

2400566010

MICHAEL CARAHER, DIRECTOR
MYNDERSE LIBRARY
31 FALL STREET
SENECA FALLS, NY 13148
T SENECA FALLS

ANNUAL LIBRARY REPORT

YEAR ENDING DECEMBER 31, 1987

OFFICIAL COPY

TO BE SENT TO
DIVISION OF LIBRARY
DEVELOPMENT
STATE LIBRARY
ALBANY, N. Y. 12230

Community Seneca Falls, New York 13148Name of Library Mynderse LibraryStreet Address 31 Fall Street

Mailing Address (If different from above) _____

County Seneca Zip Code 13148 Tel.#(315) 568-8265Population Chartered to Serve (LC) 7466

Director's Certification # _____ (Required for library serving 7,500 or more.)

Type of Library: Association (☒) Public ()

Area Chartered to Serve: Town () Village (☒) City ()
School District () County () Other ()

Name of Director Michael CaraherName of President of Library Board Edward E. Chase

PUBLIC SERVICE OUTLETS:

of Registered & Unregistered Branches (PO-2) 0# of Deposit Stations, Reading Centers, etc. (PO-3) 0# Bookmobiles Operated (PO-4) 0, # of Stops: Public
Service _____ School _____ Other(Specify) _____Name of Library System Finger Lakes Library System

FOR LIBRARY DEVELOPMENT USE ONLY:

TAX VALUE (LF) _____

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;7	5;9	5			2;7	5;9	5
Tuesday			2;7	5;9	5			2;7	5;9	5
Wednesday	10	noon	2;7	5;9	7	10	noon	2;7	5;9	7
Thursday			2;7	5;9	5			2;7	5;9	5
Friday			2;7	5;9	5			2;7	5;9	5
Saturday			2	5	3			2	5	3
Total Main Hours					30	Total Main Hours				30
Total Branch Hours					0	Total Branch Hours				0
GRAND TOTAL HOURS (LG)					30	GRAND TOTAL HOURS				30

INTERLIBRARY AND AGENCY COOPERATION						
NUMBER OF:	Materials Borrowed on Interlibrary Loan				Loaned on Interlibrary Loan	
	By Specific Request		Bulk Loans to Augment Collection			
Books	LH	890	LO	426	mc	121
Serials	LI	14	lp		md	
Films, Filmstrips, Slides	LJ	253	LQ	569	me	
Recordings (discs and tapes)	LK	12	LR	500	mf	
Materials for the Blind	LL		ls		mg	
Nonbook materials (see A-3)	LM	4	lt		mh	
TOTAL	ln	1173	lu	1495	mi	121

NOTE: Libraries serving population of 5000 or more, must fill in the following:

Number of Interlibrary Loan Requests Forwarded:
To System 1239
To Other Libraries or Agencies 0
Total 1239

Number of Interlibrary Loan Requests Filled 1173

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																		
ADULT	Holdings - 12/31/86				Additions By Purchases & Gifts				Withdrawals				Holdings - 12/31/87				Circulation Jan. 1-Dec. 31	
	Titles		Volumes		Titles		Volumes		Titles		Volumes		Titles		Volumes			
Fiction	aa	5838	ah	5940	ao	268	av	280	bc	3	bj	3	bq	6103	BX	6217	11024 4719 15743	
Nonfiction	ab	8093	ai	8400	ap	246	aw	298	bd	42	bk	54	br	8297	BY	8644		
TOTAL	ac	13931	aj	14340	aq	514	ax	578	be	45	bl	57	bs	14400	bz	14861		
JUVENILE																	6276 1958 8234	
	Fiction	ad	1570	ak	1592	ar	66	ay	67	bf	22	bm	22	bt	1614	ca		1637
	Nonfiction	ae	1642	al	1702	as	73	az	76	bg	22	bn	23	bu	1693	cb		1755
	TOTAL	af	3212	am	3294	at	139	ba	143	bh	44	bo	45	bv	3307	CC		3392
TOTAL BOOKS	ag	17143	an	17634	au	653	BB	721	bi	89	bp	102	bw	17707	cd	18253	ck	23977
SERIALS COLLECTION																		
Periodicals	Holdings - 12/31/86				Purchases & Gifts				Withdrawals				Holdings - 12/31/87				Circulation Jan. 1-Dec. 31	
	Bibliographic Volumes				Bibliographic Volumes				Bibliographic Volumes				Bibliographic Vols.		Current Sub. Titles			
Periodicals	cp	324			cx	70			df	36			dn	358	dj	70	1245 0 0	
Newspapers	cq	7			cy	4			dg	6			do	5	dk	4		
Other Serials	cr	0			cz	0			dh	0			dp	0	dl	0		
TOTAL	cs	331			da	74			di	42			do	363	dm	74	du	1245

