

Division of Library Development  
New York State Library

ANNUAL REPORT FOR PUBLIC LIBRARIES - 1993

MYNDERSE LIBRARY

Annual Report for the Fiscal Year beginning 01/01/1993 and ending 12/31/1993

INSTRUCTIONS

Please review the first two(2) pages of this report for accuracy. If information has changed, cross it out and record the corrected information next to or below the crossed out item.

Identification Code: 2400566010

Name of Library: MYNDERSE LIBRARY  
Mailing Address: 31 FALL STREET  
SENECA FALLS, NY 13148-

System: FINGER LAKES LIBRARY SYSTEM

Mailing Address  
if different  
from above

County: SENECA CO.

Community: SENECA FALLS

Telephone Number: (315) 568-8265

Electronic Mail ID:

Telefax Number: ( 315 ) 568-8265

Population Chartered to Serve: 7370 (1990)

Total Number of Public Service Outlets:

Type of Library: ASSOCIATION

Branches: 0

Area Chartered to Serve: VILLAGE

Deposit Stations, Reading Centers, etc.: 0

Federal Employer Identification Number: 166075457

Bookmobiles Operated: 0

Name of Director: MICHAEL CARAHER

Is Director Certified?: NO

Public Library Certification Number:

Does the Library Director Hold an ALA-Accredited MLS Degree?: NO

**MYNDERSE LIBRARY****Record of Formal Trustee Actions:**

Latest year of formal trustee action on:

**1992  
Responses**

- |  |                             |
|--|-----------------------------|
| a. Written by-laws   | <b>1983</b>                 |
| b. Written long-range plan of service for the library                | <b>0</b>                    |
| c. Written budget request to appropriate funding agency/source       | <b><del>1992</del> 1993</b> |
| d. Written policies for operation of the library                     | <b>1983</b>                 |
| e. Report of library accomplishments and activities to the community | <b>0</b>                    |

**Library Services**

- |  |             |
|--|-------------|
| 1. Does the library distribute printed information to the public describing the library's policies and services?               | <b>YES</b>  |
| 2. Does the library offer programs attended by the public?   | <b>YES</b>  |
| 3. Does the library periodically measure the effectiveness of the collection in meeting community needs?                       | <b>NO</b>   |
| 4. Does the library maintain registration files?   | <b>YES</b>  |
| 5. Does the library provide service to persons who cannot visit the library (homebound person, persons in nursing homes, etc)? | <b>YES</b>  |
| 6. Does the library have a building entrance which is physically accessible to the handicapped person in a wheelchair?         | <b>NO</b>   |
| 7. Does the library have a restroom available for use by the public in the facility in which the library is located?           | <b>YES</b>  |
| 8. Does the library have a photocopier available for use by the public?  | <b>YES</b>  |
| 9. Does the library have a microform/microfilm reader available for use by the public?   | <b>YES</b>  |
| 10. Does the library use a computerized circulation system?  | <b>NO</b>   |
| If yes, which one?   | <b>NONE</b> |
| 11. Does the library have one or more microcomputers?  | <b>YES</b>  |

# ANNUAL REPORT FOR PUBLIC LIBRARIES - 1993

## Library Data Report

### INSTRUCTIONS

#### GENERAL

- I. Review data on *pages A-1 and A-2* of the ANNUAL REPORT FOR PUBLIC LIBRARIES for accuracy. If information has changed, cross it out and record the corrected information next to or below the crossed out item.
- II. To libraries which are members of a library system:  
  
Fill out and return to your Library System Headquarters, by the date which the System designates, 2 copies of the ANNUAL REPORT FOR PUBLIC LIBRARIES. Be sure to keep a copy for your library's file. Reports are due to the Division of Library Development by MARCH 1, 1994.
- III. To libraries not members of a library system.  
  
Fill out and return to the Division of Library Development by MARCH 1, 1994, in the enclosed addressed envelope, the "OFFICIAL COPY" of the ANNUAL REPORT FOR PUBLIC LIBRARIES. Keep for your library's file, the report form stamped "This copy to be kept in your library".
- IV. **IMPORTANT:** Please record answers for all questions. Do not leave any item blank. If there is no activity, insert a zero(0). If the information is not collected, please insert "NA".
- V. Instructions and definitions are placed throughout the Annual Report near the items to which they are related. Please refer to the *Glossary of Selected Terms* on page A-18 for definitions.

#### PAGE A-1

**FISCAL YEAR** - The fiscal year on which the library is reporting data for this annual report should agree with the dates supplied on page A-1.

**COMMUNITY** - the name of the village, town, or city in which the library building is located.

**NAME OF LIBRARY** - as named on the library's charter.

**MAILING ADDRESS** - include 4 digit zip code extension.

**TELEPHONE NUMBER** - the phone number of the library, including area code.

**TELEFAX NUMBER** - the phone number for telefacsimile messages, including area code.

**ELECTRONIC MAIL ADDRESS** - the internet email address for electronic mail messages.

**PAGE A-1** (continued)

The following information is on file at the Division of Library Development and is based on the most current documents in the library's charter file. Please do not change this information unless your library has undergone a charter amendment during the reporting period which is not reflected on this report. Libraries with questions about the chartered service area or the 1990 population figure which appears on their annual report should contact their library system.

**POPULATION CHARTERED TO SERVE** - Populations are based on official population counts from the 1990 Bicentennial Census. Populations for library chartered service areas which are not contiguous with political boundaries or for libraries serving school districts are agreed upon by the Division of Library Development, the system and the library. If updated school district populations for the 1990 Bicentennial Census become available from the New York State Data Center, the Division will update its files and notify the library systems of the new school district populations.

**TYPE OF LIBRARY** - *Public* or *Association* as indicated by the library's charter.

**AREA CHARTERED TO SERVE** - *Town, Village, City, School District, County, Special Legislative District, or Other (Fire District, Voting District)* as indicated in the library's charter file.

