

00566010

ANNUAL LIBRARY REPORT

OFFICIAL COPY
TO BE SENT TO
DIVISION OF LIBRARY
DEVELOPMENT
STATE OF NEW YORK
ALBANY, N.Y.

FOR THE YEAR

ENDING DECEMBER 31, 1988

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

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. # (615) 568-8265Population Chartered to Serve (LC) 7466Is Director certified? Yes , No X. If "Yes", Certification # . (Required for library serving 7,500+)

Type of Library: Association (X) Public ()

Area Chartered to Serve: Town () Village (X) 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: PublicService 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 9/1 To 6/30)					Summer (Dates: From 7/1 To 8/31)				
	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					
Total Main Hours					30	Total Main Hours				27
Total Branch Hours					0	Total Branch Hours				0
GRAND TOTAL HOURS (LG)					30	GRAND TOTAL HOURS				27

INTERLIBRARY AND AGENCY COOPERATION						
NUMBER OF:	Materials Borrowed on Interlibrary Loan				Loaned on Interlibrary Loan	
	By Specific Request		Bulk Loans to Augment Collection			
	LH		LO		mc	
Books	LH	725	LO	450	mc	124
Serials	LI	21	lp		md	
Films, Filmstrips, Slides	LJ	189	LQ	336	me	
Recordings (discs and tapes)	LK	27	LR	295	mf	
Materials for the Blind	LL		ls		mg	
Other Nonbook Materials (see A-3)	LM	9	lt		mh	
TOTAL	ln	971	lu	1081	mi	124

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

Number of Interlibrary Loan Requests Forwarded:
To System 1046
To Other Libraries or Agencies 0
TOTAL 1046

Number of Interlibrary Loan Requests Filled 971

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

Number of Audiovisual Materials Rented 0

Number of Interlibrary Loan Requests Forwarded:
 To System 1046
 To Other Libraries or Agencies 0
 TOTAL 1046
 Number of Interlibrary Loan Requests Filled 971
 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 - 12/31/87		Additions By Purchases & Gifts				Withdrawals				Holdings - 12/31/88				Circulation Jan. 1-Dec. 31		
	Titles	Volumes	Titles	Volumes	Titles	Volumes	Titles	Volumes	Titles	Volumes							
Fiction	aa	6103	ah	6217	ao	208	av	222	bc	19	bj	22	bq	6292	BX	6417	10707
Nonfiction	ab	8297	ai	8644	ap	200	aw	285	bd	72	bk	121	br	8425	BY	8808	4436
TOTAL	ac	14400	aj	14861	aq	408	ax	507	be	91	bl	143	bs	14717	bz	15225	15143
JUVENILE																	
Fiction	ad	1614	ak	1637	ar	168	ay	185	bf	46	bm	60	bt	1736	ca	1762	5922
Nonfiction	ae	1693	al	1755	as	57	az	59	bg	34	bn	80	bu	1716	cb	1734	2068
TOTAL	af	3307	am	3392	at	225	ba	244	bh	80	bo	140	bv	3452	CC	3496	7990
TOTAL BOOKS	ag	17707	an	18253	au	633	BB	751	bi	171	bp	283	bw	18169	cd	18721	23133

SERIALS COLLECTION

	Holdings - 12/31/87		Purchases & Gifts		Withdrawals		Holdings - 12/31/88		Circulation Jan. 1 - Dec. 31		
	Bibliographic Volumes		Bibliographic Volumes		Bibliographic Volumes		Bibliogra phic Vols.	Current Sub. Titles			
Periodicals	cp	358	cx	68	df	38	dn	388	dj	68	1079
Newspapers	cq	5	cy	4	dg	3	do	6	dk	4	0
Other Serials	cr	0	cz	0	dh	0	dp	0	dl	0	0
TOTAL	cs	363	da	72	di	41	DO	394	DM	72	du 1079

NONBOOK MATERIALS																									
AUDIO-VISUAL MATERIALS	Holdings - 12/31/87						Purchases & Gifts						Withdrawals						Holdings - 12/31/88						Circulation Jan. 1 - Dec. 31
	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		26
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		9
Recordings	dy	1	ed	1	ei	1	en	0	es		ex		fc	0	fh		fm		FR	1	fw	1	gb	1	491
Video:																								3059	
Cassettes	va	58	vc	55	ve	55	vg	16	vi	16	vk	16	vm	0	vo		vq		VS	74	vu	71	vw	71	0
Discs	vb	0	vd	0	vf	0	vh	0	vj	0	vl	0	vn	0	vp		vr		VT	0	vv	0	vx	0	
TOTAL	dz	59	ee	56	ej	56	EO	16	et	16	ey	16	fd	0	fi		fn		FS	75	fx	72	gc	72	GH 3585

MATERIALS FOR BLIND

Talking Books	gi	267	gm	143	gq	143	gu	97	gy	52	hc	52	hg	0	hk	ho	HS	364	hw	195	ia	195	917
Braille Material	gj	0	gn	0	gr	0	gv	0	gz	0	hd	0	hh	0	hl	hp	ht	0	hx	0	ib	0	0
Other (Specify)	gk	0	go	0	gs	0	gw	0	ha	0	he	0	hi	0	hm	hq	hu	0	hy	0	ic	0	0
TOTAL	gl	267	gp	143	gt	143	gx	97	hb	52	hf	52	hj	0	hn	hr	HV	364	hz	195	id	195	ih 917

