.00%	0
CD-ROM ADULT 3 WEEK	0.00%	1	0.00%	1	0.00%	0
STUDENT DISKETTE 3 WEEK	0.00%	1	0.00%	2	0.00%	0
BINDER NON-CIRCULATING	0.00%	0	0.00%	3	0.00%	0
BOOK HC ADULT NON_CIRCULATING	0.00%	0	1.09%	771	0.35%	26
BOOK HC CHILD NON-CIRCULATING	0.00%	0	0.15%	110	0.00%	0
BRAILLE BOOK CHILD 3 WEEK	0.00%	0	0.00%	1	0.00%	0
CD-ROM ADULT 7 DAY	0.00%	0	0.01%	6	0.00%	0
DVD-ROM ADULT & DAY	0.00%	0	0.00%	1	0.00%	0
MAP NON-CIRCULATING	0.00%	0	0.00%	1	0.00%	0
PB TRADE CHILD NON-CIRCULATING	0.00%	0	0.02%	14	0.03%	2
PB TRADE NON-CIRCULATING	0.00%	0	0.04%	31	0.00%	0
Total		212124		71026		7464

Turnover Rate 2.99

Books, Adult	33.75%	71587	49.71%	35310	50.04%	3735
Media, Adult	29.69%	62975	9.58%	6806	11.09%	828
Books, Youth	23.12%	49046	28.91%	20536	15.05%	1123
Media, Youth	8.59%	18231	2.25%	1596	2.09%	156
Periodicals, Adult	2.56%	5420	6.20%	4407	18.06%	1348
Books, Young Adult	1.87%	3976	2.53%	1796	1.57%	117
Media, Young Adult	0.17%	370	0.23%	163	0.09%	7
Periodical, Young Adult	0.13%	268	0.15%	106	0.24%	18
Periodicals, Youth	0.12%	251	0.43%	306	1.77%	132
		212124		71026		7464

## BUDGET

ACCOUNT NUMBER AND TITLE	2008 BUDGET	2009 BUDGET	2010 BUDGET	% CHANGE BUDGET
E 01-51-42100 SALARIES - REGULAR	206,643.00	219,311.00	229,858.00	4.81%
E 01-51-42200 SALARIES - TEMPORARY	68,472.00	76,000.00	82,000.00	7.89%
E 01-51-45100 HEALTH INSURANCE	32,000.00	34,000.00	41,265.00	21.37%
E 01-51-45200 LIFE INSURANCE	1,000.00	1,000.00	1,410.00	41.00%
E 01-51-46100 SOCIAL SECURITY	16,302.00	18,309.00	19,335.00	5.60%
E 01-51-46200 RETIREMENT CONTRIBUTION	27,871.00	31,303.00	34,304.00	9.59%
E 01-51-46300 MEDICARE	3,989.00	4,282.00	4,522.00	5.60%
E 01-51-51200 MAINTENANCE-EQUIPMENT	8,500.00	7,900.00	8,600.00	8.86%
E 01-51-53920 MCFLS COMPUTER CONTRACT	10,200.00	11,000.00	11,300.00	2.73%
E 01-51-55000 COMMUNICATIONS	700.00	5,500.00	500.00	-90.91%
E 01-51-55100 OFFICE SUPPLIES	9,500.00	8,000.00	8,000.00	0.00%
E 01-51-56100 DUES AND PUBLICATIONS	4,150.00	3,325.00	3,390.00	1.95%
E 01-51-56500 PUBLICATIONS	58,877.00	54,900.00	52,843.00	-3.75%
E 01-51-57100 UTILITIES	27,755.00	30,000.00	25,000.00	-16.67%
E 01-51-61100 MAINT SUPPLIES-BUILDING	3,000.00	2,000.00	4,250.00	112.50%
E 01-51-83000 CAPITAL OUTLAY-EQUIPMENT	1,500.00	4,000.00	4,000.00	0.00%
	480,459.00	510,830.00	530,577.00	3.87%

E 01-51-42100 SALARIES - REGULAR	206,643.00	219,311.00	229,858.00
Library Director	56,167.00	63,828.00	65,664.00
Youth Services Librarian	48,329.00	49,900.00	52,556.00
Technical/Circulation Services Librarian	45,300.00	46,772.00	49,063.00
Adult Services Librarian	41,248.00	42,589.00	44,475.00
Custodian/Groundskeeper	15,599.00	16,222.00	18,100.00