**FEDERAL EMPLOYER IDENTIFICATION NUMBER** - the nine digit number assigned to library as an employer, by the Internal Revenue Service.

**PUBLIC SERVICE OUTLETS** - Report the number of Branches the number of Deposit Stations and the number of Bookmobiles operated by the library. If you report public service outlets on page A-1, you should complete the Service Outlets Survey Form on page OS-1.

**NAME AND QUALIFICATIONS OF LIBRARY DIRECTOR** - Verify the Director's name and Public Librarian's Certification number. Numbers are available from Library Development. A library serving a population of 7,500 or more is required to have a certified public librarian on staff. Also verify that the Library Director holds a master's degree from a program accredited by the American Library Association. Please do not enter school library media specialist certification numbers.

**PAGE A-2**

**RECORD OF TRUSTEE ACTIONS** - Indicate the latest year of formal trustee action on approval and/or amendment for each item through the end of the fiscal year. If no formal trustee action has ever been taken on the item, record a zero (0) in the "Year" column for that item. For the purposes of this report, formal trustee action is defined as an official vote of approval from the board of trustees.

**LIBRARY SERVICES** - Please verify the responses to Questions 1 through 11. If information has changed, cross it out and record the corrected information next to or below the crossed out item.

**PAGE A-5**

**MICROCOMPUTER EQUIPMENT** - Report quantity of microcomputer equipment in the library. Record the total number of microcomputers, modems, and printers. Of the total microcomputers, indicate how many are intended for use by the public for other than library functions (i.e. do not count microcomputers used for accessing CDROM catalogs or databases, etc.) Count only those microcomputers which have 256K (kilobytes) or more of memory. Count microcomputer hardware in all facilities operated by the library (i.e. branches, bookmobiles), whether owned, leased or on loan from another agency.

Library Services (continued)

12. If the library has one or more microcomputers, indicate the total number of:		4
Microcomputers with 256K or more memory	(N18)	4
Modems	(N19)	1
Printers	(N20)	3
Microcomputers included in the above that are intended for public use	(N21)	1

13. Total library visits during the year.	(N1)	17,403
14. Total in-library use of materials during the year.	(N2)	1,769
15. Total reference transactions during the year.	(N4)	1,133

Using the definitions of Children and Young Adults found in the instructions, please answer questions #16 through #19.

PROGRAM SESSIONS FOR CHILDREN AND YOUNG ADULTS		
16. Number of program sessions for Children	(N26)	8
17. Number of program sessions for Young Adults.	(N27)	0
PROGRAM ATTENDANCE FOR CHILDREN AND YOUNG ADULTS		
18. Attendance at programs for Children.	(N28)	160
19. Attendance at programs for Young Adults.	(N29)	0

**LIBRARY VISITS, IN-LIBRARY USE AND REFERENCE TRANSACTIONS**

It is recommended that libraries use the methods described in *Output Measures for Public Libraries, 2nd edition (ALA, 1987)* for counting library visits (attendance), in-library use and reference transactions. If annual counts are available, please report them. Otherwise provide annual estimates based on a count taken during "a typical week". If you have a typical week count, multiply the total by 52 weeks to report an annual count. A typical week is a week in which the library is open its regular hours, containing no holidays. It is seven consecutive calendar days, from Sunday through Saturday, or whatever days the library is open during that period. Please report all figures for the same week if possible. It is recommended that libraries take a count during a typical week in October.

**LIBRARY VISITS** - Report the total number of persons entering the library for whatever purpose during fiscal year. Include persons attending activities, meetings, and those persons requiring no staff services.

**IN-LIBRARY USE OF LIBRARY MATERIALS** - Report the total number of materials used in the library, but not checked out, during fiscal year. Include reference books, periodicals, book stock, and all other library materials that are used **WITHIN** the library.

**REFERENCE TRANSACTIONS** - Report the total number of reference transactions completed by library staff during fiscal year. See definition of reference transaction below.

**REFERENCE TRANSACTION** - A reference transaction is an information contact which involves the knowledge, use, recommendations, interpretation, or instruction in the use of one or more information sources by a member of the library staff. The term includes information and referral service. Information sources include printed and non-printed materials, machine-readable data bases (including computer-assisted instruction), catalogs and other holdings records, and, through communication or referral, other libraries and institutions and persons both inside and outside the library. When a staff member utilizes information gained from previous use of information sources to answer a question, report as a reference transaction even if the source is not consulted again during this transaction.

**Note:** Do not count directional transactions or questions of rules or policies. Examples of directional transactions are "Where are the children's books?" and "I'm looking for a book with the call number 811.2G." An example of a question of rules or policies is "Are you open until 9:00 tonight?"

**PROGRAM SESSIONS FOR CHILDREN AND YOUNG ADULTS** - Count each session in a series of programs; e.g. a six-week storytime series would be 6 sessions. Count each program session held as part of a summer reading program. If a summer reading club is sponsored, but no individual programs are held, count it as 1 session. Count each group visit to the library as 1 session. Count each school visit to a classroom as 1 session. Count each school visit to a group of combined classes as 1 session.

**PROGRAM ATTENDANCE FOR CHILDREN AND YOUNG ADULTS** - Count each person in the entire audience at all program sessions for which the primary audience is Children or Young Adults. For example, include adults who attend programs intended primarily for Children. Include children who attend programs intended primarily for Young Adults. Count attendance at each session in a series of programs, even if it is the same group. If a summer reading club is sponsored but no individual programs are held, count the total number of Children and/or Young Adults signed up. If a school visit to a classroom is made, count the total number of students in the class.

**CHILDREN** - Children are defined as people who are 14 years of age and under. This definition of "children" is recommended by the American Library Association and the National Center for Education Statistics.

**YOUNG ADULTS** - Young Adults are defined as people who are 12 years of age and over, and no more than 18 years of age. This definition of "young adult" is recommended by the National Center for Education Statistics.

