Part 1. - GENERAL LIBRARY INFORMATION

1. Library Name	**MYNDERSE LIBRARY**
2. Community	**SENECA FALLS**
3. Street Address	31 Fall Street
	Seneca Falls, NY 13148-1428
4. Mailing Address	**31 FALL STREET** **SENECA FALLS, NY 13148-** 1428
5. Telephone Number	**(315) 568-8265**
6. Fax Number	**(315) 568-~~8265~~** 1606
7. Internet E-Mail Address	None
8. Type of Library	**ASSOCIATION**
9. Population Chartered to Serve (1990)	7,370
10. Area Chartered to Serve	**VILLAGE**
11. Federal Employer Identification Number	166075457
12. County	**SENECA CO.**
13. School District	Seneca Falls Central Schools
14. Library System	**FINGER LAKES LIBRARY SYSTEM**

15. Name of Library Director	**MICHAEL CARAHER**
16. NYS Public Librarian Certification Number	none

Part 1. - GENERAL LIBRARY INFORMATION

General Library Information - Please review the first page of the report for accuracy. If information has changed, cross it out and record the correct information next to or below the crossed out item. Please fill in missing information.

LIBRARY NAME - the legal name of the public library as indicated on the library's charter.

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

STREET ADDRESS - the complete street address of the library. Do not report a post office box or general delivery. Include 4 digit postal zip code extension.

MAILING ADDRESS - the complete mailing address of the library. Do include a post office box or general delivery if appropriate. Include 4 digit postal zip code extension.

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

FAX NUMBER - the phone number for telefacsimile messages sent to the library, including area code.

INTERNET ELECTRONIC MAIL ADDRESS - the internet email address for electronic mail messages sent to the library.

TYPE OF LIBRARY, POPULATION CHARTERED TO SERVE (1990), AREA CHARTERED TO SERVE - This information is on file at 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 underwent a charter amendment during the reporting period. Libraries with questions about the chartered service area or the 1990 population figure which appears on this report should contact their library system.

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

POPULATION CHARTERED TO SERVE - Populations are based on official population counts from the 1990 Bicentennial Census. The 1990 populations for library chartered service areas which are not contiguous with political boundaries are agreed upon by Library Development, the system and the library.

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

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

COUNTY - the name of the county in which the main library building is located.

SCHOOL DISTRICT - the name of the school district in which the main library building is located.

LIBRARY SYSTEM - the name of the public library system of which the library is a member.

LIBRARY DIRECTOR - Verify the Director's name and New York State 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 New York State certified public librarian as library director. Please do not enter school library media specialist certification numbers.

Part 2. - LIBRARY COLLECTION

Report all holdings, additions and subscriptions as of the end of the fiscal year reported on page A-1.

LINE NO.	BOOK STOCK	NUMBER OF VOLUMES
1.	Adult Fiction Books	7,170
2.	Adult Nonfiction Books	8,951
3.	TOTAL Adult Books (lines 1 and 2)	16,121 ✓
4.	Children's Fiction Books	2,246
5.	Children's Nonfiction Books	1,303
6.	TOTAL Children's Books (lines 4 and 5)	3,549 ✓
7.	TOTAL BOOKS (lines 3 and 6)	19,670 ✓

8.	UNCATALOGED BOOKS	614

	SERIAL HOLDINGS	NUMBER OF BIBLIOGRAPHIC VOLUMES
9.	Periodicals	483
10.	Newspapers	12
11.	Other Serials	0
12.	TOTAL SERIALS (lines 9, 10 and 11)	495 ✓

	AUDIO-VISUAL HOLDINGS	NUMBER OF PHYSICAL ITEMS
13.	Audio recordings	497
14.	Films	0
15.	Video recordings	150
16.	Other Audio-Visual Materials	0
17.	TOTAL AUDIO-VISUAL (lines 13, 14, 15 and 16)	647 ✓

Part 2 - LIBRARY COLLECTION

<u>BOOK STOCK</u> - (Lines 1 through 7) Books are non-periodical printed publications bound in hard or soft covers, or in loose-leaf format. Books and materials counted under "Book Stock" <u>must</u> be cataloged and available for use. Foreign language books and books on rental shelves should be included in Adult (or Children's) Fiction or Nonfiction. Young Adult books should be included with the Adult collection. Do <u>not</u> include bound periodicals in Book Holdings.

> MICROFILM is not a separate category in the Annual Report. Microform (microfilm, microcard, microfiche) is included within the count of the various types of materials. For example, a microcopy of a volume of adult nonfiction is counted as a volume of Adult Nonfiction under Book Stock.