OTHER NONBOOK MATERIALS

OTHER NONBOOK MATERIALS		PHYSICAL ITEMS									
		Holdings 12/31/ 87		Additions		Withdrawals		Holdings 12/31/88			
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	85	iy	6	ji	0	js	91		3
Pictures & Photographs		ip		iz		jj		jt			
Framed Pictures		iq	9	ja	0	jk	0	ju	9		0
Microcomputer Software		ms	25	mt	0	mu	0	mv	25		0
Other (specify) Heating		ir	6	jb	0	jl	0	jv	6		21
Impaired											
TOTAL	Devices	is	186	ic	6	jm	0	JW	192	kg	24
TOTAL NONBOOK		ka	186	kb	6	kc	0	kd	192	kh	24
GRAND TOTAL HOLDINGS (CD + DQ + FS + HV + JW)		ki	19746	GRAND TOTAL CIRCULATION (CK + DU + GH + IH + KG)						KJ	28738

TOTAL UNCATALOGED PAPERBOUND BOOKS WHICH CIRCULATE 2082

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

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

Name of Director Michael Caraher

[illegible]

Usual scheduled date and hour of meetings (for example:

A-4

LIBRARY PERSONNEL - 1988 - SUPPORT SERIES *

TITLE	(1) 1988 Positions Budgeted	Positions Filled 12-31-88								Salary Range		
		(2) Full-Time		(3) Part-Time		FTE (4) Part-Time		(5) Ø 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	Report salary in Code L7410.142B			
OTHER SUPPORT STAFF												
Specify												
Subtotal									Report salary in Code L7410.143			
BINDERY STAFF												
Specify												
Subtotal									Report salary in Code L7410.142C			
BUILDING MAINTENANCE AND OPERATION STAFF												
Janitors	1				1		.5	.5				
Guards												
Others (Specify)												
Subtotal	1				1		.5	.5	Report salary in Code L7410.142D			
TOTAL SUPPORT STAFF	2			1	1	.6	.5	1.1				
VOLUNTEERS								0				

*See page 11 of Instructions.

ØColumn 5 = Total of Col. 2 plus Tot. of Col. 4.

REVENUE SHARING REPORT FORM
CALENDAR YEAR - 1988

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.

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 57
Number of photocopies supplied at library's expense in lieu of circulation (kj) 0
NUMBER OF REFERENCE QUESTIONS ANSWERED 1228
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 - 1988 - SUPPORT SERIES *

TITLE	(1) 1988 Positions Budgeted	(2) Positions Filled 12-31-88						(3) Salary Range			
		(2)		(3)		FTE (4)		(5) Ø	Be- ginning	Maximum	In- crement
		Full-Time	Part-Time	Female	Male	Part-Time	Female				
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	Report salary in Code L7410.142B		
OTHER SUPPORT STAFF											
Specify											
Subtotal									Report salary in Code L7410.143		
BINDERY STAFF											
Specify											
Subtotal									Report salary in Code L7410.142C		
BUILDING MAINTENANCE AND OPERATION STAFF											
Janitors	1			1		.5		.5			
Guards											
Others (Specify)											
Subtotal	1			1		.5		.5	Report salary in Code L7410.142D		
TOTAL SUPPORT STAFF	2			1	1	.6	.5	1.1			
VOLUNTEERS								0			

*See page 11 of Instructions.

ØColumn 5 = Total of Col. 2 plus Tot. of Col. 4.

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, NEW YORK

NAME OF DIRECTOR MICHAEL CARAHER
NAME OF TREASURER DAVID J. BROPHY

OPERATING FUND REPORT - 1988

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

LOCAL PUBLIC FUNDS

	Code	
County(ies) _____	002A	
Town(s) <u>Seneca Falls</u>	002B	<u>5,000</u>
Village(s) _____	002C	
City of _____	002D	
School District of <u>Seneca Falls</u>	002E	<u>1,500</u>
Other (Specify) _____	002F	
TOTAL LOCAL PUBLIC FUNDS	002	<u>6,500</u>

SYSTEM CASH GRANTS - MEMBER LIBRARY

Cash grants other than LLIA	L2760	<u>2,326</u>
Cash derived from LLIA	L3840A1	<u>146</u>
TOTAL SYSTEM CASH GRANTS		<u>2,472</u>

STATE AID

MEMBER LIBRARY ONLY

Other than LLIA (Specify) _____	L3840A2	
---------------------------------	---------	--

SYSTEM HEADQUARTERS ONLY

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

Income from Investments

Interest and Earnings

L2401

Endowment and Trust Fund

L2755

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

Library Charges - Fines and Rentals

L2082

Rental of Real Property

L2410

Rental of Real Property - Other

Governments

L2412

Equipment Rental

L2414

Commissions

L2450

Insurance Recoveries

L2680

Other Compensation for Loss

L2690

Other (Specify) UNITED WAY

L2770

TOTAL OTHER RECEIPTS

009

33,162

TOTAL RECEIPTS

011

42,134

LOCATION SENECA FALLS, NEW YORK

013

L2850

From Other Funds (Specify)

017

001A 59,971

00LB

001

018

102,105

CERTIFICATION

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

David J. Murphy Treasurer
Signature of Board President or Treasurer

Date 1/22/89

Michael Carahan
Signature of Director

Date 1/23/89

Fiscal Year 1/1/88 to 12/31/88

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.

