

Please read "Instructions for the Annual Report of Public Libraries 1966" before filling out any of this form.

ANNUAL LIBRARY REPORT
FOR THE YEAR ENDING DECEMBER 31, 1966

1

Community Seneca Falls Name of librarian (Mr., Mrs., Miss) Ethel Bishop
Name of Library Mynderse Library Name of president of library board (Mr., Mrs., Miss) Henry W. Koch
Street address 31 Fall Street
County Seneca Zip Code 13148 Tel. no. 315-568-8265 Number of registered branches None
Mailing address (if different from above) _____ Number of unregistered branches or deposit stations None
Population chartered to serve 7,439 Number of bookmobiles operated None
Area which the library is chartered to serve: Number of bookmobile stops: Public service _____
Town [] Village [X] City [] County [] School District [] School _____ Other (specify) _____
Type of library: If the library is part of a library system, name of the system: Finger Lakes
Public [X] Association [X] School District [] Other []
Population actually served 7,439
Area actually served _____

	MAIN LIBRARY HOURS									
	Winter (Dates: From _____ to _____)					Summer (Dates: From _____ to _____)				
	A.M.		P.M.		Total Hours	A.M.		P.M.		Total Hours
	From	To	From	To		From	To	From	To	
Sunday										
Monday	2	5	7	9	5			7	9	2
Tuesday	2	5	7	9	5	2	5			3
Wednesday	2	5	7	9	5			7	9	2
Thursday	2	5	7	9	5	2	5			3
Friday	2	5	7	9	5			7	9	2
Saturday	2	5			3	2	5			3
Total Main Hours					28	Total Main Hours				15
Total Branch Hours						Total Branch Hours				
Grand Total Hours					28	Grand Total Hours				15

	INTERLIBRARY AND AGENCY COOPERATION					Number of interlibrary loan requests forwarded: To system <u>196</u> To other libraries or agencies <u>3</u> Number of interlibrary loan requests filled <u>190</u> Number of books rented (do not include rental volumes later purchased by the library) <u>none</u> Number of audiovisual materials rented <u>none</u>
	Materials Borrowed			Lent On		
	On Interlibrary	From System	In Rotating	Interlibrary		
	Loan	Pool	Collections	Loan		
Books	158 192		275	16		
Periodicals	5	5				
Films, Filmstrips, Slides	15 23	5				
Recordings (discs and tapes)	5 7	5	152			
Other Itemized Nonbook Materials (See page 2)						
Total	178 207	15	427	16		

BOOK STOCK

	Holdings December 31, 1965		Purchases & Gifts 1966		Gifts 1966	Withdrawals 1966		Holdings December 31, 1966		Circulation (Jan.1-Dec.31)
	Titles	Volumes	Titles	Volumes	Volumes	Titles	Volumes	Titles	Volumes	
ADULT										
Fiction	4911	8	1a 283	1f	1g	1h 484	1i 3	1j 4710	1b 5	4a 4927
Nonfiction	5754	139	1k 181	1l 9	1m 72	1n 20	1o 7	1p 5915	1c 213	4b 4183
Total	10665	147	1q 464	1r 9	1s 72	1t 504	1u 10	1v 10625	1d 218	4c 9110
JUVENILE										
Fiction	1285		1w 108	1x	1y	1z 77	2b	2c 1316	2d	4d 5623
Nonfiction	843	35	2e 143	2f	2g	2i 35	2j	2k 951	2l 35	4e 3572
Total	2128	35	2m 251	2n	2o	2p 112	2q	2r 2267	2e 35	4f 9195
TOTAL BOOKS	12793	182	2s 715	5c 9	2t 72	2u 616	2v 10	2w 12892	2a 253	4g 18305