Shared with Health Dept. (19%), Building & Grounds (26%)			
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E 01-51-42200 SALARIES - TEMPORARY	68,472.00	76,000.00	82,000.00
Library Clerks (part-time over 600 hours)	56,294.00	76,000.00	82,000.00
	12,178.00		

E 01-51-45100 HEALTH INSURANCE	32,000.00	34,000.00	41,265.00
Health insurance	32,000.00	34,000.00	41,265.00

E 01-51-45200 LIFE INSURANCE	1,000.00	1,000.00	1,410.00
Life insurance (full time)	1,000.00	1,000.00	1,410.00

E 01-51-46100 SOCIAL SECURITY	16,302.00	18,309.00	19,335.00
Village contributes 6.2% of salaries	16,302.00	18,309.00	19,335.00

E 01-51-46200 RETIREMENT CONTRIBUTION	27,871.00	31,303.00	34,304.00
Retirement contribution for Library personnel (10.6%)	27,871.00	31,303.00	34,304.00

E 01-51-46300 MEDICARE	3,989.00	4,282.00	4,522.00
Village Medicare payments of 1.45% of wages paid	3,989.00	4,282.00	4,522.00

E 01-51-51200 MAINTENANCE-EQUIPMENT	8,500.00	7,900.00	8,600.00
3M security maintenance	1,500.00	1,600.00	2,000.00
Photocopier maintenance	900.00	1,000.00	1,000.00
SAM maintenance	1,900.00	2,000.00	2,000.00
SAM server host fee	400.00	400.00	400.00
Telephone notification system	1,800.00	1,900.00	1,900.00
Baker & Taylor Title Source	1,000.00	1,000.00	

			700.00
Software and Upgrades	1,000.00	-	600.00

E 01-51-53920 MCFLS COMPUTER CONTRACT

	10,200.00	11,000.00	11,300.00
Innovative Interfaces Software Maintenance	4,300.00	11,000.00	4,700.00
OCLC shared cataloging costs	4,600.00		5,000.00
TEACH TI Line Charges	1,300.00		1,600.00

E 01-51-55000 COMMUNICATIONS

	700.00	5,500.00	500.00
Printing	200.00	500.00	500.00
Youth Programming	500.00		
Strategic Planning		5,000.00	

E 01-51-55100 OFFICE SUPPLIES

	9,500.00	8,000.00	8,000.00
Supplies	8,000.00	7,000.00	7,000.00
Postage	1,500.00	1,000.00	1,000.00
Photocopier maintenance			

E 01-51-56100 DUES AND PUBLICATIONS

	4,150.00	3,325.00	3,390.00
Mileage	1,000.00	500.00	500.00
Wisconsin Library Association convention	500.00	500.00	500.00
Wisconsin Association of Public Librarians	400.00	400.00	400.00
American Library Association dues	175.00	175.00	240.00
Wisconsin Library Association dues	150.00	170.00	170.00
Greendale Chamber of Commerce	75.00	80.00	80.00
Continuing education	1,500.00	1,500.00	1,500.00
	350.00		

E 01-51-56500 PUBLICATIONS

	58,877.00	54,900.00	52,843.00
Adult materials	32,000.00	30,000.00	26,843.00
Youth materials	16,000.00	15,000.00	13,500.00
Serials	5,000.00	4,000.00	5,000.00
Hobbies and Crafts Database	600.00	600.00	600.00
MCFLS Brokered Databases	777.00	800.00	4,300.00

Reference USA	700.00	700.00	2,600.00
	2,000.00	2,000.00	
	1,800.00	1,800.00	

E 01-51-57100 UTILITIES	27,755.00	30,000.00	25,000.00
Electric	27,755.00	30,000.00	25,000.00
Gas			
Telephone			
Water and Sewer			

E 01-51-61100 MAINT SUPPLIES- BUILDING	3,000.00	2,000.00	4,250.00
Supplies	1,000.00	1,000.00	1,150.00
Furniture Cleaning	1,000.00	1,000.00	3,100.00
	-		
	1,000.00	-	

E 01-51-83000 CAPITAL OUTLAY- EQUIPMENT	1,500.00	4,000.00	4,000.00
Equipment replacement	1,500.00	1,000.00	1,000.00
Annual Computer Upgrades and Replacements		3,000.00	3,000.00

SPECIAL FUND ACCOUNTS

BALANCES IN SPECIAL ACCOUNTS					12/31/2009
Library Donations			\$29,429.52		
Reciprocal Borrowing			\$84,678.42		
Maxie Boszhardt Youth Area			\$40,767.08		
Equipment Replacement			\$29,605.99		
Current Year Rollover			\$8,001.87		
			\$192,482.88		