OPERATING FUND DISBURSEMENTS Jan. 1 - Dec. 31 (Round to nearest whole dollar)PERSONNEL COSTSSALARIES

Certified Librarians Series

L7410.141

Support Series

Library Technician

L7410.142A

15,315

Clerical Staff

L7410.142B

3,503

Bindery Staff

L7410.142C

Building Staff

L7410.142D

Total Support Series

L7410.142

Other Support Staff

L7410.143

TOTAL SALARIES

L7410.1

18,818

EMPLOYEE BENEFITS

State Retirement

L9010.0

Private Retirement

L9022.8

Social Security

L9030.8

1,413

Workmen's Compensation

L9040.8

193

Life Insurance

L9045.8

Unemployment Insurance

L9050.8

238

Disability Insurance

L9055.8

117

Hospital & Medical Insurance

L9060.8

TOTAL EMPLOYEE BENEFITS

L9199.0

1,961

TOTAL PERSONNEL COSTS

190

20,779

LIBRARY MATERIALS AND BINDINGBOOKS

Microform

L7410.410A

Normicroform

L7410.410B

6,697

TOTAL BOOKS

L7410.410

6,697

SERIALS

Periodicals

Microform

L7410.413A

Normicroform

L7410.413B

1,520

Total Periodicals

L7410.413C

1,520

Other Serials

Microform

L7410.413D

Normicroform

L7410.413E

Total Other Serials

L7410.413F

-0-

TOTAL SERIALS

L7410.413

1,520

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	148	_____	
Other Miscellaneous (Specify) _____	L7410.429	_____		
Total	415		148	
TOTAL OTHER NONBOOK	204			148
TOTAL LIBRARY MATERIALS & BINDING	L7410.42			<u>8,365</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	_____	

CAPITAL EXPENDITURES FROM OPERATING FUNDS

Bookmobile	L7410.201	_____	
Other Vehicles	L7410.202	_____	
All Other Equipment		_____	
Audiovisual Equipment	L7410.203A	_____	
Other Equipment	L7410.203B	_____	
Total All Other Equipment	L7410.203	_____	
TOTAL CAPITAL EXPENDITURES	L7410.2	_____	<u>-0-</u>
From Local Public Funds 71PF	_____		
From Other Funds 71OF	_____		
Total (Same as L7410.2)	_____		

NAME MYNDERSE LIBRARY

LOCATION

SENECA FALLS, NEW YORK

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

OPERATION AND MAINTENANCE OF BUILDINGS

Fuel and Utilities	L7410.450	3,299
Custodial Supplies	L7410.451	-0-
Repairs to Buildings & Building Equipment		
From Local Public Funds 72PF		
From Other Funds 72OF		3,069
Total	L7410.452	3,069
Rental of Quarters	L7410.453	
Insurance	L7410.454	1,458
Building Service Contracts	L7410.469	1,200
TOTAL OPERATION & MAINTENANCE OF BUILDINGS	L7410.46	9,026

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	-0-

MISCELLANEOUS EXPENSES

Office and Library Supplies	L7410.430	1,100
Telephone	L7410.431	806
TWX/Dataphone	L7410.432	
Postage and Freight	L7410.433	289
Publicity and Printing	L7410.434	
Travel	L7410.435	133
Membership Dues	L7410.438	
Rental, Repair, and Maintenance of Office Equipment	L7410.439	602
Professional Fees	L7410.437	
Contracts with Private Concerns for Processing	L7410.440	
Other (Specify)	900	
TOTAL MISCELLANEOUS EXPENSES	906	2,930

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

L7410.436

-0-

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		<u>-0-</u>

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		<u>-0-</u>
TOTAL DEBT SERVICE		L9899.0		<u>-0-</u>

TOTAL OPERATING FUND DISBURSEMENT 911

41,100

TRANSFERS

TRANSFERS TO CAPITAL FUND CODE H2810

From Local Public Funds	78PF		
From Other Funds	78OF		
Total		L9550.9	<u>-0-</u>

TRANSFER TO OTHER FUNDS - IDENTIFY

		L95	.9	<u>-0-</u>
--	--	-----	----	------------

TOTAL TRANSFERS

956

-0-

41,100

TOTAL DISBURSEMENTS AND TRANSFERS

915

BALANCE IN OPERATING FUNDS-December 31, 1988

Cash 999A 61,005

Temporary Inv. 999B

Total 999

61,005

TOTAL DISBURSEMENT, TRANSFER AND BALANCE

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

102,105

CAPITAL FUND REPORT FOLLOWS: YES ☐ NO ☒

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 ☐ UTLAS ☐ 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.
CON 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

