

Please read "Instructions for the Annual Report of Public Libraries 1971" before filling out any of this form.

ANNUAL LIBRARY REPORT
FOR THE YEAR ENDING DECEMBER 31, 1971

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) _____
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 _____
	No. of Bookmobiles Operated <u>none</u>
Population Chartered to Serve (1c) <u>7,794</u>	No. of Bookmobile Stops:
Area Chartered to Serve:	Public Service _____ School _____
Village ☒ Town ☐ City ☐ School District ☐ Other ☐	Other (specify) _____
Type of Library:	If the Library is part of a Library System, name of System:
Public ☐ Association ☒ School District ☐ Other ☐	(mi) <u>Finger Lakes Library System</u>
Population Actually Served <u>7,794</u>	Type & Area (1d) _____ Full Valuation (1f) _____
Area Actually Served <u>Village of Seneca Falls</u>	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.		P.M.		Total Hours	A.M. P.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

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INTERLIBRARY AND AGENCY COOPERATION

NUMBER OF:	Materials Borrowed on Interlibrary Loan				Lent On Interlibrary Loan	
	By Specific Request		Bulk Loans To Augment Collection			
Books	lh	206	lo	1803	mc	24
Serials	li	22	lp		md	
Films, Filmstrips, Slides	lj	48	lq		me	
Recordings (discs and tapes)	lk	5	lr	140	mf	
Materials for the Blind	ll	3	ls		mg	
Other Itemized Nonbook Materials(see p.2)	lm	3	lt		mh	
TOTAL	ln	287	lu	1943	mi	24

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

Number of Interlibrary Loan Requests Forwarded:
To System 166
To Other Libraries or Agencies 3
Total 169

Number of Interlibrary Loan Requests Filled 213

Number of Books Rented(do not include rental volumes later purchased by library) 0

Number of Audiovisual Materials Rented 0

LIBRARY HOLDINGS AND CIRCULATION

BOOK STOCK

		Holdings - 12/31/70		Additions By Purchases & Gifts - 1971				Withdrawals - 1971				Holdings - 12/31/71				Circulation (Jan.1-Dec.31)		
		Titles		Volumes		Titles		Volumes		Titles		Volumes						
ADULT		aa	4920	ah	4955	ao	157	av	161	bc	65	bj	65	bq	5012	bx	5051	7780
	Fiction	ab	5888	ai	5908	ap	108	aw	110	bd	95	bk	95	br	5901	by	5923	6400
	Nonfiction	ac	10808	aj	10863	aq	265	ax	271	be	160	bl	160	bs	10913	bz	10974	14180
	TOTAL																	
JUVENILE		ad	1139	ak	1160	ar	25	ay	25	bf	69	bm	69	bt	1095	ca	1116	5292
	Fiction	ae	887	al	909	as	62	az	62	bg	29	bn	29	bu	920	cb	942	4092
	Nonfiction	af	2026	am	2069	at	87	ba	87	bh	98	bo	98	bv	2015	cc	2058	9384
	TOTAL	ag	12834	an	12932	au	352	bb	358	bi	258	bp	258	bw	12928	cd	13032	
TOTAL BOOKS																		23,564

SERIALS COLLECTION

SERIALS COLLECTION											
	Holdings - 12/31/70		Purchases & Gifts - 1971		Withdrawals - 1971		Holdings - 12/31/71				Circulation (Jan.1-Dec.31)
	Bibliographic Volumes		Bibliographic Volumes		Bibliographic Volumes		Bibliographic Vols.		Current Sub. Titles		
Periodicals	cp	306	cx	0	df	0	dn	306	dj	30	2744 57
Newspapers	cq	7	cy	0	dg	0	do	7	dk	7	
Other											
Serials	cr	23	cz	0	dh	0	dp	23	dl	23	
TOTAL	cs	336	da	0	di	0	dq	336	dm	60	DUI 2801

NONBOOK MATERIALS

AUDIOVISUAL MATERIALS	Holdings - 12/31/70			Purchases & Gifts-1971			Withdrawals - 1971			Holdings - 12/31/71			Circulation (Jan.1-Dec.31)	
	Physical Items	Titles	Prints	Physical Items	Titles	Prints	Physical Items	Titles	Prints	Physical Items	Titles	Prints		
	dv	ea	ef	ek	ep	eu	ez	fe	fj	fo	ft	fy		
Films														
Film-strips	dw	eb	eg	el	eq	ev	fa	ff	fk	fp	fu	fz		
Slides	dx	ec	eh	em	er	ew	fb	fg	fl	fc	fv	ga		
Recordings	dy	150	ed 150	ei 150	en -	es -	ex -	fc -	fh -	fm -	fr 150	fw 150	gb 150	528
TOTAL	dz	150	ee 150	ej 150	eo	et	ey	fd	fi	fn	FS 150	fx 150	gc 150	GH 528