NONBOOK MATERIALS

AUDIO-VISUAL MATERIALS	Holdings - 12/31/86						Purchases & Gifts			Withdrawals			Holdings - 12/31/87						Circulation Jan. 1 - Dec. 31
	Physical Items	Titles	Prints	Physical Items	Titles	Prints	Physical Items	Titles	Prints	Physical Items	Titles	Prints	Physical Items	Titles	Prints	Physical Items	Titles	Prints	
Films	dv	0	ea	ef	ek	0	ep	eu	ez	0	fe	fj	fo	0	ft	fy			50
Filmstrips	dw	0	eb	eg	el	0	eq	ev	fa	0	ff	fk	fp	0	fu	fz			0
Slides	dx	0	ec	eh	em	0	er	ew	fb	0	fg	fl	fq	0	fv	ga			0
Recordings	dy	1	ed	ei	en	0	es	ex	fc	0	fh	fm	fr	1	fw	1	gb	1	454
Video:																			
Cassettes	va	37	vc	34	ve	34	vg	21	vi	21	vk	21	vm	0	vo	vq	vs	58	2269
Discs	vb	0	vd	0	vf	0	vh	0	vj	0	vl	0	vn	0	vp	vr	vt	0	0
TOTAL	dz	38	ee	35	ej	35	EO	21	et	21	ey	21	fd	0	fi	fn	FS	59	2773

MATERIALS FOR BLIND

Talking Books	gi	221	gm	121	gq	121	gu	46	gy	22	hc	22	hg	0	hk	ho	hs	267	754
Braille Material	gj	0	gn	0	gr	0	gv	0	gz	0	hd	0	hh	0	hl	hp	ht	0	0
Other (Specify)	gk	0	go	0	gs	0	gw	0	ha	0	he	0	hi	0	hm	hq	hu	0	0
TOTAL	gl	221	gp	121	gt	121	gx	46	hb	22	hf	22	hj	0	hn	hr	HV	267	754

OTHER NONBOOK MATERIALS

OTHER NONBOOK MATERIALS	PHYSICAL ITEMS										
	Holdings 12/31/ 86		Additions		Withdrawals		Holdings 12/31/87				
Pamphlets	ij	58	it	0	jd	0	jn	58		0	
Documents	ik		iu		je		jo				
Catalogs	il		iv		jf		jp				
Manuscripts	im	3	iw	0	jg	0	jq	3		0	
Sheet Music	in		ix		jh		jr				
Maps	io	65	iy	20	ji	0	js	85		0	
Pictures & Photographs	ip		iz		jj		jt				
Framed Pictures	iq	7	ja	2	jk	0	ju	9		0	
Microcomputer Software	ms	24	mt	1	mu	0	mv	25		0	
Other (specify) ^{Hearing} Impaired	ir	0	jb	6	jl	0	jv	6		7	
TOTAL Devises	is	157	jc	29	jm	0	JW	186	kg	7	
TOTAL NONBOOK	ka	157	kb	29	kc	0	kd	186	kh	7	
GRAND TOTAL HOLDINGS (CD + DO + FS + HV + JW)	ki	19128	GRAND TOTAL CIRCULATION (CK + DU + GH + IH + KG)						KJ	28756	

TOTAL UNCATALOGED PAPERBOUND BOOKS WHICH CIRCULATE 2261

MICROFORMS - Number of Titles represented by books (included in Code bw) 0
 Number of Titles represented by periodicals (included in Code dj) 0
 Number of physical units represented by microforms from Codes dk, dl, jw 0

List Information for Calendar Year 1988 Below

(If more sheets are needed, xerox this page; use as continuation page.)

Library Name Mynderse Library

Name of Director Michael Caraher

OFFICERS AND TRUSTEES ADDRESS LISTING

[illegible]

NUMBER OF TRUSTEES' MEETINGS HELD DURING THE 1987 CALENDAR YEAR Six

Usual scheduled date and hour of meetings (for example:

Second Tuesday of the month at 8:00 p.m. or give specific dates) 1st Wednesday of every other month at 4:30 p.m.