0

(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. DECMATE 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				32. TRS-80 Model IV	
9. AT&T		19. IBM PC		33. Other Micros	
10. Atari		20. IBM PC jr.		(Please specify model)	
11. Commodore VIC 20		21. IBM PC AT		<i>Le tac CD Rom</i>	2
12. Commodore 64		22. IBM PC XT		<i>dedicated micro</i>	
		23. Other IBM Micros		<i>used only as a</i>	
				<i>union catalog</i>	
		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			g) Information and Referral		
a) Circulation Control	<input type="checkbox"/>	<input type="checkbox"/>	h) Indexes	<input type="checkbox"/>	<input type="checkbox"/>
b) Acquisitions	<input type="checkbox"/>	<input type="checkbox"/>	i) Interlibrary Loan	<input type="checkbox"/>	<input type="checkbox"/>
c) Public Access Catalog	<input type="checkbox"/>	<input type="checkbox"/>	j) Serials Control	<input type="checkbox"/>	<input type="checkbox"/>
d) Cataloging	<input checked="" type="checkbox"/>	<input type="checkbox"/>	k) Administrative Uses	<input type="checkbox"/>	<input type="checkbox"/>
e) Union Lists	<input type="checkbox"/>	<input type="checkbox"/>	1. Accounting/Bookkeeping	<input type="checkbox"/>	<input type="checkbox"/>
1. Monographs	<input type="checkbox"/>	<input type="checkbox"/>	2. Equipment Inventory	<input type="checkbox"/>	<input type="checkbox"/>
2. Newspapers	<input type="checkbox"/>	<input type="checkbox"/>	3. Word Processing	<input type="checkbox"/>	<input type="checkbox"/>
3. Serials	<input type="checkbox"/>	<input type="checkbox"/>	4. Mailing Lists	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Film	<input type="checkbox"/>	<input type="checkbox"/>	5. Electronic Mail	<input type="checkbox"/>	<input type="checkbox"/>
5. Videocassettes	<input type="checkbox"/>	<input type="checkbox"/>	l) Other (please describe):	<input type="checkbox"/>	<input type="checkbox"/>
6. Other (please describe)	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
f) Data Base Access (eg. BRS, Source, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
2. Public Service and/or Patron Use			f) Spreadsheets		
a) Computer Assisted Instruction	<input checked="" type="checkbox"/>	<input type="checkbox"/>	g) Database Management	<input type="checkbox"/>	<input type="checkbox"/>
b) Computer Literacy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	h) Utility Programs	<input type="checkbox"/>	<input type="checkbox"/>
c) Skills Improvement (remedial, drill practice, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	i) Networking Programs	<input type="checkbox"/>	<input type="checkbox"/>
d) Fun and Games	<input checked="" type="checkbox"/>	<input type="checkbox"/>	j) Other (please describe):	<input type="checkbox"/>	<input type="checkbox"/>
e) Word Processing	<input checked="" 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

1988 Annual Report

DIRECTIONS: Please respond to the following questions, which are related to the proposed minimum standards for public libraries. Information on aspects of the proposed standards which is already included in the annual report is not addressed in this questionnaire.

1. BYLAWS

a. Does the library's board of trustees have board-approved written bylaws?

YES X NO

b. What year were the bylaws last revised?

YEAR ?

2. LONG-RANGE PLAN OF SERVICE

a. Does the library have a board-approved written long-range plan of service?

YES NO X

b. What time period (year to year) does the long-range plan cover?

BEGINNING YEAR

ENDING YEAR

3. BUDGET

a. Does the library present a written annual budget to appropriate funding agencies?

YES X NO

4. EQUIPMENT

a. Does the library have a photocopier available to the public in the facility in which the library is located?

YES X NO

5. POLICIES

- a. Does the library have board-approved written policies for the operation of the library?
- b. Please check the topic areas where the library board has adopted written policies:

YES X NO

- X Circulation
- X Collection Development
- X Confidentiality of Library Records
- Emergencies/Disaster Planning
- Exhibits and Displays
- Finances
- X Gifts and Special Collections
- X Hours Open
- Intellectual Freedom
- X Interlibrary and Interagency Cooperation
- X Materials Selection
- X Patron Complaints
- X Personnel
- X Programming
- X Public Relations
- X Relationship to Public Library System
- Rules of Conduct for Library Users
- Services for Nonresident Borrowers
- X Use of Library Equipment
- X Use of Library Meeting Rooms

 Other (PLEASE DESCRIBE):

6. COLLECTION

- a. Does the library periodically measure the effectiveness of the collection in meeting community needs?
- b. Please indicate the method(s) used to conduct this measurement:

YES NO X

- Circulation Per Capita
- In-Library Materials Use Per Capita
- Turnover Rate
- Title Fill Rate
- Subject and Author Fill Rate
- Browser's Fill Rate
- Document Delivery
- Reference Completion Rate

Other (PLEASE DESCRIBE):

7. INFORMATION ABOUT THE LIBRARY

- a. Does the library distribute printed information to the public describing the library, its policies and services?

YES x

NO

- b. If yes, please indicate the type of printed information provided:

x Library's hours open
x Borrowing rules
x Description of services
x Location
x Phone number
 Other (PLEASE DESCRIBE):

- c. What is the format for distribution of this printed information?

 Press release(s)
x Handout(s) for pickup in the library
 Posting(s) in the library
 Posting(s) in the community
 Handout(s) for pickup in community locations
 Handout(s) mailed to community residents
 Other (PLEASE DESCRIBE):

- d. How often does the library report on its activities and accomplishments to the community?

 Regularly during the year
 Annually
 Every two years
 Never
x Other (PLEASE DESCRIBE): as needed.

- e. What method(s) does the library use to report on its activities and accomplishments?