MATERIALS FOR BLIND Talking Books Braille Material Other (specify)	Holdings - 12/31/70			Purchases & Gifts-1971			Withdrawals - 1971			Holdings - 12/31/71			Circulation (Jan.1-Dec.31)
	Physical Items	Titles	Prints	Physical Items	Titles	Prints	Physical Items	Titles	Prints	Physical Items	Titles	Prints	
Talking Books	gi	gm	ga	gu	gy	hc	ha	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	qt	gx	hb	hf	hj	hn	hr	HV	hz	id	IH

OTHER ITEMIZED NONBOOK	Holdings12/31/70		Additions		Withdrawals		Holdings12/31/71		
	Physical Items		Physical Items		Physical Items		Physical Items		
Pamphlets	ij	1501	it	62	jd	39	jn	1524	102
Documents	ik		iu		je		jo		
Catalogs	il	52	iv	30	jf	30	jp	52	
Manuscripts	im		iw		jg		jq		
Sheet Music	in		ix		jh		jr		
Maps	io	14	iy	0	ji	0	js	14	31
Pictures and Photographs	ip		iz		jj		jt		
Framed Pictures	iq	26	ja	0	jk	6	ju	20	
Other (specify) kits	ir	2	jb		jl		jv	2	
TOTAL	is	1595	jc	92	jm	75	JW	1612	KG133
TOTAL NONBOOK	it	1745	jd	92	jn	75	jx	1762	kh661
GRAND TOTAL HOLDINGS (CD + DQ + FS + HV + JW)	KI	15130	GRAND TOTAL CIRCULATION (CK + DU + GH + IH + KG)				KJ	2726	

TOTAL UNCATALOGED PAPERBACK BOOKS WHICH CIRCULATE 556

Number of books loaned to institutions for circulation by the institution: Schools 30 Other _____
 Number of books purchased exclusively for institutional use: Schools _____ Other _____
 Number of periodical titles retained in backfiles for the following periods:
 indefinitely 1; over 5 years but not indefinitely 0; up to and including 5 years 52
 Number of photocopies supplied at library's expense in lieu of circulation (kj) _____
 Number of reference questions answered 36
 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 1972 below. Designate whether Mr., Mrs., or Miss.
 Please designate officers for 1972, if known.

NAME	HOME ADDRESS	OFFICE HELD	DATE OF EXPIRATION OF TERM
Mr. Edward Chase	1 Leland Drive	President	1973
Mr. Franklin Burroughs	120 Cayuga Street	Vice President	1972
Mr. Raymond Winthrop	17 Leland Drive	Secretary	1973
Mr. Walter Sly	7 Oxford Place	Treasurer	1974
Mr. George Bantuvanis	Gould Hotel		1974
Mr. Warren Jones	54 Chapel Street		1974
Mr. Henry Koch	33 Cayuga Street		1972
Mr. James McComb	R. D. #2 Romulus 13065		1972
Mr. Robert Howland	15 Leland Drive		1973

NUMBER OF TRUSTEES' MEETINGS HELD DURING THE 1971 CALENDAR YEAR 6

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 - 1971				4. SALARY RANGE - 1971		
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 - 1971				8. CURRENT ANNUAL SALARY (1972)
	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	1500	9c.....		10c.....	
Pages				9d.....		10d.....	
Total nonprofessional	2	2	3000	9e.....		10e.....	
Building maintenance and operation	1	1	350	9f.....		10f.....	
Grand Total			3350	9g.....		10g.....	
Volunteer help	1	1	100	9h.....		10h.....	