SERIALS COLLECTION

	Holdings December 31, 1965		Purchases & Gifts 1966		Gifts 1966	Withdrawals 1966		Holdings December 31, 1966		Circulation (Jan.1-Dec.31)
	Cur.Subscrip- tion Titles	Bibliogra- phic Vols.	Cur.Subscrip- tion Titles	Bibliogra- phic Vols.	Cur.Sub- scriptns.	Cur.Subscrip- tion Titles	Bibliogra- phic Vols.	Cur. Sub. Titles	Bibliogra- phic Vols.	
Periodicals	60		3a 60 64	3b 22	3c #	3d 45	3e #	3f 7764	3g #	4i 2171
Newspapers	5		3h 5	3i	3j	3k	3l	3m 10 5	3n	4j 36
Other Serials			3o 16	3p	3q	3r	3s	3t 16 16	3u	4k 40
Total			3v	3w	3x	3y	3z	5a 105 85	5b #	4l 2247

NONBOOK MATERIALS

	Holdings December 31, 1965	Purchases & Gifts 1966	Withdrawals 1966	Holdings December 31, 1966	Circulation (Jan.1-Dec.31)
	Physical Items	Physical Items	Physical Items	Physical Items	
AUDIOVISUAL MATERIALS					
Films (reels)		5d	5e	5f	4m 20
Filmstrips (strips)		5g	5h	5i	4n 20
Slides (slides)		5j	5k	5l	4o
Recordings (discs and tapes)		5m	5n	5o	4p 321
Total		5p	5q	5r	4q 341
MATERIALS FOR THE BLIND					
Talking books (discs & tapes)		5s	5t	5u	4r
Braille material (volumes)		5v	5w	5x	4s
Other		5y	5z	6a	4t
Total		6b	6c	6d	4u
OTHER ITEMIZED NONBOOK MATERIALS					
Pamphlets	1350	6e 177	6f 101	6g 1426	4v 194
Documents		6h	6i	6j	4w
Catalogs (college and trade)		6k 39	6l	6m 39	4x 15
Manuscripts		6n 3	6o	6p 3	4y 8
Sheet music		6q	6r	6s	4z
Maps		6t 12	6u	6v 12	7o 5
Pictures and Photographs	30	6w 18	6x	6y 48	7p 12
Other (specify)		6z	7g	7h	7q 7
Total		7i	7j	7k	7r
TOTAL NONBOOK MATERIALS	1380	7l	7m	7n 1528	7s #

GRAND TOTAL HOLDINGS (VOLUMES) 2h ~~14799~~ 14,673

GRAND TOTAL CIRCULATION 4h 21,134

Number of books loaned to institutions for circulation by the institution: Schools _____ Other _____
 Number of books purchased exclusively for institutional use: Schools _____ Other _____
 Number of periodical titles retained in backfiles for the following periods:
 indefinitely _____ 5 years but not indefinitely _____ up to and including 5 years _____
 Number of photocopies supplied at library's expense _____
 Number of reference questions answered _____
 Is the library a Federal documents depository? Yes ☐ No ☐ Year established _____
 Is the library a State documents depository? Yes ☐ No ☐ Year established _____
 Do you maintain registration files? Yes ☐ No ☐

LIBRARY TRUSTEES

List trustees for the calendar year 1967 below. Designate whether Mr., Mrs., or Miss.
 Please designate officers for 1967, if known.

Name	Home Address	Office Held	Date of Expiration of Term
Mr. Henry Koch	33 Cayuga St. Seneca Falls, N.Y.	President	1969
Mr. James H. McComb	Lake Road, Fayette, N.Y. 13065	Vice President	1969
Mr. George Bantuvanis	108 Fall St. Seneca Falls, N.Y.	Secretary	1968
Mr. Walter A. Sly	12 John St. Seneca Falls, N.Y.	Treasurer	1968
Dr. Robert J. Howland	Leland Drive, Seneca Falls, N.Y.		1967
Mr. Thomas Bevins	9 Beryle Ave. Seneca Falls, N.Y.		1969
Mr. Edward Chase	1 Leland Drive, Seneca Falls, N.Y.		1967
Mr. Warren Jones	54 Chapel St., Seneca Falls, N.Y.		1968
Mr. Raymond Winthrop	11 John St., Seneca Falls, N.Y.		1967

NUMBER OF TRUSTEES' MEETINGS HELD DURING THE 1966 CALENDAR YEAR _____

Usual scheduled date and hour of meetings (for example:
 Second Tuesday of the month at 8:00 P.M., or give specific dates).