☒ Posting(s) in the library
☒ Printed report(s)
☐ Newsletter
☒ Oral report(s)
☒ Press release(s)
☐ Budget document(s)
☐ Other (PLEASE DESCRIBE):

8. FACILITY

- a. Does the library have a restroom available to the public in the facility in which the library is located?

YES ☒ NO ☐

If yes, is the restroom designed to be accessible by the physically handicapped person?

YES ☐ NO ☒

- b. Is the building entrance accessible for the physically handicapped person who uses a wheel chair?

YES ☐ NO ☒

- c. Are the library's public service areas on more than one floor?

YES ☒ NO ☐

If yes, is there an elevator connecting all levels?

YES ☐ NO ☒

- d. If the library's facility is not currently accessible for the physically handicapped person, please indicate the method(s) used to provide library services and materials to this target group:

☒ Home delivery
☒ Books-by-mail service
☐ Deposit collection(s) in accessible location(s)
☐ No services currently provided to physically handicapped persons
☐ Other (PLEASE DESCRIBE):

2400566010
 MICHAEL CARAHER, DIRECTOR
 MYNDERSE LIBRARY
 31 FALL STREET
 SENECA FALLS, NY 13148
 V SENECA FALLS

ANNUAL LIBRARY REPORT
 FOR THE YEAR
 ENDING DECEMBER 31, 1988

OFFICIAL COPY
 TO BE SENT TO
 DIVISION OF LIBRARY
 DEVELOPMENT
 STATE OF NEW YORK
 ALBANY, N.Y. 12240

Community Seneca Falls, New York 13148

Name of Library Mynderse Library

Street Address 31 Fall Street

Mailing Address (If different from above) _____

County Seneca Zip Code 13148 Tel. # (315) 568-8265

Population Chartered to Serve (LC) 7466

Is Director certified? Yes , No X. If "Yes", Certification # . (Required for library serving 7,500+)

Type of Library: Association (X) Public ()

Area Chartered to Serve: Town () Village (X) City ()

School District () County () Other ()

Name of Director Michael Caraher

Name 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 9/1 To 6/30)					Summer (Dates: From 7/1 To 8/31)					
	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						
Total Main Hours					30	Total Main Hours					27
Total Branch Hours					0	Total Branch Hours					0
GRAND TOTAL HOURS (LG)					30	GRAND TOTAL HOURS					27

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	725	LO	450	mc	124
Serials	LI	21	lp		md	
Films, Filmstrips, Slides	LJ	189	LQ	336	me	
Recordings (discs and tapes)	LK	27	LR	295	mf	
Materials for the Blind	LL		ls		mg	
Other Nonbook Materials (see A-3)	LM	9	lt		mh	
TOTAL	ln	971	lu	1081	mi	124

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

Number of Interlibrary Loan Requests Forwarded:
To System 1046
To Other Libraries or Agencies 0
TOTAL 1046

Number of Interlibrary Loan Requests Filled 971

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 - 12/31/87				Additions By Purchases & Gifts				Withdrawals				Holdings - 12/31/88				Circulation Jan. 1-Dec. 31	
	Titles		Volumes		Titles		Volumes		Titles		Volumes		Titles		Volumes			
Fiction	aa	6103	ah	6217	ao	208	av	222	bc	19	bj	22	bq	6292	BX	6417	10707	
Nonfiction	ab	8297	ai	8644	ap	200	aw	285	bd	72	bk	121	br	8425	BY	8808	4436	
TOTAL	ac	14400	aj	14861	aq	408	ax	507	be	91	bl	143	bs	14717	bz	15225	15143	
JUVENILE																		
Fiction	ad	1614	ak	1637	ar	168	ay	185	bf	46	bm	60	bt	1736	ca	1762	5922	
Nonfiction	ae	1693	al	1755	as	57	az	59	bg	34	bn	80	bu	1716	cb	1734	2068	
TOTAL	af	3307	am	3392	at	225	ba	244	bh	80	bo	140	bv	3452	cc	3496	7990	
TOTAL BOOKS	ag	17707	an	18253	au	633	BB	751	bi	171	bp	283	bw	18169	cd	18721	ck	23133

SERIALS COLLECTION

Periodicals Newspapers Other Serials TOTAL	Holdings - 12/31/87		Purchases & Gifts		Withdrawals		Holdings - 12/31/88		Circulation Jan. 1-Dec. 31			
	Bibliographic Volumes		Bibliographic Volumes		Bibliographic Volumes		Bibliographic Vols. Current Sub. Titles					
Periodicals	cp	358	cx	68	df	38	dn	388	dj	68	1079	
Newspapers	cq	5	cy	4	dg	3	do	6	dk	4	0	
Other Serials	cr	0	cz	0	dh	0	dp	0	dl	0	0	
TOTAL	cs	363	da	72	di	41	dq	394	dm	72	du	1079