Where age levels overlap, decide if the program is intended primarily for Children or Young Adults.

## PUBLIC SERVICE HOURS

MAIN LIBRARY	Winter (Dates: From Sept. To June )					Summer (Dates: From July To Aug. )				
	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			12 ; 7	5 ; 9	7			12 ; 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 Library Hours			LG1	30	Total MAIN Library Hours			27		
Total BRANCH Hours			LG2		Total BRANCH Hours					
Total BOOKMOBILE Hours			LG3		Total BOOKMOBILE Hours					
WEEKLY TOTAL			LG	30 ✓	WEEKLY TOTAL			27 ✓		

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**PUBLIC SERVICE HOURS** Report daily service hours for the Main Library under Winter hours, reflecting the schedule followed during the majority of the weeks of the year. Also, report Summer hours. Report weekly total service hours for the branches and bookmobiles during a typical week that all facilities are open for service (regardless of whether or not all facilities are open at the same time).

All libraries should be open on a 52 week basis. Libraries must be open at fixed times as follows (Commissioner Regulations 90.2):

POPULATION	MINIMUM WEEKLY STANDARD HOURS
1 - 499	6
500 - 2,499	12
2,500 - 4,999	18
5,000 - 24,999	30
25,000 - 99,999	45
100,000 - plus	60

These rules do not require any library to be open on legal holidays or Sundays.

**INTERLIBRARY AND AGENCY COOPERATION**

**INTERLIBRARY LOAN** - Library materials, or copies of the materials, made available by one library to another upon request. It includes both lending and borrowing. The libraries involved in interlibrary loan are not under the same library administration.

**NUMBER OF INTERLIBRARY LOAN REQUESTS FORWARDED**

**TO YOUR SYSTEM** - specific requests directed to system headquarters.

**TO OTHER LIBRARIES, OTHER SYSTEMS, OR AGENCIES** - specific requests directed to other libraries (within or outside your own system) or agencies other than system headquarters.

**NUMBER OF INTERLIBRARY LOAN REQUESTS FILLED** - How many of the interlibrary loan requests forwarded were filled from any source?

**MATERIALS BORROWED ON INTERLIBRARY LOAN**

**BY SPECIFIC REQUEST** - materials borrowed to fill a specific title, author, or subject request (i.e. loans received from other libraries or agencies).

**BULK LOANS TO AUGMENT COLLECTION** - materials borrowed from system to supplement library's holdings. These materials are not borrowed to fill a specific request. Include materials in rotating collections which automatically come to the library for a set loan period, such as 25 mystery stories, 30 sports books, etc.

**MATERIALS LOANED ON INTERLIBRARY LOAN** - materials loaned by reporting library to the system, other libraries or agencies.

PHOTOCOPY mailed or transmitted to fill an interlibrary loan request is included within the count of the various types of material borrowed or loaned. For example, photocopy of an article found in a periodical counts as a periodical; photocopy of pages from a book counts as a book.



## HOLDINGS AND CIRCULATION

### HOLDINGS

Libraries reporting on the calendar year (January 1 – December 31) and libraries in the Nassau and Suffolk projects should transfer "Holdings, FY ending 1992" from the 1992 Annual Report to the 1993 Annual Report, under "Holdings – FY ending 1992". If for any reason the figures on the 1993 report differ from those on the 1992 report, please footnote and explain the difference. Figures may differ because a new inventory has been taken, because a mistake was made in last year's report, etc. Report "Additions" and "Withdrawals" made during the fiscal year and "Holdings" as of Fiscal Year ending 1993.

Libraries reporting on other than a calendar year for the first time in 1993 should only complete the column "Holdings – FY ending 1993".

### CIRCULATION

Report Circulation for the Fiscal Year ending 1993 for each category of holdings as indicated. Circulation for home use should be accurately recorded. Count one for each loan of book, serial, or nonbook item on the appropriate line under book stock, serials collection, nonbook materials, etc. An item renewed under library rules should be counted as an additional circulation. Items loaned to schools or other institutions for circulation by the school or institution are counted as one circulation per item (the initial loan to the school or institution). Items sent from one agency of a library to another, i.e., from main library to a branch, are not counted as circulation. Photocopies provided by the library in lieu of circulation should also be included.

Report FY 1993 holdings and circulation based on the end of the Fiscal Year (FY) used on Pg. A-1 of this report.

### BOOK STOCK

	Holdings – FY ending 1992				Purchases and Gifts				Withdrawals				Holdings – FY ending 1993				Circulation	
ADULT	Titles		Volumes		Titles		Volumes		Titles		Volumes		Titles		Volumes		FY ending 1993	
Fiction	aa	6,462	ah	6,544	ao	440	av	469	bc	239	bj	244	bq	6,663	BX	6,769	10,562	
Nonfiction	ab	8,461	al	8,794	ap	295	aw	357	bd	588	bk	622	br	8,168	BY	8,529	3,993	
Total	ac	14,923	aj	15,338	aq	735	ax	826	be	827	bl	866	bs	14,831	bz	15,298	cg	14,555
JUVENILE																		
Fiction	ad	2,035	ak	2,094	ar	241	ay	272	bf	362	bm	392	bt	1,914	CA	1,974	CH	5,630
Nonfiction	ae	1,736	al	1,747	as	89	az	96	bg	306	bn	338	bu	1,519	CB	1,505	CI	1,910
Total	af	3,771	am	3,841	at	330	ba	368	bh	668	bo	730	bv	3,433	CC	3,479	CJ	7,540
Total Books	ag	18,694	an	19,179	au	1,065	BB	1,194	bi	1,495	bp	1,596	bw	18,264	cd	18,777	CK	22,095

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**BOOK STOCK** - Books are non-periodical printed publications bound in hard or soft covers, or in loose-leaf format, of at least 49 pages, exclusive of the cover pages; or juvenile non-periodical publications of any length bound in hard or soft covers. These books and materials must be cataloged and available for use. Foreign language books and books on rental shelves should be included in Adult (or Juvenile) Fiction or Nonfiction. Young Adult books should be included with the Adult collection.

