

Please read "Instructions for the Annual Report of Public Libraries 1968" before filling out any of this form.

ANNUAL LIBRARY REPORT
FOR THE YEAR ENDING DECEMBER 31, 1968

Community (1a) <u>Seneca Falls, New York</u>	Name of Librarian (Mr., Mrs., Miss) <u>Ethel Bishop</u>
Name of Library <u>Mynderse Library</u>	
Street Address <u>31 Fall Street</u>	Name of President of Library Board (Mr., Mrs., Miss) <u>George Bantuvanis</u>
Mailing Address (if different from above) _____	No. of Registered Branches <u>None</u>
County (1b) <u>Seneca</u> Zip Code <u>13148</u> Tel. No. <u>315 568-8265</u>	No. of Unregistered Branches or Deposit Stations <u>None</u>
	No. of Bookmobiles Operated <u>None</u>
Population Chartered to Serve (1c) <u>7,439</u>	No. of Bookmobile Stops:
Area Chartered to Serve:	Public Service _____ School _____
Village [] Town [] City [] School District [] Other []	Other (specify) _____
Type of Library:	
Public [] Association [x] School District [] Other []	If the Library is part of a Library System, name of System: (m) <u>Finger Lakes Library System</u>
Population Actually Served <u>7,439</u>	Type & Area (1d) _____ Full Valuation (1f) _____
Area Actually Served _____	Population Base (1e) _____
	(Do not write in this space)

MAIN LIBRARY HOURS										
	Winter (Dates: From Sept. 1 To July 1)					Summer (Dates: From July 1 To Sept. 1)				
	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 (1g)					28	GRAND TOTAL HOURS				15

INTERLIBRARY AND AGENCY COOPERATION

	Materials Borrowed on Interlibrary Loan				Lent On Interlibrary Loan	
	Specific Requests		Bulk Loans To Augment Collection			
Books	lh	243	lo	1,105	mc	20
Serials	li	20	lp		md	
Films, Filmstrips, Slides	lj	13	lq		me	
Recordings (discs and tapes)	lk	4	lr	114	mf	
Materials for the Blind	ll		ls		mg	
Other Itemized Nonbook Materials(see p.2)	lm		lt		mh	
TOTAL	ln	280	lu	1,219	mi	20

NOTE: Libraries serving less than 5,000 do not need to answer the questions below.

Number of Interlibrary Loan Requests Forwarded:
 To System 220
 To Other Libraries or Agencies _____
 Total _____
 Number of Interlibrary Loan Requests Filled 200
 Number of Books Rented(do not include rental volumes later purchased by library) _____
 Number of Audiovisual Materials Rented _____

LIBRARY HOLDINGS AND CIRCULATION

BOOK STOCK

	Holdings - 12/31/67		Additions By Purchases & Gifts - 1968		Withdrawals - 1968		Holdings - 12/31/68		Circulation (Jan.1-Dec.31)
	Titles	Volumes	Titles	Volumes	Titles	Volumes	Titles	Volumes	
ADULT									
Fiction	aa	ah 4,838	ao	av 159	bc	bj 266	bq	bx 4,731	6,010
Nonfiction	ab	ai 5,842	ap	aw 177	bd	bk 113	br	by 5,906	4,750
TOTAL	ac	aj 10,680	aq	ax 336	be	bl 379	bs	bz 10,637	10,760
JUVENILE									
Fiction	ad	ak 1,350	ar	ay 97	bf	bm 147	bt	ca 1,300	6,022
Nonfiction	ae	al 992	as	az 77	bg	bn 226	bu	cb 843	4,677
TOTAL	af	am 2,342	at	ba 174	bh	bo 373	bv	cc 2,143	10,699
TOTAL BOOKS	ag	an 13,022	au	bb 510	bi	bp 752	bw	CD 12,780	CK 21,459