GRANTS

Greendale Public Library Foundation, Inc. \$7,899.22  
 Community Development Block Grant for the purchase of materials to aid customers unable to use traditional print sources \$3,800.00  
 Library Services and Technology Act grant (MCFLS) for resume and job trainer specialists on Saturdays  
 Library Services and Technology Act Accessibility Grant (MCFLS) for one 22" Widescreen flat panel LCD monitor with a sound bar for use by customers with accessibility issues

PER CAPITA AND PER TAX PARCEL COSTS

Population	13,950
Tax parcels	4537
2008 Budget	510,830
Per capita costs	\$36.62
Per parcel costs	\$112.59

## **LIBRARY BOARD**

Stephanie Mares, President  
Sally Chadwick, Village Trustee  
Noel Cooley  
William Hegge  
Dr. William Hughes, School Superintendent  
Marty Lubing  
Leo Taylor

Resignation  
Julia Jaet

## **STAFFING**

### **Staff as of 01/01/10**

Gary Warren Niebuhr, Library Director  
Betty Grypp, Youth Services Librarian  
Mary Helen Block, Circulation and Technical Services Librarian  
Sandra Grams, Adult Services Librarian  
Julie Schumacher, Library Clerk (Part Time)  
Mardy Svensson, Library Clerk (Part Time)  
Melanie Vogel, Library Clerk (Part Time)  
Jeanne Lovas, Library Clerk (Part Time)  
Jenifer Linske, Library Clerk (Part Time)  
Deb Huberty, Library Clerk (Part Time)  
Theresa Rypel, Library Clerk (Part Time)  
Martha Honetschlager, Library Clerk (Part Time)

### **Staffing Changes During 2009**

None

## GREENDALE PUBLIC LIBRARY FOUNDATION, INC. (12/31/09)

Kate Dombrowski, President  
 Noel Cooley, Vice-President  
 John Bill, Treasurer  
 Shannon Prostinak, Secretary  
 Janet Heck  
 Linda Thomas  
 Kerry Turner  
 Laura Wilcox  
 Gary Warren Niebuhr, ex-officio

REVENUE SOURCE	PURPOSE	MONTH	PREV	TOTAL	LIBRARY	FOUNDAT
				2009	1/1/2010	2009
<b>EXPECTED REVENUE TO LIBRARY FOR 2010</b>						
Book Sale	Media	122.50	1,594.85	1,717.35	1,545.62	171.74
Book Sale Winter	Media		2,004.00	2,004.00	1,803.60	200.40
Book Sale Village Days	Media		2,350.00	2,350.00	2,115.00	235.00
Fons	Media		50.00	50.00	50.00	0.00
Anonymous	Media		20.00	20.00	20.00	0.00
Fons, Norman and Judy	Media	100.00	0.00	100.00	100.00	0.00
Meyer, Mary	Media	250.00	0.00	250.00	250.00	0.00
Windhover(Gary Dohmeyer)	Media	920.00	0.00	920.00	920.00	0.00
Boszhardt	Boszhardt Youth Area		0.00	0.00	0.00	0.00
Boszhardt	Boszhardt Books	150.00	0.00	150.00	150.00	0.00
Christmas Wish List	Christmas	1,752.00	481.00	2,233.00	0.00	2,233.00
Book Bag Sales	Summer Reading	15.00	60.00	75.00	0.00	75.00
T-shirt Sales	Summer Reading		0.00	0.00	0.00	0.00
William Knapp Endowment	Endowment		500.00	500.00	0.00	500.00
Collage Workshop	Foundation		425.00	425.00	0.00	425.00
Wine Tasting Ticket Sales	Foundation		2,003.00	2,003.00	0.00	2,003.00
Pancake Breakfast Ticket Sales	Foundation		0.00	1,000.00	0.00	1,000.00
WE Energies	Foundation		0.00	0.00	0.00	0.00
Wandering Foot Quilters	Grant		100.00	100.00	100.00	0.00
Konicke Memorial	Memorial		50.00	50.00	50.00	0.00
Davlanthes Memorial	Memorial		40.00	40.00	40.00	0.00
Raymond Zydowicz	Memorial--Automobiles		75.00	75.00	75.00	0.00
Gordon C. Hansen	Memorial		2,020.00	2,020.00	0.00	2,020.00
Endowments	annual		680.00	680.00	680.00	0.00
<b>***indicated direct deposit to Library</b>						
		3,309.50	12,452.85	16,762.35	7,899.22	8,863.14

