

Please read "Instructions for the Annual Report of Public Libraries 1974" before filling out any of this form.

ANNUAL LIBRARY REPORT
FOR THE YEAR ENDING DECEMBER 31, 1974

Community (1a) Seneca Falls, New York
Name of Library Mynderse Library
Street Address 31 Fall Street
Mailing Address (if different from above) _____
County (1b) Seneca Zip Code 13148 Tel. No. 315-568-8265
Population Chartered to Serve (1c) 7,794 (include Area Code)
Area Chartered to Serve:
Village [☒] Town [] City [] School District [] Other []
Type of Library:
Public [] Association [☒] School District [] Other []
Population Actually Served 7,794
Area Actually Served Village of Seneca Falls.

Name of Librarian (Mr., Mrs., Miss) Ethel Bishop
Name of President of Library Board (Mr., Mrs., Miss) Edward Chase
No. of Registered Branches none
No. of Unregistered Branches or Deposit Stations _____
No. of Bookmobiles Operated none
No. of Bookmobile Stops:
Public Service _____ School _____
Other (specify) _____
If the Library is part of a Library System, name of System:
(mj) Finger Lakes Library System

Type & Area (1d) _____ Full Valuation (1f) _____
Population Base (1e) _____
(Do not write in this space)

MAIN LIBRARY HOURS

	Winter (Dates: From <u>Sept. 1</u> To <u>July 1</u>)					Summer (Dates: From <u>July 1</u> To <u>Sept. 1</u>)				
	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					20	Total Main Hours				15
Total Branch Hours					20	Total Branch Hours				15
GRAND TOTAL HOURS (1g)					20	GRAND TOTAL HOURS				15

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	130 145	lo	2651	mc	12 25
Serials	li	4	lp		md	
Films, Filmstrips, Slides	lj	45 69	lq		me	
Recordings (discs and tapes)	lk	7	lr	35	mf	
Materials for the Blind	ll	2	ls		mg	
Other Itemized Nonbook Materials (see p.2)	lm	19 4	lt		mh	
TOTAL	ln	146	lu	2676	mi	

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

Number of Interlibrary Loan Requests Forwarded:
To System 113
To Other Libraries or Agencies _____
Total _____
Number of Interlibrary Loan Requests Filled 108
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 - 12/31/73		Additions By Purchases & Gifts - 1974				Withdrawals - 1974				Holdings - 12/31/74				Circulation (Jan.1-Dec.31)		
		Titles		Volumes		Titles		Volumes		Titles		Volumes		Titles			Volumes	
ADULT																		
Fiction		aa	5213	ah	5256	ao	213	av	213	bc	32	bj	32	bq	5394	bx	5437	8840
Nonfiction		ab	6035	ai	6079	ap	108	aw	113	bd		bk	55	br	6088	by	6137	6042
TOTAL		ac	11248	aj	11335	aq	321	ax	326	be	87	bl	87	bs	11482	bz	11574	14882
JUVENILE																		
Fiction		ad	1106	ak	1127	ar	37	ay	37	bf	29	bm	29	bt	1114	ca	1135	4509
Nonfiction		ae	1044	al	1066	as	59	az	59	bg	20	bn	20	bu	1083	cb	1105	3878
TOTAL		af	2150	am	2193	at	96	ba	96	bh	49	bo	49	bv	2197	cc	2240	8387
TOTAL BOOKS		ag	13398	an	13528	au	417	bb	422	bi	136	bp	136	bw	13679	cd	13814	23269

SERIALS COLLECTION

	Holdings - 12/31/73		Purchases & Gifts - 1974		Withdrawals - 1974		Holdings - 12/31/74		Circulation (Jan.1-Dec.31)		
	Bibliographic Volumes		Bibliographic Volumes		Bibliographic Volumes		Bibliogra- phic Vols. Current Sub. Titles				
Periodicals	cp	308	cx	30	df	9	dn	338 ²⁹	dj	63	1874
Newspapers	cq	4	cy	1	dg	1	do	4	dk	4	5
Other Serials	cr	58	cz	6	dh	10	dp	64	dl	64	117
TOTAL	cs	370	da	37	di	10	DQ	106	dm	131	DU 1926

NONBOOK MATERIALS

AUDIOVISUAL MATERIALS	Holdings - 12/31/73			Purchases & Gifts-1974			Withdrawals - 1974			Holdings - 12/31/74			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	47 35
Filmstrips	dw	eb	eg	el	eq	ev	fa	ff	fk	fp	fu	fz	
Slides	dx	ec	ef	em	er	ew	fb	fg	fl	fq	fv	ga	
Recordings	dy 144	ed	eg	en 9	es 9	ex 9	fc 1	fh 1	fm 1	fr 152	fw 152	gb 152	57 69
TOTAL	dz 144	ee 144	eh 144	eo 9	et 9	ey 9	fd 1	fi 1	fn 1	FS 152	fx 152	gc 152	GH 57 92