Number of books loaned to institutions for circulation by the institution: Schools 0 Other 0

Number of books purchased exclusively for institutional use: Schools 0 Other 0

Number of periodical titles retained in backfiles for the following periods:

Indefinitely 11; over 5 years but not indefinitely 0; up to and including 5 years 59

Number of photocopies supplied at library's expense in lieu of circulation (kj)

Number of reference questions answered 867

Is the library a Federal documents depository? Yes () Year established No (x)

Is the library a State documents depository? Yes () Year established No (x)

Do you maintain registration files? Yes (x) No ()

LIBRARY PERSONNEL - 1987 - LIBRARIAN SERIES*

Title	Positions Filled 12-31-87								Salary Range			Education		
	(1) 1987 Positions Budgeted	(2) Full-Time		(3) Part-Time		FTE (4) Part-Time		(5) ∅ Total	Be- gin- ning	Max- i- mum	In- cre- ment	Bach. De- gree	Grad. Degree	
		Female	Male	Female	Male	Female	Male						In Libn- ship Etc.	Other Than Libn- ship
Lib. Dir. V														
Lib. Dir. IV														
Lib. Dir. III														
Lib. Dir. II														
Lib. Dir. I														
Ass't Lib. Dir. III														
Ass't Lib. Dir. II														
Ass't Lib. Dir. I														
Libn. (Dept. Head) IV														
Libn. (Specialized Services) IV														
Libn. IV														
Libn. (Dept. Head) III														
Libn. (Ass't Dept. Head) III														
Libn. (Specialized Services) III														
Libn. II														
Libn. (Specialized Services) II														
Libn. I														
Libn. Trainee														
Lib. Assistant														
Other (Specify)														
TOTAL														

LIBRARY TECHNICIAN SERIES*

Library Technician	1		1									1		1
--------------------	---	--	---	--	--	--	--	--	--	--	--	---	--	---

*See page 10 of instructions.

∅Column 5 = Total of Column 2, plus
Total of Column 4.

Number of hours a full-time staff member works per week 30

Current annual salary - 1988. Library Director \$ 15150

LIBRARY PERSONNEL - 1987 - SUPPORT SERIES *

TITLE	(1) 1987 Positions Budgeted	Positions Filled 12-31-87							Salary Range		
		(2) Full-Time		(3) Part-Time		(4) FTE (4) Part-Time		(5) ∅ Total	Be- ginning	Maximum	In- crement
		Female	Male	Female	Male	Female	Male				
CLERICAL STAFF SERIES											
Chief Library Clerk _____											
Principal Library Clerk _____											
Senior Library Clerk _____											
Library Clerk _____	1			1		.6		.6			
Senior Library Typist _____											
Typist _____											
Page _____											
Other (Specify) _____											

Subtotal	1			1		.6		.6			
OTHER SUPPORT STAFF											
Specify _____											

Subtotal											
BINDERY STAFF											
Specify _____											

Subtotal											
BUILDING MAINTENANCE AND OPERATION STAFF											
Janitors _____	1				1	.5		.5			
Guards _____											
Others (Specify) _____											

Subtotal	1				1	.5		.5			
TOTAL SUPPORT STAFF	2			1	1	.6	.5	1.1			
VOLUNTEERS								0			

*See pages 8 and 9 of instructions.

∅Column 5 = Total of Col. 2 plus Tot. of Col. 4.

REVENUE SHARING REPORT FORM
CALENDAR YEAR - 1987

NAME OF LIBRARY <u>Mynderse Library</u>				CONGRESSIONAL DISTRICT <u>29</u>		
CAPITAL OUTLAY			SERVICES			TOTALS
Construction	Bookmobile	Equipment	Books	Operating	Other (Specify) _____	
Requested: \$ _____	Requested: \$ _____	Requested: \$ _____	Requested: \$ _____	Requested: \$ _____	Requested: \$ _____	Total Requested: \$ <u>0</u>
Received: \$ _____	Received: \$ _____	Received: \$ _____	Received: \$ _____	Received: \$ _____	Received: \$ _____	Total Received: \$ <u>0</u>
Name of Government Unit to which Application Submitted: <u>none</u>						Entitlement Period <u>0</u>

Use separate sheet for each government unit, i.e. town, village, county, etc.

The University of the State of New York
The State Education Department
Division of Library Development
Cultural Education Center - Room 10B41
Empire State Plaza
Albany, New York 12230

NAME OF LIBRARY OR SYSTEM Mynderse Library
LOCATION Seneca Falls, NY

NAME OF DIRECTOR Michael Caraher
NAME OF TREASURER David J. Brophy

OPERATING FUND REPORT - 1987

OPERATING FUND RECEIPTS - Jan. 1 - Dec. 31 (Round to nearest whole dollar)