NONBOOK MATERIALS

AUDIO-VISUAL MATERIALS	Holdings - 12/31/87						Purchases & Gifts						Withdrawals						Holdings - 12/31/88						Circulation Jan. 1 - Dec. 31
	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		26
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		9
Recordings	dy	1	ed	1	ei	1	en	0	es		ex		fc	0	fh		fm		FR	1	fw	1	gb	1	491
Video:																									
Cassettes	va	58	vc	55	ve	55	vg	16	vi	16	vk	16	vm	0	vo		vq		VS	74	vu	71	vw	71	3059
Discs	vb	0	vd	0	vf	0	vh	0	vj	0	vl	0	vn	0	vp		vr		VT	0	vv	0	vx	0	0
TOTAL	dz	59	ee	56	ej	56	EO	16	et	16	ey	16	fd	0	fi		fn		FS	75	fx	72	gc	72	GH 3585

MATERIALS FOR BLIND

Talking Books	gi	267	gm	143	gn	143	gu	97	gy	52	hc	52	hg	0	hk		ho		HS	364	hw	195	ia	195		917
Braille Material	gj	0	gn	0	gr	0	gv	0	gz	0	hd	0	hh	0	hl		hp		ht	0	hx	0	ib	0		0
Other (Specify)	gk	0	go	0	gs	0	gw	0	ha	0	he	0	hi	0	hm		hq		hu	0	hy	0	ic	0		0
TOTAL	gl	267	gp	143	gt	143	gx	97	hb	52	hf	52	hj	0	hn		hr		HV	364	hz	195	id	195	ih	917

OTHER NONBOOK MATERIALS

OTHER NONBOOK MATERIALS	PHYSICAL ITEMS									
	Holdings 12/31/87		Additions		Withdrawals		Holdings 12/31/88			
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	85	iy	6	ji	0	js	91		3
Pictures & Photographs	ip		iz		jj		jt			
Framed Pictures	iq	9	ja	0	jk	0	ju	9		0
Microcomputer Software	ms	25	mt	0	mu	0	mv	25		0
Other (specify) Hearing Impaired	ir	6	jb	0	jl	0	jv	6		21
Devices	is	186	ic	6	jm	0	JW	192	kg	24
TOTAL NONBOOK	ka	186	kb	6	kc	0	kd	192	kh	24
GRAND TOTAL HOLDINGS (CD + DQ + FS + HV + JW)	ki	19746	GRAND TOTAL CIRCULATION (CK + DU + GH + IH + KG)					KJ	28738	

TOTAL UNCATALOGED PAPERBOUND BOOKS WHICH CIRCULATE 2082

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 1989 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

NAME	COMPLETE HOME ADDRESS	ZIP CODE	DATE TERM EXPIRES	OFFICE HELD
Mr. Edward Chase	1 Leland Drive, Seneca Falls	13148	1991	President
Mrs. Janice Day	2837 Old State Road, Seneca Falls	13148	1991	Vice-President
Mr. William Ottemiller	137 Cayuga Street, Seneca Falls	13148	1991	Secretary
Mr. David Brophy	286 Fall Street, Seneca Falls	13148	1989	Treasurer
Mr. Samuel Dickieson	10 Daniels Street, Seneca Falls	13148	1990	Vice-Treasurer
Mr. Dennis Bender	15 Daniels Street, Seneca Falls	13148	1989	
Mrs. Frances Hyatt	91 Cayuga Street, Seneca Falls	13148	1990	
Mr. Henry Koch	33 Cayuga Street, Seneca Falls	13148	1990	
Mr. Duane Snyder	5 Washington Street, Seneca Falls	13148	1989	

NUMBER OF TRUSTEES' MEETINGS HELD DURING THE 1988 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 57

Number of photocopies supplied at library's expense in lieu of circulation (kj) 0

NUMBER OF REFERENCE QUESTIONS ANSWERED 1228

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 - 1988 - LIBRARIAN SERIES*

Title	Positions Filled 12-31-88								Salary Range			Education		
	(1) 1988 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. III														
Libn. (Specialized Services) II														
Libn. II														
Libn. I														
Libn. Trainee														
Lib. Assistant														
Other (Specify)														
TOTAL														

Report salary in Code L7410.141

LIBRARY TECHNICIAN SERIES*

Library Technician	1		1					1	Report salary in Code L7410.142A
--------------------	---	--	---	--	--	--	--	---	----------------------------------

*See pages 10 & 11 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 - 1989. Library Director \$ 16140.00

LIBRARY PERSONNEL - 1988 - SUPPORT SERIES *

TITLE	(1) 1988 Positions Budgeted	Positions Filled 12-31-88						Salary Range			
		(2) Full-Time		(3) Part-Time		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	Report salary in Code L7410.142B		
OTHER SUPPORT STAFF											
Specify											
Subtotal									Report salary in Code L7410.143		
BINDERY STAFF											
Specify											
Subtotal									Report salary in Code L7410.142C		
BUILDING MAINTENANCE AND OPERATION STAFF											
Janitors	1				1		.5	.5			
Guards											
Others (Specify)											
Subtotal	1				1		.5	.5	Report salary in Code L7410.142D		
TOTAL SUPPORT STAFF	2			1	1	.6	.5	1.1			
VOLUNTEERS								0			

*See page 11 of Instructions.