SERIALS COLLECTION

	Holdings - 12/31/67		Purchases & Gifts - 1968		Withdrawals - 1968		Holdings - 12/31/68		Circulation (Jan.1-Dec.31)
	Bibliographic Volumes		Bibliographic Volumes		Bibliographic Volumes		Bibliographic Vols.	Current Sub. Titles	
Periodicals	cp		cx		df		dn	dj 50	978
Newspapers	cq		cy		dg		do	dk 10	32
Other									
Serials	cr		cz		dh		dp	dl	28
TOTAL	cs		da		di		DQ 0	dm 60	DU 1038

NONBOOK MATERIALS

AUDIOVISUAL MATERIALS	Holdings - 12/31/67			Purchases & Gifts-1968			Withdrawals - 1968			Holdings - 12/31/68			Circulation (Jan.1-Dec.31)	
	Physical Items	Titles	Prints	Physical Items	Titles	Prints	Physical Items	Titles	Prints	Physical Items	Titles	Prints		
Films	dv	ea	ef	ek	ep	eu	ez	fe	fj	fo	ft	fy		
Film- strips	dw	eb	eg	el	eq	ev	fa	ff	fk	fp	fu	fz		
Slides	dx	ec	eh	em	er	ew	fb	fq	fl	fd	fv	ga		
Record- ings	dy	ed	ei	en	85	es 85	ex 85	fc	fh	fm	fr 85	fw 85	gb 85	416
TOTAL	dz	ee	ej	eo	85	et 85	ey 85	fd	fi	fn	FS 85	fx 85	gc 85	GH 416

MATERIALS FOR BLIND	Holdings - 12/31/67			Purchases & Gifts-1968			Withdrawals - 1968			Holdings - 12/31/68			
	Physical Items	Titles	Prints	Physical Items	Titles	Prints	Physical Items	Titles	Prints	Physical Items	Titles	Prints	
Talking Books	gi	gm	gq	gu	gy	hc	hq	hk	ho	hs	hw	ia	
Braille Material	gj	gn	gr	gv	gz	hd	hh	hl	hp	ht	hx	ib	
Other (specify)	gk	go	gs	gw	ha	he	hi	hm	hq	hu	hy	ic	
TOTAL	gl	gp	gt	gx	hb	hf	hj	hn	hr	HV 0	hz	id	IH 0

OTHER ITEMIZED NONBOOK	Holdings 12/31/67		Additions		Withdrawals		Holdings 12/31/68		
	Physical	Items	Physical	Items	Physical	Items	Physical	Items	
Pamphlets	ij	1450	it	20	jd	32	jn	1438	84
Documents	ik		iu		je		jo		
Catalogs	il	39	iv	21	jf	19	jp	41	31
Manuscripts	im	3	iw	2	yg		jq	5	8
Sheet Music	in		ix		jh		jr		
Maps	io	13	iy		ji		js	13	15
Pictures and Photographs	ip	48	iz		jj		jt	48	28
Framed Pictures	iq		ja		jk		ju		
Other (specify)	ir	7	jb		jl		jv	7	
TOTAL	is	1560	jc	43	jm	51	JW	1552	KG 166
TOTAL NONBOOK	it		jd	128	jn		jx	1637	kh 582
GRAND TOTAL HOLDINGS (CD + DQ + FS + HV + JW)	KI	14,417	GRAND TOTAL CIRCULATION (CK + DU + GH + IH + KG)				KJ	23,079	

TOTAL UNCATALOGED PAPERBACK BOOKS WHICH CIRCULATE 393

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 2; over 5 years but not indefinitely 110; up to and including 5 years 40
 Number of photocopies supplied at library's expense in lieu of circulation (kj) _____
 Number of reference questions answered 83
 Is the library a Federal documents depository? Yes ☐ No ☒
 Is the library a State documents depository? Yes ☐ No ☒
 Do you maintain registration files? Yes ☒ No ☐

LIBRARY TRUSTEES

List trustees for the calendar year 1969 below. Designate whether Mr., Mrs., or Miss.
 Please designate officers for 1969, if known.