<u>LOCAL PUBLIC FUNDS</u>	<u>Code</u>		
County(ies) _____	002A		
Town(s) _____	002B		
Village(s) <u>Seneca Falls</u>	002C	<u>300</u>	
City of _____	002D		
School District of <u>Seneca Falls</u>	002E	<u>1,500</u>	
Other (Specify) _____	002F		
TOTAL LOCAL PUBLIC FUNDS	002		<u>1,800</u>
<u>SYSTEM CASH GRANTS - MEMBER LIBRARY</u>			
Cash grants other than LLIA	L2760	<u>2,223</u>	
Cash derived from LLIA	L3840A1	<u>456</u>	
TOTAL SYSTEM CASH GRANTS			<u>2,679</u>
<u>STATE AID</u>			
<u>MEMBER LIBRARY ONLY</u>			
Other than LLIA (Specify) _____	L3840A2		
<u>SYSTEM HEADQUARTERS ONLY</u>			
Local Library Incentive Aid:			
Kept for headquarters	L3840B1		
Distributed to members _____	L3840B2		
Total LLIA _____	L3840B		
Annual Aid _____	L3840C		
Central Library Development Aid _____	L3840D		
Central Book Aid _____	L3840E		
NYPL - The Research Libraries _____	L3840F		
Special Grants _____	L3840G		
Institution Library Grant _____	L3840H		
Coordinated Outreach Grant _____	L3840J		
Regional Automation _____			
Pub. Lib. Sys. Automation _____			
Total Automation _____	L3840K		
Correctional Facilities Aid _____	L3840L		
Other (Specify) _____	L3840M		
TOTAL STATE AID	L3840		<u>0</u>

OPERATING FUND RECEIPTS - Jan. 1 - Dec. 31 (cont'd)

FEDERAL AID - SYSTEM HEADQUARTERS ONLY

Library Operation

LSCA

Title I

L4840A

Title III

L4840B

Total LSCA

L4840C

ESEA

L4840D

Other (Specify Act and Title)

L4840E

TOTAL FEDERAL AID

L4840

0

CONTRACTS WITH PUBLIC LIBRARY AND/OR PUBLIC LIBRARY SYSTEMS

IN NEW YORK STATE

Free Association Libraries

L2080

Other Than Free Association Libraries

010

TOTAL CONTRACTS

012

0

OTHER RECEIPTS

Gifts and Endowments

L2705

6,163

Income from Investments

Interest and Earnings

L2401

3,593

Endowment and Trust Fund

L2755

10,011

Proceeds from Sale of Property

Real Property

L2660

Equipment

L2665

Refunds

L2701

Sale of Scrap and Excess Materials

L2650

Sale of Instructional Supplies -

Unneeded Books

L2670

436

Library Charges - Fines and Rentals

L2082

652

Rental of Real Property

L2410

Rental of Real Property - Other

Governments

L2412

Equipment Rental

L2414

1,336

Commissions

L2450

Insurance Recoveries

L2680

Other Compensation for Loss

L2690

Other (Specify) United Way

L2770

9,600

TOTAL OTHER RECEIPTS

009

31,791

TOTAL RECEIPTS

011

36,270

OPERATING FUND RECEIPTS - Jan. 1 - Dec. 31 (cont'd)

<u>BUDGET LOANS</u>	TOTAL	013	<u>0</u>
<u>TRANSFERS</u>			
From Capital Fund		12850	
(Same as H9510.9, Pg. F-10)			
From Other Funds (Specify)		017	
TOTAL TRANSFERS			<u>0</u>
<u>BALANCE -- JANUARY 1, 1987</u>			
Cash		001A	<u>59,192</u>
Temporary Investments		001B	
TOTAL BALANCE		001	<u>59,192</u>
TOTAL RECEIPTS, LOANS, TRANSFERS AND BALANCE			
(Must agree with Code 998, Pg. F-8)		018	<u>95,462</u>

CERTIFICATION

I hereby certify that this is a true and accurate report.

Dan J. Broy Treasurer
Signature of Board President or Treasurer

Date 1/20/88

Michael Caraker
Signature of Director

Date 1/20/88

Fiscal Year 1/1/87 to 12/31/87

Date Last Audit Performed _____

Please check type of Audit: () City; () County; () State; () Private

Name of firm, if private _____

PLEASE BE SURE THAT ORIGINAL SIGNATURES OF THE BOARD PRESIDENT OR TREASURER, AND DIRECTOR APPEAR ON ALL COPIES
SUBMITTED TO LIBRARY DEVELOPMENT. PHOTOCOPIED SIGNATURES ARE NOT ACCEPTABLE.

NAME Mynderse LibraryLOCATION Seneca Falls, NYOPERATING FUND DISBURSEMENTS Jan. 1 - Dec. 31 (Round to nearest whole dollar)PERSONNEL COSTSSALARIES