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

REVENUE SHARING REPORT FORM

CALENDAR YEAR - 1988

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 DIRECTOR
MICHAEL CARAHER

NAME OF TREASURER
DAVID J. BROPHY

NAME OF LIBRARY OR SYSTEM
MYNDERSE LIBRARY

LOCATION
SENECA FALLS, NEW YORK

OPERATING FUND REPORT - 1988
OPERATING FUND RECEIPTS - Jan. 1 - Dec. 31 (Round to nearest whole dollar)

LOCAL PUBLIC FUNDS	Code	
County(ies)	002A	
Town(s)	002B	5,000
Village(s)	002C	
City of	002D	
School District of Seneca Falls	002E	1,500
Other (Specify)	002F	
TOTAL LOCAL PUBLIC FUNDS	002	
SYSTEM CASH GRANTS - MEMBER LIBRARY		
Cash grants other than ILLA	12760	2,502
Cash derived from ILLA	13840A1	2,472
TOTAL SYSTEM CASH GRANTS		
MEMBER LIBRARY ONLY		
Other than ILLA (Specify)	13840A2	
SYSTEM HEADQUARTERS ONLY		
Local Library Incentive Aid:		
Kept for headquarters	13840B1	
Distributed to members	13840B2	
Total ILLA	13840B	
Annual Aid	13840C	
Central Library Development Aid	13840D	
Central Book Aid	13840E	
NYPL - The Research Libraries	13840F	
Special Grants	13840G	
Institution Library Grant	13840H	
Coordinated Outreach Grant	13840J	
Regional Automation		
Pub. Lib. Sys. Automation		
Total Automation	13840K	
Correctional Facilities Aid	13840L	
Other (Specify)	13840M	
TOTAL STATE AID	13840	

4,974

6,500

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

PSEA

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

4,127

Income from Investments

Interest and Earnings

L2401

3,506

Endowment and Trust Fund

L2755

10,519

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

317

Library Charges - Fines and Rentals

L2082

717

Rental of Real Property

L2410

391

Rental of Real Property - Other

Governments

L2412

Equipment Rental

L2414

1,183

Commissions

L2450

Insurance Recoveries

L2680

Other Compensation for Loss

L2690

Other (Specify)

L2770

9,900

TOTAL OTHER RECEIPTS

009

30,660

TOTAL RECEIPTS

011

42,134

NAME MYNDERSE LIBRARYLOCATION SENECA FALLS, NEW YORKOPERATING FUND RECEIPTS - Jan. 1 - Dec. 31 (cont'd)BUDGET LOANS

TOTAL

013

TRANSFERS

From Capital Fund

12850

(Same as H9510.9, Pg. F-10)

From Other Funds (Specify)

017

TOTAL TRANSFERS

BALANCE - JANUARY 1, 1988

Cash

001A 59,971

Temporary Investments

001B

TOTAL BALANCE

001

TOTAL RECEIPTS, LOANS, TRANSFERS AND BALANCE

018

(Must agree with Code 998, Pg. F-8)

102,105

CERTIFICATION

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

David J. Murphy Treasurer
Signature of Board President or Treasurer

Date 1/22/89

Michael Caraker
Signature of Director

Date 1/23/89

Fiscal Year 1/1/88 to 12/31/88

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.

OPERATING FUND DISBURSEMENTS Jan. 1 - Dec. 31 (Round to nearest whole dollar)PERSONNEL COSTSSALARIES

Certified Librarians Series

L7410.141

Support Series

Library Technician

L7410.142A

15,315

Clerical Staff

L7410.142B

3,503

Bindery Staff

L7410.142C

Building Staff

L7410.142D

Total Support Series

L7410.142

Other Support Staff

L7410.143

TOTAL SALARIES

L7410.1

18,818

EMPLOYEE BENEFITS

State Retirement

L9010.0

Private Retirement

L9022.8

Social Security

L9030.8

1,413

Workmen's Compensation

L9040.8

193

Life Insurance

L9045.8

Unemployment Insurance

L9050.8

238

Disability Insurance

L9055.8

117

Hospital & Medical Insurance

L9060.8

TOTAL EMPLOYEE BENEFITS

L9199.0

1,961

TOTAL PERSONNEL COSTS

190

20,779

LIBRARY MATERIALS AND BINDINGBOOKS

Microform

L7410.410A

Nonmicroform

L7410.410B

6,697

TOTAL BOOKS

L7410.410

6,697

SERIALS

Periodicals

Microform

L7410.413A

Nonmicroform

L7410.413B

1,520

Total Periodicals

L7410.413C

1,520

Other Serials

Microform

L7410.413D

Nonmicroform

L7410.413E

Total Other Serials

L7410.413F

-0-

TOTAL SERIALS

L7410.413

1,520

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	148		
Other Miscellaneous (Specify) _____	L7410.429	_____		
Total	415		148	
TOTAL OTHER NONBOOK	204			<u>148</u>
TOTAL LIBRARY MATERIALS & BINDING	L7410.42			<u>8,365</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	_____	

CAPITAL EXPENDITURES FROM OPERATING FUNDS

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

-0-

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

OPERATION AND MAINTENANCE OF BUILDINGS

Fuel and Utilities	L7410.450	<u>3,299</u>
Custodial Supplies	L7410.451	<u>-0-</u>
Repairs to Buildings & Building Equipment		
From Local Public Funds 72PF		
From Other Funds 72OF		<u>3,069</u>
Total	L7410.452	<u>3,069</u>
Rental of Quarters	L7410.453	
Insurance	L7410.454	<u>1,458</u>
Building Service Contracts	L7410.469	<u>1,200</u>
TOTAL OPERATION & MAINTENANCE OF BUILDINGS	L7410.46	<u>9,026</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>-0-</u>