MATERIALS FOR BLIND	Holdings - 12/31/73			Purchases & Gifts-1974			Withdrawals - 1974			Holdings - 12/31/74			
	Physical Items	Titles	Prints	Physical Items	Titles	Prints	Physical Items	Titles	Prints	Physical Items	Titles	Prints	
Talking Books	gi	gm	gq	gu	gy	hc	hg	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	hz	id	IH

OTHER
ITEMIZED
NONBOOK

	Holdings 12/31/73		Additions		Withdrawals		Holdings 12/31/74		
	Physical	Items	Physical	Items	Physical	Items	Physical	Items	
Pamphlets	ij	1516	it	10	jd	5	in	1521	49.
Documents	ik		iu		je		jo		14
Catalogs	il	50	iv	15	jf	10	jp	55	32
Manuscripts	im	3	iw	0	jg	0	jq	3	
Sheet Music	in		ix		jh		jr		
Maps	io	8	iy	0	ji	0	js	8	
Pictures and Photographs	ip		iz		jj		jt		
Framed Pictures	iq	13	ja	0	jk	0	ju	13	
Other (specify)	ir	2	jb	0	jl	0	iv	2	
TOTAL	is	1592	jc	25	jm	15	JW	1602	KG 95
TOTAL NONBOOK	it	1736	jd	34	jn	14	jx	1756	kh 152
GRAND TOTAL HOLDINGS (CD + DQ + FS + HV + JW)	KI	15974	GRAND TOTAL CIRCULATION (CK + DU + GH + IH + KG)					KJ	25347

TOTAL UNCATALOGED PAPERBACK BOOKS WHICH CIRCULATE 923

MICROFORMS - Number of Titles represented by books (included in Code bw) 13679
 Number of Titles represented by periodicals (included in Code dj) 63
 Number of physical units represented by microforms from Codes dk, dl, jw _____

4
 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 _____; over 5 years but not indefinitely _____; up to and including 5 years 63
 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 ☐ 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 1975 below. Designate whether Mr., Mrs., or Miss.
 Please designate officers for 1975, if known.

NAME	HOME ADDRESS	OFFICE HELD	DATE OF EXPIRATION OF TERM
Mr. Edward Chase	1 Leland Drive	President	1976
Mr. Henry Koch	33 Cayuga St.		1975
Mr. Walter Sly	7 Oxford Place		1977
Mr. George Bantuvan	Gould Hotel	Treasurer	1977
Mr. William Ottemiller	137 Cayuga Street	Secretary	1976
Dr. George Paul	73 Cayuga Street		1976
Mr. William Kerr	7 Carol Avenue	Vice President	1975
Mrs. Kenneth Wayne	Box 296, R.D.#1		1977
Mr. Robert Tarnow	102 Troy Street		1975
Mrs. George Fogg	Rd #2 Lake Rd.		1978
Dr. James I Campbell	Rd #2 Box 455		1978
Mr. William Phillips			

NUMBER OF TRUSTEES' MEETINGS HELD DURING THE 1974 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.

5

*See Instructions

Current annual salary - 1975
Library Director \$

LIBRARY PERSONNEL - 1974 - SUPPORT SERIES

Title	1974 ¹ Positions Budgeted	Positions Filled 12/31/74						Total ⁵	Salary Range		
		Full-Time ²		Part-Time ³		FTE ⁴			Be- ginning	Maximum	In- crement
		Female	Male	Female	Male	Female	Male				
CLERICAL STAFF SERIES											
Chief Library Clerk											
Principal Library Clerk											
Senior Library Clerk	1	1									
Library Clerk	2			2							
Senior Library Typist	1			1							
Typist											
Page											
Other [Specify] _____											

Subtotal											
OTHER SUPPORT STAFF											
Specify _____											

Subtotal											
BINDERY STAFF											
Specify _____											

Subtotal											
BUILDING MAINTENANCE AND OPERATION STAFF											
Janitors	1										
Guards											
Others [Specify] _____											