Microfilm has been discontinued as a separate category in the Annual Report. Microform (microfilm, microcard, microfiche) is now included within the count of the various types of materials. For example, a microcopy of a volume of adult nonfiction is counted as a title and volume of Adult Nonfiction under Book Stock. Documents which are fully cataloged and intershelved with books are counted as Book Stock.

Do not include bound periodicals in Book Stock.

Do not include uncataloged paperbound books in Book Stock. Report them under Other Nonbook Materials.

**TITLES** - For this report, a title is a book holding for which a separate shelflist card has been made. Thus, six copies of the same edition of a book count as one title; two editions of the same title count as two titles; a set of six books which have been cataloged as separates count as six titles; a set of books (i.e., an encyclopedia) cataloged as a set counts as one title; and two sets of the same edition cataloged as sets (i.e., two sets of Americana, 1972) count as one title. Enter the number of different titles held, added by purchases and gifts, and withdrawn.

A library which cannot easily count the number of shelflist cards (or physical items) in each category, may wish to establish a title count base in the following manner.

1. Count the number of titles in 1 inch of shelflist.
2. Repeat step 1 at random intervals throughout the shelflist.
3. Average the number of titles per inch.
4. Multiply the average titles per inch by the number of inches of cards in the shelflist.

After the base count is established make an actual count of titles added and withdrawn in subsequent years.

**VOLUMES** - Enter the number of volumes held, added by purchase and gifts, and withdrawn, including duplicate copies of titles and the number of volumes in sets of books.

Report FY 1993 holdings and circulation  
based on the end of the Fiscal Year (FY)  
used on Pg. A-1 of this report.

## SERIALS COLLECTION

	Current Subscription Titles		Holdings – FY ending 1992		Purchases & Gifts		Withdrawals		Holdings – FY ending 1993		Circulation FY ending 1993
			Bibliographic Volumes		Bibliographic Volumes		Bibliographic Volumes		Bibliographic Volumes		
Periodicals	dj	61	cp	452	cx	66	df	0	dn	518	1,281
Newspapers	dk	3	cq	10	cy	3	dg	2	do	11	0
Other Serials	dl	2	cr	0	cz	2	dh	2	dp	0	
Total Serials	DM	66	cs	462	da	71	di	4	DQ	529	1,281

**SERIALS COLLECTION** – Serials are publications, including microform and/or CDROM, issued in successive parts, usually at regular intervals, and as a rule, intended to be continued indefinitely. Serials include periodicals (magazines), newspapers, annuals (reports, yearbooks, etc.), memoirs, proceedings, and transactions of societies. Except for the current volume, count unbound serials as volumes when the library has at least half of the issues in a publisher's volume. Periodicals which bear a government imprint but are treated as part of the periodicals collection are counted as Periodicals. See also definitions of newspaper, periodical, serial, microform and government documents.

**CURRENT SUBSCRIPTION TITLES** – Enter the number of different periodical, newspaper and other serial titles the library currently subscribes to as of end of Fiscal Year 1993. Two subscriptions to the same serial count as one title.

**BIBLIOGRAPHIC VOLUMES** – A bibliographic volume is the unit established by the publisher as a volume. Enter the number of bibliographic volumes held, added by purchase and gifts, and withdrawn, including duplicate copies of volumes, regardless of whether the material is bound, unbound, on microform, or on CDROM.

**PAGE A-13**

**NONBOOK MATERIALS** Those library materials which do not meet the definition of a book or a serial, such as audiovisual materials, vertical file materials, uncataloged paperbacks, and any other material the form of which requires special handling.

**AUDIOVISUAL MATERIALS** - Nonbook library materials, such as films, filmstrips, slides, audio recordings (audiocassettes, audiodiscs, audiotapes, and audio compact discs), video recordings (videocassettes, videodiscs or videotapes) which require the use of special equipment in order to be seen or heard. Include here audio recordings of spoken text (such as books-on-tape) not intended particularly for use by the print handicapped. Also include here audiovisual/book kits under the appropriate audiovisual category.

**TITLES** - Number of TITLES of films, filmstrips, slides, audio recordings and video recordings held in collection.

**PHYSICAL ITEMS** - Number of reels of film, filmstrips, slides, audio recordings and video recordings held in collection.

Items which are packaged together as a unit (e.g. two compact discs, two films, two video cassettes, or a set of 25 slides), and which are generally checked out as a unit, should be counted as one physical item.

**MATERIALS FOR THE PRINT HANDICAPPED** - Includes talking books, Braille material, and other Materials for the Print Handicapped (to be specified). List only materials actually owned by library. Do not report material on loan or deposit. Report Large Type books in Book Stock. See definition of talking book and Braille material.

**TITLES** - Number of TITLES of audio recordings, Braille volumes, and other materials held in collection.

**PHYSICAL ITEMS** - Number of audio recordings, Braille volumes, and other materials held in collection.

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**NONBOOK MATERIALS (continued)**

**OTHER NONBOOK MATERIALS** includes pamphlets, documents, catalogs, manuscripts, sheet music, maps, pictures and photographs, framed pictures, microcomputer software, uncataloged paperbacks and other (to be specified by the library).

**DOCUMENTS** - Government documents held in a separate documents section of the library are counted as Documents. Documents which are fully cataloged and intershelved with books are counted as Book Stock. Periodicals which bear a government imprint but are treated as part of the periodicals collection are counted as Periodicals. Documents held in vertical files with other ephemera are counted as Pamphlets.

**PAPERBACKS** - Cataloged paperbound books are counted as Book Stock. Uncataloged paperbacks are counted as Other Nonbook Materials.