> GOVERNMENT DOCUMENTS - 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. Documents which are fully cataloged and intershelved with books are counted as Book Stock on Lines 1 through 7. Periodicals which bear a government imprint but are treated as part of the periodicals collection are counted as Periodicals on Line 9. Documents held in vertical files with other ephemera are counted as All Other Materials on Line 22. Government documents held in a separate documents section of the library are also counted on Line 22.

> CD-ROMS are now in a separate category in the annual report. Report all CD-ROMS on lines 18 through 21.

<u>VOLUMES</u> - Enter the number of volumes held, including duplicate copies of titles and the number of volumes in sets of books. 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.

<u>UNCATALOGED BOOKS</u> - (Line 8) Count uncataloged books here. Do not count them as part of "Book Stock". Books are non-periodical printed publications bound in hard or soft covers, or in loose-leaf format.

<u>BIBLIOGRAPHIC VOLUME</u> - (Lines 9 through 12) The unit established by the publisher as a volume. Enter the number of bibliographic volumes held, including duplicate copies of volumes, regardless of whether the material is bound, unbound or on microform.

<u>SERIAL HOLDINGS</u> - (Lines 9 through 12) Serials are publications, including those on microform, 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.

<u>PERIODICALS</u> - (Line 9) 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.

<u>NEWSPAPERS</u> - (Line 10) 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.

<u>OTHER SERIALS</u> - (Line 11) Include all other serials (such as annuals, memoirs, proceedings, etc.) not reported on lines 9 and 10.

<u>PHYSICAL ITEMS</u> - (Lines 13 through 22) Number of CD-ROMS, reels of film, audio recordings, video recordings, filmstrips, slides, transparencies 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 <u>one</u> physical item.

Report all holdings, additions and subscriptions as of the end of the fiscal year as reported on page A-1.

LINE NO.	CD-ROMS	NUMBER OF PHYSICAL ITEMS
18.	Books	0
19.	Serials	0
20.	Other CD-ROMS	0
21.	TOTAL CD-ROMS (lines 18, 19, and 20)	0

22.	ALL OTHER MATERIALS	241

	ADDITIONS	NUMBER OF VOLUMES/ PHYSICAL ITEMS
23.	Book Stock	1,356
24.	Uncataloged Books	46
25.	Serials	73
26.	Audio-Visual	114
27.	CD-ROMS	0
28.	All Other Materials	5
29.	TOTAL ADDITIONS (lines 23 through 28)	1,594 ✓

	CURRENT SUBSCRIPTION TITLES	NUMBER OF TITLES
30.	Periodicals	63
31.	Newspapers	3
32.	Other Serials	2
33.	TOTAL SUBSCRIPTION TITLES (lines 30, 31, and 32)	68 ✓

<u>AUDIO-VISUAL MATERIALS</u> - (Lines 13 through 17) 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. Include here audio-visual/book kits under the appropriate audio-visual category.

<u>AUDIO RECORDINGS</u> - (Line 13) These are materials on which sounds(only) are stored(recorded) and that can be reproduced (played back) mechanically or electronically, or both. Included are records, audiocassettes, audio cartridges, audiodiscs, audioreels, audiotapes, audio compact discs (CDs) and other sound recordings. Include here audio recordings of spoken text (such as books-on-tape).

<u>FILMS</u> - (Line 14) The term film is used interchangeably with "motion picture" which is a length of film, with or without recorded sound, bearing a sequence of still images that creates an illusion of movement when projected in rapid succession (usually 18 or 24 frames per second). Motion pictures are produced in a variety of sizes (8, super 8, 16, 35, 55 and 70 mm) and in a variety of forms (cartridge, cassette, loop and reel).

<u>VIDEO RECORDINGS</u> - (Line 15) These are materials on which pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or monitor. Includes video discs, video tapes, video cassettes, etc.

<u>OTHER AUDIO-VISUAL MATERIALS</u> - (Line 16) These are materials such as slides, filmstrips and other audio-visual materials not included in Lines 13 through 15.

<u>CD-ROMS</u> - (Lines 18 through 21) A CD-ROM (Compact Disc - Read Only Memory) requires the use of a computer, monitor and CD-ROM player. Each CD-ROM is counted as a physical item. Include multi-media, interactive CD-ROM kits on line 20 under Other CD-ROMS.