PERSONNEL

1. PROFESSIONAL PERSONNEL	2. POSITIONS		3. TIME ALLOCATED TO POSITIONS DURING 1966				4. SALARY RANGE 1967		
Based upon the classification system of the NYLA Personnel Committee	No. of positions	No. of positions filled	Hours filled per year	Do not write in this space	Hours vacant per year	Do not write in this space	Entering salary per year	Maximum salary per year	No. of annual increments
Junior librarian				7a.....		8a.....			
Senior librarian I									
Senior librarian I (spec. service)									
Senior librarian II									
Senior librarian II (spec. services)									
Senior librarian III				7b.....		8b.....			
Senior librarian III (spec. services)				7c.....		8c.....			
Asst. library director I									
Asst. library director II									
Asst. library director III				7d.....		8d.....			
Library director I									
Library director II									
Library director III									
Library director IV									
Library director V				7e.....		8e.....			
Grand total professional				7f.....		8f.....			

5. NONPROFESSIONAL PERSONNEL	6. POSITIONS		7. TIME ALLOCATED TO POSITIONS DURING 1966				8. CURRENT ANNUAL SALARY	
	No. of positions	No. of positions filled	Hours filled per year	Do not write in this space	Hours vacant per year	Do not write in this space		
Library trainee				9a.....		10a.....	Library Director \$.....	
Library technician	1	1	1560	9b.....		10b.....		
Clerical	2	2	840	9c.....		10c.....		
Pages	2	2	96	9d.....		10d.....		
Total nonprofessional	5	5		9e.....		10e.....		
Building maintenance and operation				9f.....		10f.....		
Grand total	10	10		9g.....		10g.....		
Volunteer help	10	10	240	9h.....				

8. Number of regularly scheduled working hours per week for full-time staff members 30

FINANCIAL REPORT - 1966

RECEIPTS

Code			DLD Code
LOCAL PUBLIC FUNDS:			
0091	County of _____	—	
0092	Town of <u>Seneca Falls</u>	<u>100.00</u>	
0093	Village of _____	—	
0094	City of _____	—	
0098	School District of _____	—	
1110	TOTAL LOCAL PUBLIC FUNDS		(10) <u>100.00</u>
1484	LIBRARY SYSTEM GRANT (CASH)	<u>none</u>	
3420	STATE AID - LIBRARY GRANT	<u>none</u>	(12)
4145	FEDERAL AID - LIBRARY OPERATION	<u>none</u>	
4146	FEDERAL AID - LIBRARY CONSTRUCTION	<u>none</u>	
1450	EARNINGS ON DEPOSITS AND INVESTMENTS	<u>4,544.39</u>	
1452	EARNINGS FROM TRUST FUNDS	—	
1485	GIFTS	<u>2,293.30</u>	
1487	FINES	<u>275.02</u>	
1416	INCOME FROM RENTAL COLLECTION	<u>16.70</u>	
1490	MISCELLANEOUS REVENUES	<u>174.72</u>	
0202	SUBTOTAL		<u>7,304.13</u>
1380	SERVICES PROVIDED FOR OTHER LIBRARIES	<u>none</u>	
1970	TRANSFER FROM OTHER FUNDS (SPECIFY)	<u>none</u>	
0273	CASH	<u>435.04</u>	(08)
	(Same as code 75 in 1965 Report)		
0274	INVESTMENTS	<u>none</u>	
0275	BALANCE ON JANUARY 1, 1966		<u>435.04</u>
0019	TOTAL RECEIPTS AND BALANCE		<u>7,839.17</u>
	CODE 0019 minus CODE 4146		(19) <u>7,839.17</u>

 INVESTMENTS - Code (76)
 December 31, 1966

DESCRIPTION

COST

\$

Security Trust Company of Rochester

TOTAL \$ _____

Library owns building ----- yes ☒ no ☐
 Library receives quarters rent free ---- yes ☐ no ☒
 Library receives utilities free ----- yes ☐ no ☒