Report FY 1993 holdings and circulation  
based on the end of the Fiscal Year (FY)  
used on Pg. A-1 of this report.

## NONBOOK MATERIALS

AUDIO-VISUAL MATERIALS	Holdings - FY ending 1992				Purchases & Gifts				Withdrawals				Holdings - FY ending 1993				Circulation FY ending 1993	
	Titles		Physical Items		Titles		Physical Items		Titles		Physical Items		Titles		Physical Items			
Films	ea	0	dv	0	ep	0	ek	0	fe	0	ez	0	ft	0	FO	0	0	
Filmstrips	eb	0	dw	0	eq	0	el	0	ff	0	fa	0	fu	0	FP	0	0	
Slides	ec	0	dx	0	er	0	em	0	fg	0	fb	0	fv	0	fq	0	0	
Audio Recordings	ed	1	dy	1	es	0	en	0	fh	0	fc	0	fw	1	FR	1	238	
Video Recordings	vc	134	va	139	vi	0	vg	0	vo	0	vm	0	vu	134	VS	139	2,477	
Other (Specify)	xb	0	xa	0	xd	0	xc	0	xf	0	xe	0	xh	0	xg	0	0	
Total	ee	135	dz	140	et	0	EO	0	fi	0	fd	0	fx	135	FS	140	GH 2,715	

MATERIALS FOR THE PRINT HANDICAPPED	Holdings – FY ending 1992				Purchases & Gifts				Withdrawals				Holdings – FY ending 1993				Circulation FY ending 1993	
	Titles		Physical Items		Titles		Physical Items		Titles		Physical Items		Titles		Physical Items			
Talking Books	gm	349	gi	893	gy	49	gu	203	hk	0	hg	0	hw	398	HS	1,096	1,009	
Braille Material	gn	0	gj	0	gz	0	gv	0	hl	0	hh	0	hx	0	ht	0	0	
Other (Specify)	go	0	gk	0	ha	0	gw	0	hm	0	hi	0	hy	0	hu	0	0	
Total	gp	349	gl	893	hb	49	gx	203	hn	0	hj	0	hz	398	HV	1,096	ih 1,009	

Report FY 1993 holdings and circulation  
based on the end of the Fiscal Year (FY)  
used on Pg. A-1 of this report.

NONBOOK MATERIALS (continued)

OTHER NONBOOK MATERIALS	PHYSICAL ITEMS								Circulation FY ending 1993	
	Holdings FY ending 1992		Additions		Withdrawals		Holdings FY ending 1993			
Pamphlets	ij	58	it	0	jd	0	jn	58	✓	0
Documents	ik	0	iu	0	je	0	jo	0	✓	0
Catalogs	il	0	iv	0	jf	0	jp	0	✓	0
Manuscripts	im	3	iw	0	ig	0	jq	3	✓	0
Sheet Music	in	0	ix	0	jh	0	jr	0	✓	0
Maps	io	111	iy	22	ji	0	js	133	✓	0
Pictures & Photographs	ip	0	iz	0	jj	0	jt	0	✓	0
Framed Pictures	iq	9	ja	0	jk	0	ju	9	✓	0
Microcomputer Software	ms	25	mt	2	mu	0	mv	27	✓	0
Uncataloged Paperbacks	mw	756	mx	N/A	my	188	mz	568	✓	1,361
Hearing Impaired Other (Specify) Devices	ir	6	jb	0	jl	0	jv	6	✓	4
Bi-Folkal Kits		0		0		0		0	✓	7
Total	is	968	jc	24	jm	188	JW	804	✓	1,372
Total Nonbook Materials	ka	968	kb	24	kc	188	kd	804	kh	1,372

GRAND TOTAL HOLDINGS Fiscal Year Ending 1993 (cd+DQ+FS+HV+JW)	ki	21346 <del>24,348</del>
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GRAND TOTAL CIRCULATION Fiscal Year Ending 1992 (CK+du+GH+ih+kg)	KJ	28,472
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# OFFICERS AND TRUSTEES

Library Name **Mynderse Library**

List Information for Calendar Year 1994 (1/94 - 12/94)  
(If more sheets are needed, xerox this page; use as continuation page.)

## 1. ADDRESS LISTING - Fill in information requested for all trustees and officers for calendar year 1994.

The President of the board of trustees should be listed first.

NAME	COMPLETE HOME ADDRESS (Include Zip Code)	PHONE	OFFICE HELD	DATE TERM EXPIRES
Edward E. Chase ✓	1 Leland Drive, Seneca Falls, 13148	315-568-5179	President	1994
Janice Day ✓	2837 Old State Rd., Seneca Falls 13148	315-568-2117	Vice- President	1994
Frances Hyatt ✓	91 Cayuga Street, Seneca Falls, 13148	315-568-8558	Secretary	1996
David Brophy ✓	16 E. Bayard St., Seneca Falls, 13148	315-568-2391	Treasurer	1995
Robert Kernan ✓	25 Tall Oaks Dr., Seneca Falls, 13148	315-568-2204	Vice- Treasurer	1996
Dennis Bender ✓	15 Daniel Street, Seneca Falls, 13148	315-568-5359		1995
Samuel Dickieson ✓	10 Daniel Street, Seneca Falls, 13148	315-568-6958		1996
William Ottemiller ✓	137 Cayuga Street, Seneca Falls, 13148	315-568-8271		1994
Duane Snyder	5 Washington Street, Seneca Falls, 13148	315-568-5423		1995

2. Specify the total number of trustees' meetings held during the 1993 Calendar Year (1/93 - 12/93)  
*Education Law, Section 260, requires that regular meetings of the board shall be held at least quarterly.*

6

3. Specify the usual scheduled date and hour of meetings  
(e.g. Second Tuesday of the month at 8:00 p.m. or give specific dates)

First Wednesday of every other month at 4:30 pm.