Certified Librarians Series

L7410.141

Support Series

Library Technician

L7410.142A

14,525

Clerical Staff

L7410.142B

3,232

Bindery Staff

L7410.142C

Building Staff

L7410.142D

Total Support Series

L7410.142

Other Support Staff

L7410.143

TOTAL SALARIES

L7410.1

17,757EMPLOYEE BENEFITS

State Retirement

L9010.0

Private Retirement

L9022.8

Social Security

L9030.8

1,270

Workmen's Compensation

L9040.8

140

Life Insurance

L9045.8

Unemployment Insurance

L9050.8

143

Disability Insurance

L9055.8

117

Hospital & Medical Insurance

L9060.8

TOTAL EMPLOYEE BENEFITS

L9199.0

1,670

TOTAL PERSONNEL COSTS

190

19,427LIBRARY MATERIALS AND BINDINGBOOKS

Microform

L7410.410A

Normicroform

L7410.410B

5,723

TOTAL BOOKS

L7410.410

5,723SERIALS

Periodicals

Microform

L7410.413A

Normicroform

L7410.413B

1,131

Total Periodicals

L7410.413C

1,131

Other Serials

Microform

L7410.413D

Normicroform

L7410.413E

Total Other Serials

L7410.413F

0

TOTAL SERIALS

L7410.413

1,131

OPERATING FUND DISBURSEMENTS - Jan. 1 - Dec. 31 (cont'd)

AV MATERIALS

Films, filmstrips, slides	L7410.411			
Recordings (cassettes, tapes, discs; also video tapes and discs)	L7410.412			
AV Rental	L7410.417			
TOTAL AV MATERIALS	205		<u>0</u>	

OTHER NONBOOK MATERIALS

Materials for Blind	L7410.414			
Itemized nonbook	L7410.415			
Bookbinding	L7410.416	88		
Other Miscellaneous (Specify) _____	L7410.429			
Total	415	88		
TOTAL OTHER NONBOOK	204		<u>88</u>	
TOTAL LIBRARY MATERIALS & BINDING	L7410.42			<u>6,942</u>

GRANTS TO MEMBER LIBRARIES -

SYSTEM HEADQUARTERS ONLY

Cash Grants

Total paid from LLIA	L7410.490A			
Total paid from other System funds	L7410.490B			
Total paid to central/cocentral libraries under Ed. Law 273.1.b	L7410.490C			
Total Cash Grants - Other than LLIA (.490B + .490C)	L7410.490			

Book Grants	L7410.495			
Other Grants	L7410.496			
TOTAL GRANTS	L7410.49			<u>0</u>

CAPITAL EXPENDITURES FROM OPERATING FUNDS

Bookmobile	L7410.201			
Other Vehicles	L7410.202			
All Other Equipment				
Audiovisual Equipment	L7410.203A			
Other Equipment	L7410.203B	404		
Total All Other Equipment	L7410.203		404	
TOTAL CAPITAL EXPENDITURES	L7410.2			<u>404</u>
From Local Public Funds 71PF				
From Other Funds 71OF				
Total (Same as L7410.2)				

OPERATING FUND DISBURSEMENTS - Jan. 1 - Dec. 31 (cont'd)

OPERATION AND MAINTENANCE OF BUILDINGS

Fuel and Utilities	L7410.450	<u>3,090</u>	
Custodial Supplies	L7410.451	<u>0</u>	
Repairs to Buildings & Building Equipment			
From Local Public Funds 72PF			
From Other Funds 72OF		<u>968</u>	
Total	L7410.452	<u>968</u>	
Rental of Quarters	L7410.453		
Insurance	L7410.454	<u>1,105</u>	
Building Service Contracts	L7410.469	<u>1,200</u>	
TOTAL OPERATION & MAINTENANCE OF BUILDINGS	L7410.46		<u><u>6,363</u></u>

AUTOMOTIVE EXPENSES

Operation of Bookmobiles	L7410.470		
Operation of Other Vehicles	L7410.471		
Maintenance of Bookmobiles	L7410.472		
Maintenance of Other Vehicles	L7410.473		
TOTAL AUTOMOTIVE EXPENSES	L7410.47		<u><u>0</u></u>

MISCELLANEOUS EXPENSES

Office and Library Supplies	L7410.430	<u>725</u>	
Telephone	L7410.431	<u>788</u>	
TWX/Dataphone	L7410.432		
Postage and Freight	L7410.433	<u>231</u>	
Publicity and Printing	L7410.434		
Travel	L7410.435	<u>190</u>	
Membership Dues	L7410.438		
Rental, Repair, and Maintenance of Office Equipment	L7410.439	<u>421</u>	
Professional Fees	L7410.437		
Contracts with Private Concerns for Processing	L7410.440		
Other (Specify)	900		
TOTAL MISCELLANEOUS EXPENSES	906		<u><u>2,355</u></u>

CONTRACTS WITH PUBLIC LIBRARIES AND/OR
PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE

L7410.436	<u><u>0</u></u>
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OPERATING FUND DISBURSEMENTS - Jan. 1 - Dec. 31 (cont'd)

DEBT SERVICE

PRINCIPAL

Loans - Capital Purposes		L9710.6	_____
From Local Public Funds	73PF	_____	
From Other Funds	73OF	_____	
Loans - Budget		L9750.6	_____
From Local Public Funds	74PF	_____	
From Other Funds	74OF	_____	
TOTAL PRINCIPAL		L9899.6	_____