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

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	\$ <u>-</u> (10)
LIBRARY SYSTEM GRANT [Cash Only]	1484	<u>-</u> (11)
STATE AID - LIBRARY GRANT TO NONSYSTEM LIBRARIES	3420	<u>-</u> (12)
FEDERAL AID - LIBRARY OPERATION		
LSCA [Specify Title] _____	A	_____ (13)
ESEA and Other [Specify Act and Title] _____	B	_____ (14)
TOTAL FEDERAL AID - OPERATION	4145	<u>-</u>
FEDERAL AID - CONSTRUCTION	4146	<u>-</u>
CONTRACTS WITH OTHER LIBRARIES	1380	<u>-</u> (15)
LOANS	5620	<u>-</u>
OTHER RECEIPTS		
Income from Deposits and Investments	1450	<u>\$ 4,721.80</u>
Income from Trust Funds	1452	<u>-</u>
Gifts and Endowments	1485	<u>6,374.95</u>
Fines	1487	<u>395.25</u>
Income from Rental Collection	1416	<u>41.13</u>
Miscellaneous Revenues		
Proceeds from Sale of Investments		<u>-</u>
Proceeds from Sale of Property		<u>-</u>
Refunds		<u>-</u>
Other Miscellaneous [Specify] _____		<u>-</u>
Total Miscellaneous	1490	<u>-</u>
TOTAL OTHER RECEIPTS		<u>11,533.13</u> (16)
TOTAL RECEIPTS		<u>11,533.13</u> (09)
ADJUSTED TOTAL RECEIPTS [Code(09) minus Code 1380]	0202	<u>\$11,533.13</u> (18)
TRANSFER FROM OTHER FUNDS [Specify] _____	1970	<u>-</u>
BALANCE ON JANUARY 1, 1971		
Cash	0273	<u>2,506.14</u> (08)
Investments	0274	<u>-</u>
TOTAL BALANCE [Same as DLD Code(77) in 1970 Report]	0275	<u>2,506.14</u> (07)
TOTAL RECEIPTS, TRANSFER, AND BALANCE [Code(09) plus Codes 1970 and 0275]	0019	<u>\$14,039.27</u>
TOTAL OPERATING RECEIPTS, BALANCE, AND TRANSFER [Code 0019 minus Code 4146]		<u>\$14,039.27</u> (19)

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

OPERATING FUND DISBURSEMENTS

OPERATING DISBURSEMENTS

Code
L460

DLD
Code

PERSONAL SERVICES

Library Staff	-141	\$	<u>5,862.38</u>	
Custodial Staff	-142		<u>1,005.52</u>	
Employee Benefits	-610		<u>582.17</u>	
TOTAL PERSONAL SERVICES		\$	<u>7,450.07</u>	(38)

LIBRARY MATERIALS - AIDABLE EXPENSES

Books	-321		<u>1,280.10</u>	
Serials	-324		<u>106.45</u>	
Nonbook				
Audiovisual Materials				
Films, Filmstrips, Slides	-322			
Recordings [Discs and Tapes]	-323			
Audiovisual Aid Rental	-434			
Total Audiovisual			<u>-</u>	
Other Nonbook				
Materials for the Blind				
Itemized Nonbook				
Total Other Nonbook	-325		<u>-</u>	
Bookbinding	-471		<u>-</u>	
TOTAL LIBRARY MATERIALS			<u>1,386.55</u>	(28)

OTHER OPERATING DISBURSEMENTS

Library Supplies	-334			
Insurance	-410		<u>257.00</u>	
Fuels and Utilities	-420		<u>1,055.29</u>	
Rental of Quarters	-430		<u>-</u>	
Miscellaneous				
Rental, Repair, and Maintenance of				
Office Machines	A		<u>-</u>	
Automotive Expenses	B		<u>-</u>	
Travel	C		<u>-</u>	
Membership Dues	D		<u>-</u>	
Total A through D	-460		<u>-</u>	
Contracts with Libraries and Firms	-510		<u>-</u>	
Other Miscellaneous	-480		<u>584.02</u>	
TOTAL OTHER OPERATING			<u>1,896.31</u>	(48)

TOTAL OPERATING DISBURSEMENTS

10,732.93 (52)

CAPITAL DISBURSEMENTS

(Paid Directly from Operating Funds)

EQUIPMENT	-200A		<u>75.00</u>	
LAND	-910A		<u>-</u>	
BUILDING	-920A		<u>-</u>	

TOTAL CAPITAL DISBURSEMENTS

75.00 (58)

TOTAL OPERATING AND CAPITAL DISBURSEMENTS

\$10,807.93 (61)

[Code(52) plus Code(58)]

(Continued)

NAME OF LIBRARY Hyndersae LibraryLOCATION OF LIBRARY Seneca Falls, N.Y.

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		\$ - (63)
TOTAL DISBURSEMENTS AND TRANSFER [Code(52) plus Codes(58) and (63)]		<u>10,807.93</u> (62)
BALANCE ON DECEMBER 31, 1971 [Describe Below]		
CASH	<u>3,231.34</u>	(75)
INVESTMENTS		(76)
TOTAL BALANCE		<u>3,231.34</u> (77)
TOTAL DISBURSEMENTS, TRANSFER, AND BALANCE		\$ <u>14,039.27</u> (88)

INVESTMENTS OF OPERATING FUND MONIES - Code(76)
December 31, 1971

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 1971.

Date February 1, 1972

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