# STAFF INFORMATION

POSITION TITLES	Total FTE	
	Female	Male
Library Director (Certified with ALA/MLS)		
Assistant Library Director (Certified with ALA/MLS)		
Other Librarians (Certified with ALA/MLS)		
Library Manager		1.0
Librarian Trainee		
Library Assistant		
Clerical Staff	0.6	
Building Maintenance and Operation Staff		0.2
Other Staff		
<b>TOTAL PAID STAFF</b>	<b>0.6</b>	<b>1.2</b>
<b>VOLUNTEER POSITIONS</b>		<b>0.1</b>
<b>TOTAL STAFF (PAID &amp; VOLUNTEER)</b>	<b>0.6</b>	<b>1.3</b>

Please record in P1 the number of hours per work week used to compute FTE (Full-Time Equivalent) for all Library Personnel. Refer to instructions for examples of how to compute FTE.

P1	30 Hours
----	----------

# SALARY INFORMATION

1. What was the current year entry-level annual salary for a full-time certified librarian with an MLS and no experience?
2. What will be the next year's ending entry-level annual salary for a full-time certified librarian with an MLS and no experience?
3. What was the current year annual salary for the Library Director/Library Manager?
4. What will be the next year's annual salary for the Library Director/Library Manager?

1.	<u>0</u>
2.	<u>0</u>
3.	<u>21,324</u>
4.	<u>22,380</u>



## STAFF INFORMATION

The library personnel series breakdown requires conversion of part-time hours to full-time equivalents, or FTE's. For the purposes of this report, public libraries may determine the number of hours per work week they consider to be full-time (the National Center for Education Statistics recommends use of 40 hours per work week to ensure comparable data). Record in box P1 the number of hours per work week used to compute FTE for all Library Personnel for the purposes of this report.

### HOW TO COMPUTE FTE: Examples of FTE conversion include:

- A part-time employee who works 20 hrs. per week in a library having a 40-hour work week is computed as follows: 20 divided by 40 = .5 FTE. The library would record 40 hours per week in P1.
- A part-time employee who works 20 hrs. per week in a library having a 30-hour work week is computed as follows: 20 divided by 30 = .7 FTE. The library would record 30 hours per week in P1.
- An employee who works in a library on a full-time basis 40 hrs. a week during one half of the fiscal year would be counted as .5 FTE. The library would record 40 hours per week in P1.

Show the number of females and males in all filled positions.

Column 1 - As of Fiscal Year ending 1993 show the number of females in full-time equivalents (FTE). Show to one decimal place.

Column 2 - As of Fiscal Year ending 1993 show the number of males in full-time equivalents (FTE). Show to one decimal place.

Library Director, Assistant Library Director, Other Librarians (Certified with ALA/MLS) Personnel counted in this series must be persons holding a New York State Public Librarian's Certificate and/or holding a master's degree from a program accredited by the American Library Association. Titles listed are those found in *New York Library Association Typical Class Specifications for Civil Service Positions in Public Libraries (working draft 1993)*, and are for persons holding a New York State Public Librarian's Certificate whether provisional or permanent, and performing professional duties.

Library Manager, Library Assistant, Library Trainee Personnel counted in this series usually perform work that requires professional training and skill in the theoretical or scientific aspects of library work. Library managers, library assistants and library trainees may be performing professional duties and may hold the title of librarian, but they do not hold a New York State Public Librarian's Certificate and/or a master's degree from a program accredited by the American Library Association. A Library Director that does not hold a Public Librarian's Certificate should be listed under "Library Manager".

Clerical Staff Personnel counted in this series are those found in *New York Library Association Typical Class Specifications for Civil Service Positions in Public Libraries (working draft 1993)*. For civil service clerical titles not in the library series, such as secretary, stenographer, driver, film inspector, AV technician, etc. please count under "other".

Building Maintenance and Operation Staff Count all custodial staff, building guards, etc.

Other Staff Count other staff positions which do not fall under librarian, library manager, clerical staff or building maintenance and operation. Some examples are: systems analyst, programmer, business manager, public relations person, accountant, secretary, driver, AV technician, counselor, etc.

Volunteers Count total number of volunteers working on a scheduled basis.

## SALARY INFORMATION

For questions 1 and 2, if the library does not employ any full-time certified librarians with an MLS, insert a zero (0).

For questions 3 and 4, if there is no set "annual" salary figure for the library director, then multiply the hourly salary by the number of hours worked in a typical week by 52 weeks. Example: The director of Library A makes \$15.00 an hour and works 25 hours a week. The current annual salary is (\$15.00 x 25 x 52) or \$19,500.

## **GLOSSARY OF SELECTED TERMS**

**AUDIOVISUAL MATERIALS** Nonbook library materials, such as recordings, transparencies, tapes, slides, films, and filmstrips, which require the use of special equipment in order to be seen or heard.

**BIBLIOGRAPHIC VOLUME** A unit of publication distinguished from other units by having its own title page, half title, cover title or portfolio title. In connection with periodicals, the publisher's volume.

**BOOK** A unit of publication, either bibliographically independent or a volume in a series published under the same title, consisting of leaves, sheets, or signatures sewn or otherwise bound together, covered or uncovered. Bound volumes of periodicals and newspapers are not considered books.

**BRILLE MATERIAL** The library material for the visually handicapped using a system of raised dots representing letters and numerals.

**CATALOGED MATERIAL** Any library material which has been identified in a catalog which records, describes, and indexes the resources of a library; as distinct from library materials which are merely physically arranged for use and are not indexed and described individually by item.

**CIRCULATION** The activity of a library in lending its resources to borrowers. For statistical purposes, photocopies provided in lieu of circulation should also be included. Count one for each loan of a book, serial, or nonbook item. Each renewal is also reported as a circulation transaction. These data are reported as annual figures.