INTEREST

Loans - Capital Purposes		L9710.7	_____
From Local Public Funds	75PF	_____	
From Other Funds	75OF	_____	
Loans - Budget		L9750.7	_____
From Local Public Funds	76PF	_____	
From Other Funds	76OF	_____	
Loans - Short Term		L9770.7	_____
From Local Public Funds	77PF	_____	
From Other Funds	77OF	_____	
TOTAL INTEREST		L9899.7	_____
TOTAL DEBT SERVICE		L9899.0	_____

0

TOTAL OPERATING FUND DISBURSEMENT	911		<u>35,491</u>
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TRANSFERS

TRANSFERS TO CAPITAL FUND CODE H2810

From Local Public Funds	78PF	_____
From Other Funds	78OF	_____
Total		L9550.9

TRANSFER TO OTHER FUNDS - IDENTIFY

	L95	.9	_____
TOTAL TRANSFERS		956	_____
TOTAL DISBURSEMENTS AND TRANSFERS		915	_____

0

BALANCE IN OPERATING FUNDS-December 31, 1987

Cash	999A	59971
Temporary Inv.	999B	_____
Total		999

TOTAL DISBURSEMENT, TRANSFER AND BALANCE

CAPITAL FUND REPORT FOLLOWS: YES ☐ NO ☒

998 (Must agree with Code 018, Pg. F-3)

95,462

THE USE OF LIBRARY TECHNOLOGY
IN NEW YORK STATE PUBLIC LIBRARIES

NAME OF LIBRARY Mynderse Library

LIBRARY SYSTEM Finger Lakes Library System

PERSON COMPLETING FORM Michael Caraher

PHONE (315) 568-8265

AREA CODE

NUMBER

YOU ARE REQUIRED TO RETURN THIS FORM WITH THE ANNUAL REPORT

INSTRUCTIONS: This survey requests information on the use of computers in public libraries and library systems in the state. For the purpose of this survey, a computer is defined as any central processing unit, with either online or offline operations, and its related peripheral equipment. Contracted computer services are those which the library purchases from library networks, cooperative library organizations, commercial organizations, etc. A separate survey form should be completed for each library facility (i.e., each branch should complete a form).

I. Does your library use computers in providing library services?

☒

YES

☐ NO

II. Does your library use computers indirectly by contracting for computer services?

☐

YES

☒

NO

IF THE ANSWERS TO QUESTIONS I AND II ARE NO, YOU ARE NOT REQUIRED TO COMPLETE THE REMAINDER OF THIS SURVEY

III. Does your library use an online bibliographic data base?

☐

YES

☒

NO

Please enter an "X" to indicate which one(s):

OCLC ☐ MILC ☐ RLIN ☐ UTIAS ☐ OTHER ☐ Please describe: _____

IV. How many of the library's bibliographic records for monographs are in machine readable form?

A. How many holdings do these machine readable bibliographic records for monographs represent?

B. How many of the library's machine readable bibliographic records for monographs are in MARC format?

C. How many of the library's bibliographic records for monographs are NOT in machine readable form?

V. How many of the library's bibliographic records for serials are in machine readable form?

A. How many holdings do these machine readable bibliographic records for serials represent?

B. How many of the library's bibliographic records for serials are NOT in machine readable form?

VI. For each computerized service or activity performed ONLINE enter "x" in column a,b or c depending on the type of computer used. For each computerized service or activity performed OFFLINE enter "x" in column d,e or f. For contracted services for any of the computerized services or activities performed enter "x" in column g.

Computerized Service	COMPUTER						Contracted Services (g)
	ONLINE			OFFLINE			
	Micro (a)	Mini (b)	Main Frame (c)	Micro (d)	Mini (e)	Main Frame (f)	
ACQUISITIONS							
PUBLIC ACCESS CATALOG				X			
COMPUTER OUTPUT MICROFILM (COM) CATALOG							
REFERENCE							
CIRCULATION							
INTERLIBRARY LOAN							
SERIALS CONTROL							
ADMINISTRATIVE USES							
CATALOGING				X			
OTHER: (please specify)							

DEFINITIONS:

Online	Equipment or devices under the control of the central processing unit. The input data enters the computer directly from the point of origin or the output data is transmitted directly to where it is used.
Offline	Equipment or devices not under the control of the central processing unit.
Bibliographic Record	A descriptive entry for a single title. Title is a term used to designate a publication which forms a separate whole, whether issued in one or several parts.
Holdings Record	An identifying entry for each copy, volume or item owned by the library which is attached to one bibliographic record. For the purposes of this survey, synonymous with a "local data record".
Machine Readable	Records entered in a format (usually on magnetic tape) which a computer can recognize directly.
Monograph	For the purposes of this survey, synonymous with a book. Bound volumes of periodicals and newspapers are not considered monographs.
Acquisitions	Ordering or purchasing books, periodicals and other library materials and equipment.
Public Access Catalog	A catalog of bibliographic records in machine readable form, permitting interactive access through terminals in direct, continuing communication with the computer. Access is typically through author, title, subject, book number or a combination of these.
COM Catalog	A library catalog generated by a microfilm printer that will take output directly from the computer.
Reference	Locating, researching, and supplying specific information for library patrons (includes data base services, information and referral files, special indexes, etc.).
Serials Control	All functions of acquiring, maintaining and recordkeeping on all serials.
Administrative Uses	Includes bookkeeping, billing, payable, personnel, financial records (i.e., budgets, inventory control, etc.)

THE USE OF LIBRARY TECHNOLOGY
IN NEW YORK STATE PUBLIC LIBRARIES

NAME OF LIBRARY: Mynderse Library

VII. AUTOMATION COSTS (Please use estimates if specific data is unavailable)

A. EXPENDITURES

Please indicate how much your library spent on automation related activities this year in each category.

- | | |
|--|-------|
| 1. Personnel and Benefits | _____ |
| 2. Equipment purchase | _____ |
| 3. Software purchase | _____ |
| 4. Equipment maintenance/repair | _____ |
| a. maintenance agreement | _____ |
| b. repairs | _____ |
| c. other (specify): | _____ |
| 5. Telecommunications (phone, data lines, electronic mail, etc.) | _____ |
| 6. Contracted services | _____ |
| a. bibliographic utility costs | _____ |
| b. database searches | _____ |
| c. other (specify): | _____ |
| 7. Supplies | _____ |
| 8. Other (specify): | _____ |
| _____ | _____ |
| _____ | _____ |

(A)* TOTAL of 1-8 0

B. RECEIPTS

Please indicate the source of the monies your library used to fund automation related activities this year.

- | | |
|---------------------------------|--------------------|
| 1. <u>Local Public Funds</u> | (1) TOTAL <u>0</u> |
| 2. <u>State Aid</u> | |
| Local Library Incentive Aid | _____ |
| Annual Aid | _____ |
| Central Library Development Aid | _____ |

Special Grants
Coordinated Outreach
Regional Bibliographic Databases & Interlibrary
Resource Sharing
Aid for State Operated Correctional Facilities
Other (specify):

3. Federal Aid

LSCA

Title I

Title III

Other (specify):

4. Gifts and Endowments

5. Other (specify):

(2) TOTAL

0

(3) TOTAL

0

(4) TOTAL

(5) TOTAL

0

(B)* TOTAL of 1-5

0

*The total of A should equal the total of B.

THE USAGE OF MICROCOMPUTER EQUIPMENT
IN NEW YORK STATE PUBLIC LIBRARIES

NAME OF LIBRARY: Mynderse Library LIBRARY SYSTEM: Finger Lakes Library System
PERSON COMPLETING FORM: Michael Caraher PHONE: (315) 568-8265
AREA CODE NUMBER

YOU ARE REQUIRED TO RETURN THIS FORM WITH THE ANNUAL REPORT

INSTRUCTIONS: This survey requests information on the quantities and usage of microcomputer equipment in public libraries in the state. Through the collection of this data, the Department can begin to develop a profile of the use of this type of equipment in libraries and begin to plan technical assistance activities in support of this usage. A separate survey form should be completed for each library facility (i.e., each branch should complete a form).

I. MICROCOMPUTER HARDWARE CURRENTLY IN USE

A. Enter the TOTAL NUMBER of microcomputers in use

If ZERO, you are not required to complete the remainder of this survey

3

B. Enter the NUMBER of microcomputers of each type currently in use.

MODEL	NUMBER IN USE	MODEL	NUMBER IN USE	MODEL	NUMBER IN USE
1. Adam		13. Commodore PET		25. OCLC M300	
2. Apple, Bell and Howell		14. Other Commodore Micros		26. TANDY 1000	
3. Apple IIc				27. TANDY 2000	
4. Apple IIe	1	15. COMPAQ Portable		28. Televideo 806	
5. Apple II Plus		16. DECIMATE II		29. TRS-80 Color Computer	
6. Apple III		17. DEC RAINBOW 100		30. TRS-80 Model II	
7. Macintosh		18. Other DEC Micros		31. TRS-80 Model III	
8. Other Apple Micros		19. IBM PC(laser disc pub. access cats.)	2	32. TRS-80 Model IV	
9. AT&T		20. IBM PC jr.		33. Other Micros (Please specify model)	
10. Atari		21. IBM PC AT			
11. Commodore VIC 20		22. IBM PC XT			
12. Commodore 64		23. Other IBM Micros			
		24. Kaypro II			