Subtotal											
TOTAL SUPPORT STAFF											

OPERATING FUND REPORT - 1974

NAME OF LIBRARY MYNDERSE LIBRARYLOCATION OF LIBRARY SENECA FALLS, NEW YORK

OPERATING FUND RECEIPTS		DLD	
	Code		Code
LOCAL PUBLIC FUNDS			
County of <u>Seneca</u>	0091	\$	
Town of <u>Seneca Falls</u>	0092	<u>900.00</u>	
Village of _____	0093		
City of _____	0094		
School District of _____	0098		
TOTAL LOCAL PUBLIC FUNDS	1110	\$ <u>900.00</u>	(10)
LIBRARY SYSTEM GRANT [Cash Only]	1484	<u>-</u>	(11)
STATE AID - LOCAL SPONSOR INCENTIVE AID	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		
FEDERAL AID - CONSTRUCTION	4146		
CONTRACTS WITH OTHER LIBRARIES	1380		(15)
LOANS	5620		
OTHER RECEIPTS			
✓ Income from Deposits and Investments	1450	<u>4522.87</u>	
Income from Trust Funds	1452		
✓ Gifts and Endowments	1485	<u>8278.42</u>	
Fines	1487	<u>200.00</u>	
Income from Rental Collection	1416	<u>23.40</u>	
Miscellaneous Revenues			
Proceeds from Sale of Investments			
Proceeds from Sale of Property			
Refunds			
Other Miscellaneous [Specify] _____			
Total Miscellaneous	1490	<u>4.00</u>	
TOTAL OTHER RECEIPTS		<u>13028.69</u>	(16)
TOTAL RECEIPTS		<u>13028.69</u>	(09)
ADJUSTED TOTAL RECEIPTS [Code(09) minus Code 1380]	0202	<u>13928.69</u>	(18)
TRANSFER FROM OTHER FUNDS [Specify] _____	1970	<u>-</u>	
BALANCE ON JANUARY 1, 1974			
Cash	0273	<u>4658.01</u>	(08)
Investments	0274		
TOTAL BALANCE [Same as DLD Code(77) in 1973 Report]	0275	<u>4658.01</u>	(07)
TOTAL RECEIPTS, TRANSFER, AND BALANCE [Code(09) plus Codes 1970 and 0275]	0019	<u>17686.70</u>	
TOTAL OPERATING RECEIPTS, BALANCE, AND TRANSFER [Code 0019 minus Code 4146]		<u>17686.70</u>	(19)

SYSTEM PINGER LAKES LIBRARY SYSTEM 8
 NAME OF LIBRARY MYNDERSE LIBRARY
 LOCATION OF LIBRARY SENECA FALLS, NEW YORK

OPERATING FUND DISBURSEMENTS		DLD
	Code	Code
OPERATING DISBURSEMENTS	L460	
PERSONAL SERVICES		
Library Staff	-141 \$	6095.47
Custodial Staff	-142	468.50
Employee Benefits	-610	1371.10
TOTAL PERSONAL SERVICES		\$ 7935.07 (38)
LIBRARY MATERIALS - AIDABLE EXPENSES		
Books	-321	1329.96
Serials	-324	176.34
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		1506.30 (28)
OTHER OPERATING DISBURSEMENTS		
Library Supplies	-334	474.46
Insurance	-410	372.00
Fuels and Utilities	-420	1174.99
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		2021.45 (48)
TOTAL OPERATING DISBURSEMENTS		11462.82 (52)
CAPITAL DISBURSEMENTS		
(paid directly from Operating Funds)		
EQUIPMENT	-200A	
LAND	-910A	
BUILDING	-920A	794.00
TOTAL CAPITAL DISBURSEMENTS		794.00 (58)
TOTAL OPERATING AND CAPITAL DISBURSEMENTS		12256.82 (61)
[Code(52) plus Code(58)]		

(Continued)

SYSTEM FINGER LAKES LIBRARY SYSTEM 9
NAME OF LIBRARY MYNDERSE LIBRARY
LOCATION OF LIBRARY SENECA FALLS, NEW YORK

OPERATING FUND DISBURSEMENTS (continued)		DLD Code
	Code L460	
OTHER DISBURSEMENTS		
TRANSFER TO CAPITAL FUND	-810 \$ -	
TRANSFER TO OTHER [Specify] _____	-064 -	
DEBT SERVICE - Principal	-717 -	
" " - Interest	-727 -	
TOTAL OTHER DISBURSEMENTS		\$ (63)
TOTAL DISBURSEMENTS AND TRANSFER [Code(52) plus Codes(58) and (63)]		<u>12256.82</u> (62)
BALANCE ON DECEMBER 31, 1974. Describe Below		
CASH	<u>6329.88</u>	(75)
INVESTMENTS		(76)
TOTAL BALANCE		<u>6329.88</u> (77)
TOTAL DISBURSEMENTS, TRANSFER, AND BALANCE		<u>\$18586.70</u> (88)

INVESTMENTS OF OPERATING FUND MONIES - Code(76)
December 31, 1974

DESCRIPTION	\$	COST
TOTAL	\$	
Library owns building ----- yes <input checked="" type="checkbox"/> [] no []		
Library receives quarters rent free -- yes [] no <input checked="" type="checkbox"/> []		
Library receives utilities free ----- yes [] no <input checked="" type="checkbox"/> []		

I HEREBY CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THIS IS A TRUE AND ACCURATE REPORT BASED ON THE CALENDAR YEAR 1974.

Date 30 April 1975

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