**GOVERNMENT DOCUMENT** Any publication in book, serial, or nonbook form bearing a government imprint, e.g., the publications of Federal, state, local, and foreign governments and of world organizations, such as United Nations, European Common Market, etc. Government documents held in a separate documents section of the library are counted as Documents. Documents which are fully cataloged and intershelved with books are counted as Book Stock. Periodicals which bear a government imprint but are treated as part of the periodicals collection are counted as Periodicals. Documents held in vertical files with other ephemera are counted as Pamphlets.

**INTERLIBRARY LOANS** Library materials, or copies of the materials, made available by one library to another upon request. It includes both lending and borrowing. The libraries involved in interlibrary loan are not under the same library administration.

**MICROCARD** An opaque card containing images photographically reduced in size too small to be read without magnification.

**MICROCOMPUTER** A computer containing central processing unit on one or a few chips, often acquired for personal use.

**MICROCOMPUTER SOFTWARE** A sequence of machine-readable instructions by which a microcomputer executes a desired task.

**MICROFICHE** A microfilm sheet containing multiple images in a grid pattern.

**MICROFILM** A strip of film containing photographic images usually too small to be read without magnification. Microfilm has been discontinued as a separate category in the annual report.

**MICROFORM** Any library material which has been photographically reduced in size for storage and protection purposes, and which must be read with the help of enlarging instruments. Microform is now included within the count of the various types of materials such as books or periodicals. For example, a microcopy of a volume of adult nonfiction is counted as a title and volume of Adult Nonfiction under Book Stock.

**NEWSPAPER** A serial publication issued at stated and frequent intervals (usually daily, weekly, or semiweekly), which reports events and discusses topics of current interest, and is usually a "primary source" of information to its readers.

**NONBOOK MATERIALS** Those library materials which do not meet the definition of a book or periodical, such as, audiovisual materials; vertical file materials and similar items which are not individually cataloged; and any other materials the form of which requires special handling.

**PERIODICAL** A serial publication which constitutes one issue in a continuous series under the same title, usually published at regular intervals over an indefinite period, individual issues in the series being numbered consecutively or each issue being dated.

**PUBLIC SERVICE OUTLET** A location where library materials and services are made available to the library's clientele, e.g., a Member Library, a Registered or Unregistered Branch, a Deposit Station, a Reading Center, or a Mobile Unit.

**REFERENCE TRANSACTION** A reference transaction is an information contact which involves the knowledge, use, recommendations, interpretation, or instruction in the use of one or more information sources by a member of the library staff.

**SERIAL** A publication issued in successive parts, usually at regular intervals, and as a rule, intended to be continued indefinitely. Serials include periodicals, newspapers, annuals (reports, yearbooks, etc.) memoirs, proceedings, and transactions of societies; they may include monographic and publishers' series.

**TALKING BOOK** A spoken text recorded on either an audiotape or an audiodisc intended particularly for use by the print handicapped.

**TITLE** A term used to designate a printed publication which forms a separate whole, whether issued in or several volumes. A title is a holding for which a separate shelflist card has been made.

**VIDEOCASSETTE** A permanently encased videotape that winds and rewinds from reel to reel.

**VIDEODISC** A disc, usually plastic, on which are recorded video or audio signals, or both. Some videodiscs are digitally recorded and used in computer recording and playback systems. Others are nondigital and are used for listening and viewing.

**VOLUME** For statistical purposes, a volume is a physical unit of any printed, typewritten, handwritten, mimeographed, or processed work contained in one binding or portfolio, hardbound or paperbound, which has been cataloged, classified, and/or made ready for use.

Report financial data based on the end of the  
Fiscal Year (FY) used on Pg. A-1 of this report.

PLEASE ROUND TO THE NEAREST DOLLAR

Division of Library Development  
New York State Library  
Annual Report For Public Libraries - 1993  
FINANCIAL REPORT

NAME OF LIBRARY MYNDERSE LIBRARY

LOCATION SENECA FALLS, NEW YORK

OPERATING FUND REPORT 1993

OPERATING FUND RECEIPTS - Fiscal Year ending 1993

LOCAL PUBLIC FUNDS

Specify by name the municipalities or districts  
which are the source of funds.

County(ies)

\_\_\_\_\_  
\_\_\_\_\_

Code 002A1

002A2

\_\_\_\_\_  
\_\_\_\_\_

Town(s)

SENECA FALLS

\_\_\_\_\_  
\_\_\_\_\_

Code 002B1

002B2

002B3

4,000

\_\_\_\_\_  
\_\_\_\_\_

Village(s)

SENECA FALLS

\_\_\_\_\_  
\_\_\_\_\_

Code 002C1

002C2

002C3

1,100

\_\_\_\_\_  
\_\_\_\_\_

City of

\_\_\_\_\_  
\_\_\_\_\_

Code 002D1

002D2

002D3

\_\_\_\_\_  
\_\_\_\_\_

School District of

SENECA FALLS

\_\_\_\_\_  
\_\_\_\_\_

Code 002E1

002E2

002E3

10,000

\_\_\_\_\_  
\_\_\_\_\_

Other (Specify)