C. Enter the TOTAL NUMBER OF MODEMS in use with microcomputers. Please specify MODEL and baud rate:

0

D. Enter the TOTAL NUMBER OF PRINTERS in use with microcomputers.

2

A. Enter the TOTAL NUMBER of software programs in use.

B. Check those applications listed below for which microcomputer software has been acquired* or developed locally.

SOFTWARE	ACQUIRED*	LOCALLY DEVELOPED	SOFTWARE	ACQUIRED*	LOCALLY DEVELOPED
1. Library Applications					
a) Circulation Control	<input type="checkbox"/>	<input type="checkbox"/>	g) Information and Referral	<input type="checkbox"/>	<input type="checkbox"/>
b) Acquisitions	<input type="checkbox"/>	<input type="checkbox"/>	h) Indexes	<input type="checkbox"/>	<input type="checkbox"/>
c) Public Access Catalog	<input type="checkbox"/>	<input type="checkbox"/>	i) Interlibrary Loan	<input type="checkbox"/>	<input type="checkbox"/>
d) Cataloging	<input checked="" type="checkbox"/>	<input type="checkbox"/>	j) Serials Control	<input type="checkbox"/>	<input type="checkbox"/>
e) Union Lists	<input type="checkbox"/>	<input type="checkbox"/>	k) Administrative Uses	<input type="checkbox"/>	<input type="checkbox"/>
1. Monographs	<input type="checkbox"/>	<input type="checkbox"/>	1. Accounting/Bookkeeping	<input type="checkbox"/>	<input type="checkbox"/>
2. Newspapers	<input type="checkbox"/>	<input type="checkbox"/>	2. Equipment Inventory	<input type="checkbox"/>	<input type="checkbox"/>
3. Serials	<input type="checkbox"/>	<input type="checkbox"/>	3. Word Processing	<input type="checkbox"/>	<input type="checkbox"/>
4. Films	<input type="checkbox"/>	<input type="checkbox"/>	4. Mailing Lists	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Videocassettes	<input type="checkbox"/>	<input type="checkbox"/>	5. Electronic Mail	<input type="checkbox"/>	<input type="checkbox"/>
6. Other (please describe)	<input type="checkbox"/>	<input type="checkbox"/>	l) Other (please describe)	<input type="checkbox"/>	<input type="checkbox"/>
f) Data Base Access (eg. MS, Source, etc.)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
2. Public Service and/or Patron Use					
a) Computer Assisted Instruction	<input checked="" type="checkbox"/>	<input type="checkbox"/>	f) Spreadsheets	<input type="checkbox"/>	<input type="checkbox"/>
b) Computer Literacy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	g) Database Management	<input type="checkbox"/>	<input type="checkbox"/>
c) Skills Improvement (remedial, drill practice, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	h) Utility Programs	<input type="checkbox"/>	<input type="checkbox"/>
d) Fun and Games	<input checked="" type="checkbox"/>	<input type="checkbox"/>	i) Networking Programs	<input type="checkbox"/>	<input type="checkbox"/>
e) Word Processing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	j) Other (please describe)	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>

*ACQUIRED = any software purchased and/or donated from commercial vendors or other sources external to the library or library system.

III. PATRON ACCESS

A. Enter the total number of microcomputers available for public use

1. How many may be borrowed for home use?

2. How many patrons per month access microcomputer equipment?

3. Enter an X if there is a fee charged to the patron for equipment usage.
What is the amount of the fee, and what is it for? _____

B. Enter the total number of software programs available for public use

C. Enter an X if the library provides computer literacy training sessions for the public

1. How many patrons per month receive computer literacy training?

2

0

50

27

Mynderse Library

Name of library

Please respond to the following questions.

	<u>YES</u>	<u>NO</u>
1. Is the building entrance accessible for the physically handicapped who		
a. use wheel chairs?	___	<u>X</u>
b. use other mobility devices?	___	<u>X</u>
c. have respiratory or circulatory problems?	___	<u>X</u>
2. Does the library have rest rooms designed to be physically accessible by the physically handicapped?	___	<u>X</u>
3. If public service areas are on more than one floor, is there an elevator connecting all levels?	___	<u>X</u>
4. Are open book stacks wide enough to accommodate wheel chair use?	___	<u>X</u>
5. Is there a public pay phone in the library?	___	<u>X</u>
If yes, can it be used by a person in a wheel chair?	___	___
6. Is there a drinking fountain which can be used by the physically handicapped?	___	<u>X</u>
7. Is there a library parking lot?	___	<u>X</u>
If yes, is it accessible to the building entrance for the physically handicapped?	___	___
8. Does the library parking lot have designated spaces for the physically handicapped?	___	___