<u>ALL OTHER MATERIALS</u> - (Line 22) Those library materials which do not meet the definition of a book, serial, audio-visual holding, or CD-ROM and which are not counted in lines 1 through 21. Includes vertical file materials and similar items which are not individually cataloged; and any other materials the form of which requires special handling. Includes pamphlets, documents, catalogs, manuscripts, sheet music, maps, pictures and photographs, framed pictures, microcomputer software, and other materials owned by the library that are not counted in lines 1 through 21.

<u>ADDITIONS</u> - (Lines 23 through 29) Record the number of volumes or physical items added to the library's holdings during the fiscal year for each category of material in the library collection.

<u>CURRENT SUBSCRIPTION TITLES</u> - (Lines 30 through 33) Enter the number of different periodical, newspaper and other serial titles the library currently subscribes to as of the end of the fiscal year. One subscription counts as one title. A subscription is the arrangement by which, in return for a sum paid in advance, periodicals, newspapers, or other serials are provided for a specified number of issues. Count subscriptions purchased from the library's budget and those donated to the library as gifts. Count titles, including duplicates, not individual issues. Include the total number of subscriptions for all outlets.

Part 3. - LIBRARY PROGRAMS AND SERVICES

Report all information as of the end of the fiscal year reported on page A-1.

LINE NO.	LIBRARY PROGRAMS	TOTAL NUMBER
1.	Adult program sessions	1
2.	Young adult program sessions	0
3.	Children's program sessions	1
4.	Adult program attendance	3
5.	Young adult program attendance	0
6.	Children's program attendance	3

	LIBRARY USE	TOTAL NUMBER
7.	Library visits	16,198
8.	Library materials used in the library	1,573
9.	Registered borrowers	3,311

	REGISTRATION FILES	YES/NO
10.	Does the library maintain registration files?	YES
11.	Have the registration files been purged in the past three years?	YES

	AUTOMATION AND TELECOMMUNICATIONS	YES/NO
12.	Automated circulation system	YES
13.	Online public access catalog	YES
14.	Microcomputer (256K or greater) for staff use	YES
15	Microcomputer (256K or greater) for public use	YES
16.	Internet Access for staff use	NO
17.	Internet Access for public use	NO

Part 3. - LIBRARY PROGRAMS AND SERVICES

LIBRARY PROGRAMS

PROGRAM SESSIONS FOR ADULTS,YOUNG ADULTS AND CHILDREN - (Lines 1, 2 and 3) Count each session in a series of programs; e.g. a six-week storytime series would be six 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 one session. Count each group visit to the library as one session. Count each school visit to a classroom as one session. Count each school visit to a group of combined classes as one session.

PROGRAM ATTENDANCE FOR ADULTS,YOUNG ADULTS AND CHILDREN (Lines 4, 5 and 6) Count each person in the entire audience at all program sessions for which the primary audience is Children, Young Adults or 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.

LIBRARY USE - It is recommended that libraries use the methods described in *Output Measures for Public Libraries, 2nd edition (ALA, 1987)* for counting library visits (attendance) and materials used in the library (in-library use). 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 - (Line 7) Report the total number of persons entering the library for whatever purpose during the year. Include persons attending activities, meetings, and those persons requiring no staff services.

LIBRARY MATERIALS USED IN THE LIBRARY (IN-LIBRARY USE) - (Line 8) Report the total number of materials used in the library, but not checked out, during the year. Include reference books, periodicals, book stock, and all other library materials that are used WITHIN the library.

REGISTERED BORROWERS - (Line 9) Count the total number of individual borrowers registered by the library as library card-holders. Multiply by 2.77 if registration method is by household or family.

REGISTRATION FILES - (Lines 10 and 11) Indicate whether the library maintains registration files by answering Yes or No. Indicate whether the library's registration files have been purged to remove inactive borrowers in the past three years by answering Yes or No.

Part 3. LIBRARY PROGRAMS AND SERVICES (continued)

LINE NO.	ACCESSIBILITY	YES/NO
18.	Does the library provide service to persons who cannot visit the library (homebound person, persons in nursing homes, persons in jail, etc.)?	YES
19.	Does the library have a building entrance which is physically accessible to the person in a wheelchair?	YES

AUTOMATION AND TELECOMMUNICATIONS - (Lines 12 through 17) Answer the following questions with a Yes or No.

AUTOMATED CIRCULATION SYSTEM - (Line 12) Indicate whether the library has an automated circulation system. The circulation system may be stand alone or system-wide.

ONLINE PUBLIC ACCESS CATALOG - (Line 13) Indicate whether the library has an online public access catalog. The catalog may be stand alone or system-wide.