System _____

Name of Library _____

Location of Library _____

Code			DISBURSEMENTS (DLD Code)
L460			
	PERSONAL SERVICES		
-141	LIBRARY STAFF	<u>3,260.00</u>	
-142	CUSTODIAL STAFF	<u>300.00</u>	
-610	EMPLOYEE BENEFITS	<u>-</u>	
		Subtotal	(38) <u>3,560.00</u>
	LIBRARY MATERIALS - AIDABLE EXPENSES		
-321	BOOKS	<u>1,205.47</u>	
-322	FILMS, FILMSTRIPS, SLIDES	<u>-</u>	
-323	RECORDINGS (DISCS AND TAPES)	<u>-</u>	
-324	SERIALS	<u>-</u>	
-325	OTHER ITEMIZED NONBOOK MATERIALS	<u>-</u>	
-434	AUDIOVISUAL AID RENTAL	<u>-</u>	
-471	BOOKBINDING	<u>-</u>	
		Subtotal	(28) <u>1,205.47</u>
	OTHER OPERATING EXPENSES		
-334	LIBRARY SUPPLIES	<u>191.27</u>	
-410	INSURANCE	<u>357.88</u>	
-420	FUELS AND UTILITIES	<u>669.13</u>	
-430	RENTAL	<u>-</u>	
-460	CONTRACT OPERATION	<u>-</u>	
-510	SERVICES FROM OTHER LIBRARIES	<u>-</u>	
-480	MISCELLANEOUS EXPENSES	<u>101.89</u>	
		Subtotal	(48) <u>1,320.17</u>
	CAPITAL EXPENSES (PAID DIRECTLY FROM OPERATING FUNDS)		
-200	EQUIPMENT	<u>147.90</u>	
-910	LAND	<u>-</u>	
-920	BUILDING	<u>-</u>	
		Subtotal	(58) <u>147.90</u>
	TOTAL OPERATING AND CAPITAL EXPENSES		(61) <u>6,233.54</u>
-810	TRANSFER TO CAPITAL FUND	<u>-</u>	
-064	TRANSFER TO OTHER (IDENTIFY)	<u>-</u>	
	TOTAL DISBURSEMENTS		(62) <u>6,233.54</u>
	CASH on Dec. 31, 1966	<u>1,605.63</u>	(75)
	INVESTMENTS on Dec. 31, 1966	<u>-</u>	(76)
	BALANCE ON DECEMBER 31, 1966	Subtotal	(77) <u>1,605.63</u>
	TOTAL DISBURSEMENTS AND BALANCE		(88) <u>7,839.17</u>

I HEREBY CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THIS IS A TRUE AND ACCURATE REPORT BASED ON THE CALENDAR YEAR 1966.

Date _____

SIGNATURE OF LIBRARIAN, BOARD TREASURER
(OR OTHER AUTHORIZED REPRESENTATIVE)

Receipts		CAPITAL FUND REPORT - 1966		Disbursements	
				Code	
From Securities Issued:		Construction Costs:			
Bonds	6470	\$	General Construction	931	\$
Capital Notes	6472		Heating and Ventilating	932	
Bond Anticipation Notes	6626		Plumbing	933	
Other (Specify)	6627		Electrical	934	
			Other	935	
			Total		\$
Premium on Securities Issued	6851		Incidental Construction Costs:		
Accrued Interest	6852		Architect	443	\$
Earnings on Investments	5850		Site Acquisition	910	
Federal Grant	4146		Equipment (See Instructions)	200	
Gifts and Donations	1486		Other	400	
Transfer from Other Funds (Specify):			Total		\$
	5471		Total Construction Costs		\$
			Other Disbursements		
Other (Specify):			Purchase of Buildings	920	\$
	1490		Interest on Bond Anticipation Notes	724	
			Books and Library Materials	300	
			Transfer to Other Funds	085	
			Total		\$
TOTAL RECEIPTS	\$		Redemption of Bond Anticipation Notes	080	\$
			TOTAL DISBURSEMENTS		\$
Balance at Beginning of Year:			Balance at End of Year:		
Cash	\$		Cash	\$	
Investments			Investments		
Total	\$		Total	\$	
Total Receipts and Balance	\$		Total Disbursements and Balance	\$	