NAME	HOME ADDRESS	OFFICE HELD	DATE OF EXPIRATION OF TERM
Mr. George Bantuvanis	Gould Hotel	President	1968
Mr. Edward Chase	1 Leland Drive	Vice-President	1970
Mr. Warren Jones	54 Chapel St.	Secretary	1968
Mr. Walter Sly	7 Oxford Place	Treasurer	1968
Mr. Henry Koch	33 Cayuga Street		1969
Mr. James McComb	R. D. #2, Romulus, 13065		1969
Mr. Robert Howland	15 Leland Drive		1970
Mr. Raymond Winthrop	17 Leland Drive		1970
Mr. Franklin Burroughs	120 Cayuga Street		1969

NUMBER OF TRUSTEES' MEETINGS HELD DURING THE 1968 CALENDAR YEAR 10

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

Second Wednesday of the Month 5:15 p.m.

PERSONNEL

1. PROFESSIONAL PERSONNEL		2. POSITIONS		3. TIME ALLOCATED TO POSITIONS DURING 1968			4. SALARY RANGE 1969			
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 1968			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 technician		1	1	1500	9b.....		10b.....	
Clerical		1	1	600	9c.....		10c.....	
Pages		2	2	672	9d.....		10d.....	
Total nonprofessional		4	4	2772	9e.....		10e.....	
Building maintenance and operation.....					9f.....		10f.....	
Grand total		4	4	2772	9g.....		10g.....	
Volunteer help		3	3	432	9h.....			

Library Director \$.....	
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9. Number of regularly scheduled working hours per week for full-time staff members 30

OPERATING FUND REPORT - 1968

6.

OPERATING FUND RECEIPTS		DLD
	Code	Code
LOCAL PUBLIC FUNDS		
County of _____	0091 \$ _____	
Town of _____	0092 _____	
Village of _____	0093 _____	
City of _____	0094 _____	
School District of _____	0098 _____	
TOTAL LOCAL PUBLIC FUNDS	1110	\$ _____ (10)
LIBRARY SYSTEM GRANT [Cash Only]	1484	_____ (11)
STATE AID - LIBRARY GRANT TO NONSYSTEM LIBRARIES	3420	_____ (12)
FEDERAL AID - LIBRARY OPERATION		
LSCA [Specify Title] _____	A _____	(13)
ESEA and Other [Specify Act and Title] _____	B _____	(14)
TOTAL FEDERAL AID - OPERATION	4145	_____
FEDERAL AID - CONSTRUCTION	4146	_____
CONTRACTS WITH OTHER LIBRARIES	1380	_____ (15)
LOANS	5620	_____
OTHER RECEIPTS		
Income from Deposits and Investments	1450 } _____	
Income from Trust Funds	1452 } 4,621.36	
Gifts and Endowments	1485 _____	
Fines	1487 548.59	
Income from Rental Collection	1416 404.18	
Miscellaneous Revenues		
Proceeds from Sale of Investments		
Proceeds from Sale of Property		
Refunds		
Other Miscellaneous [Specify] <u>Dues 553.78</u>		
<u>United Fund 5,000.00</u>		
Total Miscellaneous	1490 5,553.78	
TOTAL OTHER RECEIPTS		11,158.20 (16)
TOTAL RECEIPTS		11,158.20 (09)
ADJUSTED TOTAL RECEIPTS [Code(09) minus Code 1380]	0202 _____	(18)
TRANSFER FROM OTHER FUNDS [Specify] _____	1970	5,490.47
BALANCE ON JANUARY 1, 1968		
Cash	0273 _____	(08)
Investments	0274 1,867.10	
TOTAL BALANCE [Same as DLD Code(77) in 1967 Report]	0275	1,867.10 (07)
TOTAL RECEIPTS, TRANSFER, AND BALANCE [Code(09) plus Codes 1970 and 0275]	0019	18,515.77
TOTAL OPERATING RECEIPTS, BALANCE, AND TRANSFER [Code 0019 minus Code 4146]		18,515.77 (19)