MICROCOMPUTERS - (Lines 14 and 15) Indicate whether the library has a microcomputer for staff use and a microcomputer for public use by answering Yes or No. Count only those microcomputers which have 256K (kilobytes) or more of memory. If the same microcomputer is used by both staff and the public, answer Yes on lines 14 and 15.

INTERNET ACCESS - (Lines 16 and 17) If the library has full internet access (electronic mail, telnet access and FTP (File Transfer Protocol) capabilities available for staff, answer Yes. Otherwise, answer No. If the library has full internet access available for public use from within the library building, answer Yes. The library does not have to provide individual electronic mail accounts to the public in order to answer Yes on line 17.

Part 4. - LIBRARY TRANSACTIONS

Report all transactions as of the end of the fiscal year as reported on page A-1.

LINE NO.	BOOK STOCK CIRCULATION	NUMBER OF TRANSACTIONS
1.	Adult Fiction Books	10,115
2.	Adult Nonfiction Books	3,677
3.	TOTAL Adult Books (lines 1 and 2)	13,792 ✓
4.	Children's Fiction Books	5,385
5.	Children's Nonfiction Books	1,819
6.	TOTAL Children's Books (lines 4 and 5)	7,204 ✓
7.	TOTAL BOOK CIRCULATION (lines 3 and 6)	20,996 ✓

	CIRCULATION OF OTHER MATERIALS	NUMBER OF TRANSACTIONS
8.	Uncataloged Books	761
9.	Serials	941
10.	Audio-Visual	3,676
11.	CD-ROMS	0
12.	All Other Materials	48
13.	TOTAL CIRCULATION OF OTHER MATERIALS (lines 8 through 12)	5,426 ✓

14.	GRAND TOTAL CIRCULATION TRANSACTIONS (Lines 7 and 13)	26,422 ✓

	REFERENCE TRANSACTIONS	NUMBER OF TRANSACTIONS
15.	Adult	703
16.	Children's	545
17.	TOTAL REFERENCE TRANSACTIONS	1,248 ✓

Part 4. - LIBRARY TRANSACTIONS

CIRCULATION - (Lines 1-14) The total annual circulation of all library materials of all types, including renewals. Circulation is the activity of a library in lending its resources to borrowers. Count all materials in all formats that are charged out for use outside the library.

Report circulation 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. An item renewed under library rules should be counted as an additional circulation. Interlibrary loan transactions included are only items borrowed for users. Items loaned in bulk (bulk loans) 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 the library to another, i.e. from main library to a branch, are not counted as circulation.

REFERENCE - (Lines 15-17) Report the total number of Adult and Children's reference transactions completed by library staff during the fiscal year. Young Adult reference transactions should be included with Adult reference transactions. See definition of reference transaction below. If an actual count of reference transactions is unavailable, determine an annual estimate by counting reference transactions during a typical week in October and multiply the count by 52. A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open).

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 services. 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. The request may come in person, by phone, by fax, mail, or by electronic-mail from an adult, a young adult or a child. 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.

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?"

INTERLIBRARY LOAN - Library materials, or copies of the materials, made available by one library to another upon request. This includes "patron placed" interlibrary loan requests. It includes both lending and borrowing. The libraries involved in interlibrary loan are not under the same library administration. These data are reported as annual figures.

MATERIALS BORROWED ON INTERLIBRARY LOAN (Lines 18-23) are library materials, or copies of the materials, borrowed to fill a specific title, author, or subject request (i.e. loans received from other libraries, systems, agencies or suppliers).

MATERIALS LOANED ON INTERLIBRARY LOAN (Lines 24-29) are library materials, or copies of the materials, loaned by the reporting library to the system, other libraries, other systems 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.

Part 4 - LIBRARY TRANSACTIONS (continued)

LINE NO.	INTERLIBRARY LOAN - MATERIALS BORROWED	NUMBER OF ITEMS
18.	Books	690
19.	Serials	0
20.	AudioVisual Materials	152
21.	CD-ROMS	0
22.	All Other Materials	3
23.	TOTAL MATERIALS BORROWED	845

	INTERLIBRARY LOAN - MATERIALS LOANED	NUMBER OF ITEMS
24.	Books	194
25.	Serials	1
26.	AudioVisual Materials	3
27.	CD-ROMS	0
28.	All Other Materials	0
29.	TOTAL MATERIALS LOANED	198

(Blank page)

A-16

Part 5. - STAFF INFORMATION

Please report all staff information as of the end of the fiscal year as reported on page A-1.