## VOLUNTEERS

VOLUNTEER HOURS		2009						
		TechServices	Storytimes	Youth	Field Study	Delivery	Summer	TOTAL
Darlene Caswell						99.5		99.5
LaVerne Decker			185					185
Audrey Drilias	5.5							5.5
Lindsay Eisold	20							
Genevieve Guran				73.5				73.5
Joan Kawczynski			127					127
Do-kyung Kim					143			143
Beth Kuithyll	4							4
Diane Larkin						216		216
Bernice Lorbeck	59							59
Marty Lubing	152.5							152.5
Nicole Pietrzak	11.5							11.5
Nathaniel Raap	37.5							37.5
Alexander Raap	37.5							37.5
Ginny Sebbo			168.5					168.5
Sarah Slater	13.75							13.75
Pat Spanraft	22.5							22.5
Donna Thome						76.5		76.5
Jennifer Yaccarino	50							50
Community Service	105							105
Summer Reading	232						1000	1232
		750.75	480.5			392	1000	2819.75
		0.36	0.23			0.19	0.48	1.36

## LIBRARY ACTIVITIES

### Services

The Library is participating in a 2009 Library Services and Technology Act (LSTA) grant obtained by the Milwaukee County Federated Library System. A job trainer specialist will be available at the Greendale Public Library to help anyone learn how to complete online job applications, write a resume, search online job listings and obtain a free email account. Trainers will be at the Library on the following Saturdays from 11:00 a.m. to 2:00 p.m.

August 22, 29

September 5, 12, 19, 26

October 3, 10

The Library initiated an electronic signature procedure for library card applications that means the process is now a paperless, green procedure. (July)

All four Librarians attended the Greendale School District's Ready by 21 Greendale Community Youth and Family Group Meeting on the 23<sup>rd</sup> of July.

The Library is participating in the 2009 LSTA Accessibility Grant through MCFLS. The Library received one 22" Widescreen flat panel LCD monitor with a sound bar for use by customers with accessibility issues. (August)

The Library will be able to purchase \$3,000 worth of large print and audio materials for customers with challenges through the Community Development Block grant in 2009.

The staff conducted a Reference Transaction Survey four times a year.

The staff conducted a Library Visits Count in the third week of the month of March.

The Library staff conducted a Document Delivery Survey during the month of April.

### **Community Connections**

The Director and Betty Grypp, Youth Services Librarian, attended meetings of the Parents for Community Action.

The Director and Betty Grypp, Youth Services Librarian, met with the Village Manager, School District staff and Bill Foster, President of School Perceptions to discuss a community survey. (December)

Seven staff members met with Srg. Jeff Zainer of the Greendale Police to gain tips for beginning a security procedure for the library. (October)

The Director was the featured speaker at the Greendale Lion's Club meeting on the 10<sup>th</sup> of September. His topic was The Life and Times of Dashiell Hammett.

The library has a static exhibit at Child Development Days sponsored by the Greendale School District from the 2<sup>nd</sup> to the 4<sup>th</sup>. (September)

The four full time staff met on the 1<sup>st</sup> of September with Colleen McHugh-Moore, Greendale School District Director of Pupil Services, to discuss our relationship with the after school students. We reviewed both the behaviors of the students and the staff to try to develop new strategies for relating to this population. The staff will implement some of the suggestions made at the meeting and will meet again with Colleen in October.

The Library is host to Dokyng Kim, a South Korean student intern from Alverno College. She is assisting Betty in Youth Services with the Summer Reading program. (Summer)

Adult Services Librarian Sandy Grams requested a promotion statement from our customers during National Library Week with a \$20 gift certificate from Harmony Inn as the prize for one entry. We had 167 customers fill out entry blanks. (April)

The staff is cooperating with the Greendale School District in a plan to give a library card to every student. The elementary schools have been given card application to send home and to verify residence. The Middle School and the High School will be visited by library staff on open house nights. (January-March)

Circulation and Technical Services Librarian Mary Helen Block and Martha Honetschlager attended the Greendale Middle School Spaghetti dinner in order to register new patrons for library cards on the 26<sup>th</sup> (February)

Mary Helen Block received the Spirit of Greendale Award (with Jackie Schweitzer) for her work on the America in Bloom campaign from the Greendale Chamber of Commerce in a ceremony on February 12<sup>th</sup>.

The Library is hosting volunteering visits from the special education students from the Greendale School District and their supervisor once a week.