MISCELLANEOUS EXPENSES

Office and Library Supplies	L7410.430	<u>1,100</u>
Telephone	L7410.431	<u>806</u>
TWX/Dataphone	L7410.432	
Postage and Freight	L7410.433	<u>289</u>
Publicity and Printing	L7410.434	
Travel	L7410.435	<u>133</u>
Membership Dues	L7410.438	
Rental, Repair, and Maintenance of Office Equipment	L7410.439	<u>602</u>
Professional Fees	L7410.437	
Contracts with Private Concerns for Processing	L7410.440	
Other (Specify)	900	
TOTAL MISCELLANEOUS EXPENSES	906	<u>2,930</u>

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

L7410.436

-0-

116

-0-

6.05561

6. 567

-0-

516

Temporary Inv. 999B

TABLE

666

500 T9

102,105

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

TOTAL DISBURSEMENT, TRANSFER AND BALANCE

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 ☐ UTLAS ☐ 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):

(2) TOTAL 0

3. Federal Aid
LSCA
Title I
Title III
Other (specify):

(3) TOTAL 0

4. Gifts and Endowments

(4) TOTAL 0

5. Other (specify):

(5) TOTAL 0

(B)* TOTAL of 1-5 0

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

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

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

Mynderse Library
Name of library

1988 Annual Report

DIRECTIONS: Please respond to the following questions, which are related to the proposed minimum standards for public libraries. Information on aspects of the proposed standards which is already included in the annual report is not addressed in this questionnaire.

1. BYLAWS

a. Does the library's board of trustees have board-approved written bylaws?

YES X NO

b. What year were the bylaws last revised?

YEAR ?

2. LONG-RANGE PLAN OF SERVICE

a. Does the library have a board-approved written long-range plan of service?

YES NO X

b. What time period (year to year) does the long-range plan cover?

BEGINNING YEAR

ENDING YEAR

3. BUDGET

a. Does the library present a written annual budget to appropriate funding agencies?

YES X NO

4. EQUIPMENT

a. Does the library have a photocopier available to the public in the facility in which the library is located?

YES X NO

5. POLICIES

a. Does the library have board-approved written policies for the operation of the library?

YES X

NO

b. Please check the topic areas where the library board has adopted written policies:

- X Circulation
- X Collection Development
- X Confidentiality of Library Records
- Emergencies/Disaster Planning
- Exhibits and Displays
- Finances
- X Gifts and Special Collections
- X Hours Open
- Intellectual Freedom
- X Interlibrary and Interagency Cooperation
- X Materials Selection
- X Patron Complaints
- X Personnel
- X Programming
- X Public Relations
- X Relationship to Public Library System
- Rules of Conduct for Library Users
- Services for Nonresident Borrowers
- X Use of Library Equipment
- X Use of Library Meeting Rooms
- Other (PLEASE DESCRIBE):

6. COLLECTION

a. Does the library periodically measure the effectiveness of the collection in meeting community needs?

YES

NO X

b. Please indicate the method(s) used to conduct this measurement:

- Circulation Per Capita
- In-Library Materials Use Per Capita
- Turnover Rate
- Title Fill Rate
- Subject and Author Fill Rate
- Browser's Fill Rate
- Document Delivery
- Reference Completion Rate
- Other (PLEASE DESCRIBE):

7. INFORMATION ABOUT THE LIBRARY

- a. Does the library distribute printed information to the public describing the library, its policies and services?

YES X NO

- b. If yes, please indicate the type of printed information provided:

X Library's hours open
X Borrowing rules
X Description of services
X Location
X Phone number
 Other (PLEASE DESCRIBE):

- c. What is the format for distribution of this printed information?

 Press release(s)
X Handout(s) for pickup in the library
 Posting(s) in the library
 Posting(s) in the community
 Handout(s) for pickup in community locations
 Handout(s) mailed to community residents
 Other (PLEASE DESCRIBE):

- d. How often does the library report on its activities and accomplishments to the community?

 Regularly during the year
 Annually
 Every two years
 Never
X Other (PLEASE DESCRIBE): as needed.

e. What method(s) does the library use to report on its activities and accomplishments?

- ☒ Posting(s) in the library
- ☒ Printed report(s)
- ☐ Newsletter
- ☒ Oral report(s)
- ☒ Press release(s)
- ☐ Budget document(s)
- ☐ Other (PLEASE DESCRIBE):

8. FACILITY

a. Does the library have a restroom available to the public in the facility in which the library is located?

YES ☒ NO ☐

If yes, is the restroom designed to be accessible by the physically handicapped person?

YES ☐ NO ☒

b. Is the building entrance accessible for the physically handicapped person who uses a wheel chair?

YES ☐ NO ☒

c. Are the library's public service areas on more than one floor?

YES ☒ NO ☐

If yes, is there an elevator connecting all levels?

YES ☐ NO ☒

d. If the library's facility is not currently accessible for the physically handicapped person, please indicate the method(s) used to provide library services and materials to this target group:

- ☒ Home delivery
- ☒ Books-by-mail service
- ☐ Deposit collection(s) in accessible location(s)
- ☐ No services currently provided to physically handicapped persons
- ☐ Other (PLEASE DESCRIBE):