LINE NO.	FTE (FULL-TIME EQUIVALENT) CALCULATION	NUMBER OF HOURS PER WEEK
1.	The number of hours per work week used to compute FTE for all paid library personnel in lines 2-8.	30

	BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS (FTE)	FEMALE (FTE)	MALE (FTE)	VACANT (FTE)
2.	Library Director (*certified with ALA/MLS*)	0	0	0
3.	Librarian (*certified with ALA/MLS*)	0	0	0
4.	Library Manager (*without ALA/MLS*)	0	0	0
5.	Library Specialist (*without ALA/MLS*)	0	1.0	0
6.	Other Staff	0.7	0	0
7.	Building Maintenance and Operation Staff	0	0.2	0
8.	TOTAL PAID STAFF (lines 2-7)	0.7 ✓	1.2 ✓	0

	SALARY INFORMATION FOR FULL-TIME POSITIONS	CURRENT ANNUAL SALARY
9.	Full-time entry-level Librarian (*certified with ALA/MLS*)	0
10.	Full-time Library Director (*certified with ALA/MLS*)	0
11.	Full-time Library Manager (*without ALA/MLS*)	$23,000

	VOLUNTEERS	TOTAL NUMBER
12.	Volunteers that work on a scheduled basis.	1
13.	Volunteer hours worked per typical week.	2

Part 5. - STAFF INFORMATION

Report figures as of the last day of the fiscal year. Include the FTE for all positions funded in the library's budget whether those positions are filled or not. This report 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).

FTE CALCULATION

Record on line 1 the number of hours per work week used to compute FTE for all budgeted positions for the purposes of this report. This should not be greater than 40 hours per week.

HOW TO COMPUTE FTE: Examples of FTE conversion include:
a. 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 on line 1.
b. 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 on line 1.
c. 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 on line 1.

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS (FTE) - (Lines 2 through 8) As of the fiscal year ending 1994, show the number of females and males in all 1994 budgeted positions in FTE.
Column 1 - Show the number of females in full-time equivalents (FTE). Show to one decimal place.
Column 2 - Show the number of males in full-time equivalents (FTE). Show to one decimal place.
Column 3 - Show the number of vacant positions funded in the library's budget in full-time equivalents (FTE). Show to one decimal place.

Library Director, Librarian (Certified with ALA/MLS) - (Lines 2 and 3) Positions counted in this series require a New York State Public Librarian's Certificate, whether provisional or permanent, and/or a master's degree from a program accredited by the American Library Association.

Library Manager, Library Specialist (without ALA/MLS) - (Lines 4 and 5) Count on line 4 "Library Manager" those positions of library director where the person is not required to hold a Public Librarian's Certificate and/or a master's degree from a program accredited by the American Library Association. Count on line 5 under "Library Specialist" those positions with the title of librarian where the person is not required to hold a Public Librarian's Certificate and/or an ALA/MLS and does paid work that usually requires a certified librarian with professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects.

Other Staff - (Line 6) Count all other paid staff positions which are not counted on lines 1 through 5 and 7. Do not count building maintenance and operation staff here. Count on line 7.

Building Maintenance and Operation Staff - (Line 7) Count all custodial staff, building guards, etc.

SALARY INFORMATION FOR FULL-TIME POSITIONS - (Lines 9, 10 and 11) Report the current annual salary for an entry-level librarian position on line 9. If you reported a Library Director on line 2, report the current annual salary for the position on line 10. If you reported a Library Manager on line 4, report the current annual salary for the position on line 11. If the library does not have a full-time position for any one of the titles, insert a zero (0). If there is no set "annual" salary figure for the full-time positions, then multiply the hourly salary by the number of full-time hours worked (should match the number of hours reported on line 1) by 52 weeks.

VOLUNTEERS - (Lines 12 and 13) Report the total number of volunteers (number of people) that work on a scheduled basis on line 12. Report the total number of volunteer hours worked per typical week on line 13.

Part 6. - MINIMUM PUBLIC LIBRARY STANDARDS

LINE NO.	Please report all information as of December 31, 1994. Library Development continues to track each library's progress in meeting the minimum standards. Indicate whether the library is able to meet each of the minimum public library standards outlined on lines 1 through 11 (regardless of official compliance date) by answering Yes or No to each item.	YES/NO
1.	is governed by board-approved written bylaws.	YES
2.	has a board-approved written long range plan of service.	YES
3.	presents an annual report to the community.	YES
4.	has board-approved written policies.	YES
5.	presents annually a written budget to appropriate funding agencies.	YES
6.	periodically evaluates the effectiveness of the collection and services in meeting community needs.	NO
7.	is open the minimum standard number of public service hours for population served. (see instructions)	NO
8.	maintains a facility to meet community needs, including adequate:	
8a.	space	YES
8b.	lighting	YES
8c.	shelving	YES
8d.	seating	YES
8e.	restroom	YES
9.	has the equipment necessary to facilitate access to information:	
9a.	telephone	YES
9b.	photocopier	YES
9c.	microform reader	YES
9d.	microcomputer	YES
9e.	printer	YES
9f.	modem	YES
9g.	telefacsimile equipment	YES
10.	distributes printed information listing the library's hours open, borrowing rules, services, location and phone number.	YES
11.	employs a paid director in accordance with the provisions of section 90.8 of Commissioner's Regulations.	YES