\_\_\_\_\_  
\_\_\_\_\_

Code 002F1

002F2

002F3

\_\_\_\_\_  
\_\_\_\_\_

TOTAL LOCAL PUBLIC FUNDS

002

15,100

**OPERATING FUND RECEIPTS – Fiscal Year ending 1993**

	<u>Code</u>	<u>Amount</u>	
<b><u>SYSTEM CASH GRANTS TO MEMBER LIBRARY</u></b>			
Cash grants from other than LLSA	L2760	-0-	
Cash derived from LLSA	L3840A1	8,070	
<b>TOTAL SYSTEM CASH GRANTS</b>	L3840A1A	8,070	
<b><u>OTHER STATE AID</u></b>			
State Aid other than LLSA or system cash grants	L3840A2	-0-	
<b><u>FEDERAL AID FOR LIBRARY OPERATION</u></b>			
LSCA (Titles I (MURLS), IV, V and VI)	L4839C	-0-	
Other Federal Aid	L4839D	-0-	
<b>TOTAL FEDERAL AID</b>	L4840	-0-	
<b><u>CONTRACTS WITH PUBLIC LIBRARIES AND/OR</u></b>			
<b><u>PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE</u></b>	012	-0-	
<b><u>OTHER RECEIPTS</u></b>			
Gifts and Endowments	L2705	9,665	
Income from Investments	L2401	17,782	
Library Charges	L2082	7,020	
Other	L2770	11,782	
<b>TOTAL OTHER RECEIPTS</b>	009	46,249	
<b>TOTAL RECEIPTS</b>	011		69,419
<b><u>BUDGET LOANS</u></b>	013	-0-	
<b><u>TRANSFERS</u></b>			
From Capital Fund (Same as H9510.9, Pg. F-8)	L2850		
From Other Funds	017		
<b>TOTAL TRANSFERS</b>	L2850A	-0-	
<b><u>BALANCE – BEGINNING OF FISCAL YEAR Ending 1993</u></b>			
(Same as Code 999 of previous year, if fiscal year has not changed)	001		423 87,...
<b><u>TOTAL RECEIPTS, LOANS, TRANSFERS AND BALANCE</u></b>			
(Same as Code 998, Pg. F-5)	018		156,842

**OPERATING FUND DISBURSEMENTS - Fiscal Year ending 1993**

**PERSONNEL COSTS**

	<u>Code</u>	<u>Amount</u>	
Salaries			
Certified Librarians	L7410.141		
Other Staff	L7410.143	<u>28,480</u>	
TOTAL SALARIES	L7410.1	<u>28,480</u>	
Employee Benefits	L9199.0	<u>2,359</u>	
TOTAL PERSONNEL COSTS	190		<u>30,839</u>

**LIBRARY MATERIALS AND BINDING**

Books	L7410.410	<u>17,326</u>	
Serials	L7410.413	<u>1,775</u>	
AV Materials	205		
Materials for the Print Handicapped	L7410.414		
Other Nonbook Materials & Binding	204		
Machine-Readable Materials and			
Search Services	206		
TOTAL LIBRARY MATERIALS & BINDING	L7410.42		<u>19,101</u>

**CAPITAL EXPENDITURES FROM OPERATING FUNDS**

From Local Public Funds	71PF		
From Other Funds	71OF		
Total	L7410.2		<u>-0-</u>

**OPERATION AND MAINTENANCE OF BUILDINGS**

Repairs to Buildings & Building Equipment			
From Local Public Funds	72PF		
From Other Funds	72OF	<u>1,852</u>	
Total	L7410.452	<u>1,852</u>	
Other Disbursements	L7410.453	<u>7,560</u>	
TOTAL OPERATION & MAINTENANCE	L7410.46		<u>9,412</u>
OF BUILDINGS			

**OPERATING FUND DISBURSEMENTS - Fiscal Year ending 1993**

	<u>Code</u>	<u>Amount</u>	
<b><u>MISCELLANEOUS EXPENSES</u></b>	906		<u>2,211</u>
<b><u>CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE</u></b>	L7410.436		<u>-0-</u>
<b><u>DEBT SERVICE</u></b>			
Capital Purposes Loans (Principal and Interest)			
From Local Public Funds	73PF	_____	
From Other Funds	73OF	_____	
Total	L9710.6		<u>-0-</u>
Budget Loans (Principal and Interest)			
From Local Public Funds	74PF	_____	
From Other Funds	74OF	_____	
Total	L9750.6		<u>-0-</u>
Short Term Loans (Interest)			
From Local Public Funds	75PF	_____	
From Other Funds	75OF	_____	
Total	L9770.7		<u>-0-</u>
TOTAL DEBT SERVICE	L9899.0		<u>          </u>
<b><u>TOTAL OPERATING FUND DISBURSEMENTS</u></b>	911.		<u>61,563</u>

**OPERATING FUND DISBURSEMENTS - Fiscal Year ending 1993**

	<u>Code</u>	<u>Amount</u>	
<b><u>TRANSFERS</u></b>			
Transfers to Capital Fund			
From Local Public Funds	76PF		
From Other Funds	76OF		
Total (same as Code H2810 p. F-7)	L9550.9		-0-
Transfers to Other Funds	L9551.9		-0-
TOTAL TRANSFERS	956		-0-
<b><u>TOTAL DISBURSEMENTS AND TRANSFERS</u></b>	915		61,563
<b><u>BALANCE IN OPERATING FUND at the End of Fiscal Year</u></b>			
<u>Ending 1993</u>	999		95,279
<b><u>TOTAL DISBURSEMENTS, TRANSFERS &amp; BALANCE</u></b>	998 (Same as Code 018, Pg. F-2)		

CAPITAL FUND REPORT FOLLOWS:      YES \_\_\_\_ NO   X



## CERTIFICATION

I hereby certify that this is a true and accurate report and that this library is operating under its approved charter and registration in accordance with the provisions of the Education Law and the Regulations of the Commissioner of Education.

Daniel J. Bursky  
Signature of Board President or Treasurer

Date 2/11/94

Michael Canahan  
Signature of Director

Date 2/17/94

The Library's Fiscal Year January 1, 1993 to December 31, 1993  
(month, day, year) (month, day, year)

This 1993 Annual Report is submitted on Fiscal Year January 1, 1993 to December 31, 1993  
(month, day, year) (month, day, year)

(\*The fiscal year on which the library is reporting data for this annual report  
should agree with the dates supplied on page A-1.)

Date Last Audit Performed \_\_\_\_\_

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

Name of firm, if private Seneca Falls Savings Bank

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ON ALL COPIES SUBMITTED TO LIBRARY DEVELOPMENT. PHOTOCOPIED SIGNATURES ARE NOT ACCEPTABLE.