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SYSTEM Finger Lakes Library System
NAME OF LIBRARY Myndersee Public Library
LOCATION OF LIBRARY Seneca Falls, New York

OPERATING FUND DISBURSEMENTS

<u>OPERATING DISBURSEMENTS</u>	Code <u>L460</u>	DLD <u>Code</u>
PERSONAL SERVICES		
Library Staff	-141	
Custodial Staff	-142	
Employee Benefits	-610	
TOTAL PERSONAL SERVICES		\$ 4,389.89 (38)
LIBRARY MATERIALS - AIDABLE EXPENSES		
Books	-321	
Serials	-324	
Nonbook		
Audiovisual Materials		
Films, Filmstrips, Slides	-322	
Recordings [Discs and Tapes]	-323	
Audiovisual Aid Rental	-434	
Total Audiovisual		
Other Nonbook		
Materials for the Blind		
Itemized Nonbook		
Total Other Nonbook	-325	
Bookbinding	-471	
TOTAL LIBRARY MATERIALS		1,455.57 (28)
OTHER OPERATING DISBURSEMENTS		
Library Supplies	-334	
Insurance	-410	
Fuels and Utilities	-420	
Rental of Quarters	-430	
Miscellaneous		
Rental, Repair, and Maintenance of		
Office Machines	A	
Automotive Expenses	B	
Travel	C	
Membership Dues	D	
Total A through D	-460	
Contracts with Libraries and Firms	-510	
Other Miscellaneous	-480	
TOTAL OTHER OPERATING		1,799.85 (48)
TOTAL OPERATING DISBURSEMENTS		7,645.31 (52)
CAPITAL DISBURSEMENTS		
(Paid Directly from Operating Funds)		
EQUIPMENT	-200A	
LAND	-910A	
BUILDING	-920A	
TOTAL CAPITAL DISBURSEMENTS		9,827.10 (58)
TOTAL OPERATING AND CAPITAL DISBURSEMENTS		
[Code(52) plus Code(58)]		17,472.41 (61)

(Continued) ~

SYSTEM Finger Lakes Library System
NAME OF LIBRARY Mynderse Public Library
LOCATION OF LIBRARY Seneca Falls, New York

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OPERATING FUND DISBURSEMENTS (continued)

	Code L460	DLD Code
OTHER DISBURSEMENTS		
TRANSFER TO CAPITAL FUND	-810 \$	
TRANSFER TO OTHER [Specify] _____		
DEBT SERVICE - Principal	-064	
" " - Interest	-717	
	-727	
TOTAL OTHER DISBURSEMENTS		\$ <u>None</u> (63)
TOTAL DISBURSEMENTS AND TRANSFER [Code(52) plus Codes(58) and (63)]		<u>17,472.41</u> (62)
BALANCE ON DECEMBER 31, 1968 [Describe Below]		
CASH	<u>1,043.36</u>	(75)
INVESTMENTS		(76)
TOTAL BALANCE		<u>1,043.36</u> (77)
TOTAL DISBURSEMENTS, TRANSFER, AND BALANCE		\$ <u>18,515.77</u> (88)

INVESTMENTS OF OPERATING FUND MONIES - Code(76)
December 31, 1968

DESCRIPTION

COST

\$

TOTAL

\$

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

I HEREBY CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THIS IS A TRUE AND ACCURATE
REPORT BASED ON THE CALENDAR YEAR 1968.

Date February 19, 1969

Mrs. Ethel Bishop, Librarian
SIGNATURE OF LIBRARIAN, BOARD TREASURER
(OR OTHER AUTHORIZED REPRESENTATIVE)