Part 6. - MINIMUM PUBLIC LIBRARY STANDARDS

Library Development continues to track each library's progress in meeting minimum standards. Indicate whether the library is able to meet each of the minimum public library standards outlined below on lines 1 through 11 (regardless of official compliance date) by answering Yes or No to each item. Please report all information as of December 31, 1994.

Listed in the table below are descriptions of each standard and the schedule for compliance as outlined in Commissioner's Regulations 90.2

STANDARD NUMBER	MINIMUM PUBLIC LIBRARY STANDARDS DESCRIPTION	STANDARD MUST BE MET BY
1	Is governed by written bylaws which outline the responsibilities and procedures of the library board of trustees;	January 1, 1995
2	Has a board-approved, written long-range plan of service;	January 1, 1995
3	Presents an annual report to the community on the library's progress in meeting its goals and objectives;	January 1, 1995
4	Has board-approved written policies for the operation of the library;	January 1, 1995
5	Presents annually to appropriate funding agencies a written budget which would enable the library to meet or exceed these standards and to carry out its long-range plan of service;	January 1, 1995
6	Periodically evaluates the effectiveness of the library's collection and services in meeting community needs;	January 1, 1997
7	Is open the following scheduled hours: Population — Minimum Weekly Hours Open Up to 500 — 12 500 - 2,499 — 20 2,500 - 4,999 — 25 5,000 - 14,999 — 35 15,000 - 24,999 — 40 25,000 - 99,999 — 55 100,000 and above — 60	January 1, 1999
8	Maintains a facility to meet community needs, including adequate space, lighting, shelving, seating, and restroom;	January 1, 1999
9	Has a telephone, photocopier, microform reader, microcomputer, printer, modem, telefacsimile machine and other equipment necessary to facilitate access to information;	January 1, 1999
10	Distributes printed information listing the library's hours open, borrowing rules, services, location and phone number;	January 1, 1995
11	Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.	January 1, 1999

Part 7. - OFFICERS AND TRUSTEES

Name of Library: __Mynderse Library__

Please report information about trustee meetings as of December 31, 1994.

LINE NO.	TRUSTEE MEETINGS	TOTAL NUMBER
1.	Total number of trustee meetings held during calendar year 1994 (1/94-12/94).	6
2.	Number of trustee positions on library board.	9

USUAL SCHEDULED TRUSTEE MEETINGS		
WEEK (e.g. 3rd)	DAY	HOUR
1st	Wednesday	4:30 pm

List Officers and Trustees for Calendar Year 1995. Please list the President and other officers first.

Name of Trustee	Edward E. Chase
Home Address	1 Leland Drive Seneca Falls, NY 13148
Phone	(315)568-5179
Office Held	President
Date Term Expires	June 1997

Name of Trustee	Janice Day
Home Address	2837 Old State Road Seneca Falls, NY 13148
Phone	(315)568-2117
Office Held	Vice-President
Date Term Expires	June 1997

List Officers and Trustees for Calendar Year 1995. Please list the President and other officers first. If more sheets are needed, photocopy this page and use as a continuation page.

Name of Trustee	Frances Hyatt
Home Address	91 Cayuga Street Seneca Falls, NY 13148
Phone	(315)568-8558
Office Held	Secretary
Date Term Expires	June 1996

Name of Trustee	David Brophy
Home Address	16 East Bayard Street Seneca Falls, NY 13148
Phone	(315)568-2391
Office Held	Treasurer
Date Term Expires	June 1995

Name of Trustee	Samuel Dickieson
Home Address	10 Daniels Street Seneca Falls, NY 13148
Phone	(315) 568-6958
Office Held	Assistant Treasurer
Date Term Expires	June 1996

List Officers and Trustees for Calendar Year 1995. Please list the President and other officers first. If more sheets are needed, photocopy this page and use as a continuation page.