The Library is working with William Attewell who is re-designing the website for the Village including the Library's pages. (January)

### **Programming**

The Library celebrated A Dickens of a Christmas by having entertainment and cookies for the public.

The Fall Greendale Reads selection was Lesley Kagen's *Whistling in the Dark* led by Dr. Ed Block from Marquette University. The Young Adult book discussion portion of the fall Greendale Reads was held on the 3<sup>rd</sup> of November and was *Red Kayak* by Priscilla Cummings.

On Hay Days (the 2<sup>nd</sup> of October), the Library hosted musician Doug Udell, author Linda Godfrey (Weird Wisconsin), and made cookies with the public.

The Library hosted author Lee Berquist (Second Wind: the Rise of the Ageless Athlete) on the 11<sup>th</sup>. (October)

The Library held a collage workshop and hosted the Milwaukee Artist Trading Card group on the 26<sup>th</sup> of September.

The Summer Reading 2009: Be Creative program came to a conclusion. 715 readers participated in the program with 472 reading ten or more items. 71 children were volunteers for the club while another 23 were volunteers in technical services. The total number of volunteer hours was 1, 232.

The Adult portion of the program had 60 participants turn in 142 slips. The program wrapped up with an author visit by Lesley Kagen attended by 42 people. At that program, the prizes for the program, provided by the Foundation, were announced.

The library held a blood pressure workshop attended by 4 people on the 15<sup>th</sup> of May.

The Library staff made cookies with the public on Spring into Greendale on the 9<sup>th</sup> of May.

The young adult version of the Greendale Reads book discussion was held on the 12th with Dr. Ed Block leading a discussion on *Jemmy* by Jon Hassler. 4 young adults attended the event. (May)

The spring Greendale Reads book discussion was held on the 30<sup>th</sup> with Dr. Ed Block leading a discussion on *Jemmy* by Jon Hassler. 25 people attended the event. (April)

The Library staff hosted, on the 18<sup>th</sup>, a Soulstice Theatre workshop held in conjunction with their new production entitled "The Book Club Play" The free workshop included active theater exercises related to storytelling, to discussion and group dynamics, to book clubs and to plays. Eight people attended the workshop. (March)

The Library staff hosted two hours of cookie making during Left My Heart on Broad Street on the 14<sup>th</sup>; 170 people made cookies on that day. (January)

The Library staff hosted a program featuring Mary Todd Lincoln on the 22<sup>nd</sup>; the program was attended by 62 people. (January)

Summer Reading: Be Creative

Family Storytimes

Lapsitters

Storytimes

### **Volunteers, Foundation and Friends Activities**

Friends of the Library/Parkland Kiwanis/American Legion Pancake Breakfast (January)

The Foundation held its winter book sale in conjunction with Left My Heart on Broad Street on the 14<sup>th</sup>; (February)

Leslie Schultz, a long distance library school student at Drexel University in Philadelphia, completed a practicum experience with our library. She had decided to remain on as a volunteer while she seeks employment in a library. (January)

The Library staff held its annual Volunteer Recognition event on the 12<sup>th</sup>.

### **Memberships**

Greendale Chamber of Commerce (annual)

### **The Building**

3M installed the new security gates on the 7<sup>th</sup> of April.

Caulking and repair to stonework on the outside of building was completed this month. Repairs to the Health Department side of the building are continuing.

### **Staff Continuing Education**

Gary Warren Niebuhr, Library Director

- Member of American Library Association's Reference and Users Association (RUSA)'s Collection Development and Evaluation Section (CODES)'s Reading List Council

- Member of the Adult Reading Round Table (Illinois)

- Attended the MCFLS Library Directors Advisory Committee

- Greendale Park and Recreation Crime and Mystery Book Discussion leader (September to May)

- Attended staff meetings

- Attended staff monthly readers' advisory training

- Attended Turning the Page, the Gates Grant Training in Minneapolis, Minnesota (October)

Betty Grypp, Youth Services Librarian

- Member of the MCFLS Youth Services Committee

- Attended staff meetings

- Attended staff monthly readers' advisory training

Mary Helen Block, Circulation and Technical Services Librarian  
Member of the MCFLS Circulation Services Committee  
Attended staff meetings  
Attended staff monthly readers' advisory training

Sandra Grams, Adult Services Librarian  
Member of the MCFLS Adult Services Committee  
Attended staff meetings  
Attended staff monthly readers' advisory training  
Attended Turning the Page, the Gates Grant Training in Minneapolis, Minnesota (October)