Name of Trustee	Dennis Bender
Home Address	15 Daniels Street Seneca Falls, NY 13148
Phone	(315)568-5359
Office Held	
Date Term Expires	June 1995

Name of Trustee	Donald Cramer
Home Address	101 Cayuga Street Seneca Falls, NY 13148
Phone	(315) 568-6427
Office Held	
Date Term Expires	June 1997

Name of Trustee	Robert Kernan
Home Address	25 Tall Oaks Drive Seneca Falls, NY 13148
Phone	(315) 568-2204
Office Held	
Date Term Expires	June 1996

List Officers and Trustees for Calendar Year 1995. Please list the President and other officers first. If more sheets are needed, photocopy this page and use as a continuation page.

Name of Trustee	Duane Snyder
Home Address	5 Washington Street Seneca Falls, NY 13148
Phone	(315)568-5423
Office Held	
Date Term Expires	June 1995

Name of Trustee	
Home Address	
Phone	
Office Held	
Date Term Expires	

Name of Trustee	
Home Address	
Phone	
Office Held	
Date Term Expires	

Part 8. - PUBLIC OUTLET INFORMATION

Report all information as of the end of the fiscal year as reported on page A-1.

LINE NO.	PUBLIC SERVICE OUTLETS	TOTAL NUMBER
1.	Branches	0
2.	Bookmobiles	0
3.	Other Outlets	0
4.	TOTAL PUBLIC SERVICE OUTLETS	0

LINE NO.	PUBLIC SERVICE HOURS	MAIN LIBRARY	BRANCH LIBRARIES	BOOK MOBILES	TOTAL
5.	Minimum Weekly Total Hours	27	0	0	27
6.	Weekly Total Hours for a Typical Week	30	0	0	30
7.	Annual Total Hours	1,510	0	0	1,510
8.	Number of Days Open During a Typical Week	6	0	0	6

Part 8. - PUBLIC OUTLET INFORMATION

PUBLIC SERVICE OUTLETS

Branches (Line 1) - Report the number of branches. Do not include the main library. A branch library is an auxiliary unit of an administrative entity (or main library) which has at least all of the following: 1) separate quarters; 2) an organized collection of library materials; 3) paid staff; and 4) regularly scheduled hours for being open to the public.

Bookmobiles (Line 2) - A bookmobile is a traveling branch library. It consists of at least all of the following: 1) a truck or van that carries an organized collection of library materials; 2) a paid staff; and 3) regularly scheduled hours (bookmobile stops) for being open to the public.

Other Outlets (Line 3) - Examples are outlets in senior citizen centers, daycare centers, jails or other organizations or institutions with designated space and with frequently changed collections of books and other library materials.

PUBLIC SERVICE HOURS

Minimum Weekly Total Hours (Line 5) - All libraries should be open for public service on a 52 week basis. Libraries must be open at fixed times per Commissioner's Regulations and are required to be open a minimum number of hours every week based on the size of the population served. These rules do not require any library to be open on legal holidays or Sundays.

Report the minimum weekly total scheduled public service hours for the reporting period. This would be the fewest number of hours the library was scheduled to be open for public service during a week. Report for the Main Library, branches, and bookmobiles (regardless of whether or not all facilities are open at the same time). For each bookmobile, count only the hours during which the bookmobile is open to the public.

Weekly Total Hours for a Typical Week (Line 6) - Report the weekly total public service hours for a typical week. A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open). The answer to this question may be different from line 5, particularly for those libraries with different schedules for different times of the year.

Annual Total Hours (Line 7) - Report the total annual public service hours for the reporting period. Minor variations in scheduled public service hours need not be included, however extensive hours closed to the public due to natural disasters or other events should be excluded even if the staff is scheduled to work.

Number of Days Open During a Typical Week (Line 8) - Report the total number of days the library is open for public service during a typical week.

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 – 1994
FINANCIAL REPORT

NAME OF LIBRARY   MYNDERSE LIBRARY   **LOCATION**   SENECA FALLS

OPERATING FUND REPORT 1994

OPERATING FUND RECEIPTS – Fiscal Year ending 1994

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

		Code	Amount
County(ies)		002A1	
		002A2	
Town(s)	Seneca Falls	002B1	5,000
		002B2	
		002B3	
Village(s)	Seneca Falls	002C1	1,250
		002C2	
		002C3	
City of		002D1	
		002D2	
		002D3	
School District of	Seneca Falls	002E1	15,000
		002E2	
		002E3	
Other (Specify)		002F1	
		002F2	
		002F3	
TOTAL LOCAL PUBLIC FUNDS		002	21,250

F-1

	Code	Amount		
SYSTEM CASH GRANTS TO MEMBER LIBRARY				
Local Library Services Aid	L3840A1	2-114		
Central Library Aid (CLDA and CBA)	L3840A2	1		
Other State Aid	L3840A3			
Federal Aid	L4839A			
Other Cash Grants	L2760	3356		
TOTAL SYSTEM CASH GRANTS	L3840A1A		5,470	
OTHER STATE AID				
State Aid other than LLSA, Central Library Aid, or other State aid reported as system cash grants	L3840A4			
FEDERAL AID FOR LIBRARY OPERATION				
LSCA (Titles I (MURLS), IV, V and VI)	L4839C			
Other Federal Aid	L4839D			
TOTAL FEDERAL AID	L4840			
CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	012			
OTHER RECEIPTS				
Gifts and Endowments	L2705	3,805		
Income from Investments	L2401	8,290		
Library Charges	L2082	6,575		
Other	L2770	10,400		
TOTAL OTHER RECEIPTS	009		29,070	
TOTAL RECEIPTS	011			55,790
BUDGET LOANS	013			-0-
TRANSFERS				
From Capital Fund (Same as H9510.9, Pg. F-8)	L2850			
From Other Funds	017			
TOTAL TRANSFERS	L2850A			-0-
BALANCE – BEGINNING OF FISCAL YEAR Ending 1994 (Same as Code 999 of previous year, if fiscal year has not changed)	001			95,280
TOTAL RECEIPTS, LOANS, TRANSFERS AND BALANCE (Same as Code 998, Pg. F-5)	018			151,070.00

F-2

PERSONNEL COSTS	Code	Amount		
Salaries				
Certified Librarians	L7410.141			
Other Staff ~27453~	L7410.143 ~29,553~		27,453 ~29,553~	
TOTAL SALARIES	L7410.1			
Employee Benefits	L9199.0		2,100	
TOTAL PERSONNEL COSTS	190			29,553 ~29,574~

LIBRARY MATERIALS AND BINDING			
Books	L7410.410	13,320	
Serials	L7410.413	1,726	
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		15,046

CAPITAL EXPENDITURES FROM OPERATING FUNDS			
From Local Public Funds	71PF		
From Other Funds	71OF		
Total	L7410.2		-0-

OPERATION AND MAINTENANCE OF BUILDINGS			
Repairs to Buildings & Building Equipment			
From Local Public Funds	72PF		
From Other Funds	72OF	10,873	
Total	L7410.452	10,873	
Other Disbursements	L7410.453		
TOTAL OPERATION & MAINTENANCE OF BUILDINGS	L7410.46		10,873

OPERATING FUND DISBURSEMENTS – Fiscal Year ending 1994

	Code	Amount
	Code	**Amount**

MISCELLANEOUS EXPENSES · 906 · 410

**CONTRACTS WITH PUBLIC LIBRARIES AND/OR
PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE** · L7410.436 · -0-

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)
- From Local Public Funds — 73PF
- From Other Funds — 73OF
- Total — L9710.6

Budget Loans (Principal and Interest)
- From Local Public Funds — 74PF
- From Other Funds — 74OF
- Total — L9750.6

Short Term Loans (Interest)
- From Local Public Funds — 75PF
- From Other Funds — 75OF
- Total — L9770.7

TOTAL DEBT SERVICE — L9899.0

TOTAL OPERATING FUND DISBURSEMENTS — 911 — 55,882

OPERATING FUND DISBURSEMENTS – Fiscal Year ending 1994

	Code	Amount

TRANSFERS

Transfers to Capital Fund

	Code	Amount
From Local Public Funds	76PF	
From Other Funds	76OF	
Total (same as Code H2810 p. F–7)	L9550.9	

Transfers to Other Funds   L9551.9

TOTAL TRANSFERS   956

TOTAL DISBURSEMENTS AND TRANSFERS   915   55,882

BALANCE IN OPERATING FUND at the End of Fiscal Year

Ending 1994   999   95,188

TOTAL DISBURSEMENTS, TRANSFERS & BALANCE   998 (Same as Code 018, Pg. F–2)   151,070.00

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.

_____   Date 2/16/95
Signature of Board President or Treasurer

_____   Date 2/16/95
Signature of Director

The Library's Fiscal Year January 1, 1994 _____ to _____ December 31, 1994
          (month, day, year)   (month, day, year)

This 1994 Annual Report is submitted on Fiscal Year January 1, 1994 to December 31, 1994
                    (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; (XX) Private

Name of firm, if private Seneca Falls Savings Bank

> **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.**