

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) 568-1606
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 sending telefacsimile messages to the library, including area code.

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

TYPE OF LIBRARY, POPULATION CHARTERED TO SERVE (1990 CENSUS), 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 by the library's charter.

FEDERAL EMPLOYER IDENTIFICATION NUMBER - the nine digit number assigned to the library as an employer, by the Internal Revenue Service, for the purposes of reporting taxes withheld.

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.	CATALOGED BOOK HOLDINGS	NUMBER OF VOLUMES
1.	Adult Fiction Books	7,526
2.	Adult Nonfiction Books	9,265
3.	TOTAL Adult Books (lines 1 and 2)	16,791 ✓
4.	Children's Fiction Books	2,413
5.	Children's Nonfiction Books	1,441
6.	TOTAL Children's Books (lines 4 and 5)	3,854 ✓
7.	TOTAL CATALOGED BOOKS (lines 3 and 6)	20,645 ✓

8.	TOTAL UNCATALOGED BOOK HOLDINGS	679 ✓
----	---------------------------------	-------

	SERIAL HOLDINGS	NUMBER OF BIBLIOGRAPHIC VOLUMES
9.	Periodicals	258
10.	Newspapers	13
11.	Other Serials	0
12.	TOTAL SERIALS (lines 9, 10 and 11)	271 ✓

	AUDIO-VISUAL HOLDINGS	NUMBER OF PHYSICAL ITEMS
13.	Audio recordings (includes CD's, tapes, etc.)	569
14.	Films	0
15.	Video recordings	184
16.	Other Audio-Visual Materials	0
17.	TOTAL AUDIO-VISUAL (lines 13, 14, 15 and 16)	753 ✓

Part 2. - LIBRARY COLLECTION

CATALOGED BOOK HOLDINGS - (Lines 1 through 7) If there is a significant drop in the number of holdings in a particular category from the prior year, please note the reason for the change on the Annual Report form (since withdrawals are no longer collected, it is more difficult for system staff to verify holdings information). Books are non-periodical printed publications bound in hard or soft covers, or in loose-leaf format. Books and materials counted under "Cataloged Book Holdings" must be cataloged and available for use. Foreign language books and books on rental shelves and books obtained through bulk loans from the library system should be included in Adult (or Children's) Fiction or Nonfiction. Young Adult books should be included with the Adult collection. Do not 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 Cataloged Book Holdings.

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 Cataloged Book Holdings 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 23. Government documents held in a separate documents section of the library are also counted on Line 23.

VOLUMES - 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.

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

BIBLIOGRAPHIC VOLUME - (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.

SERIAL HOLDINGS - (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.

PERIODICALS - (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.

NEWSPAPERS - (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.

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

Part 2. - LIBRARY COLLECTION (continued)

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

LINE NO.	CD-ROM HOLDINGS	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 ✓

	OTHER MATERIAL HOLDINGS	NUMBER OF PHYSICAL ITEMS
22.	Materials in Electronic Format	0
23.	All Other Materials	448
24.	Total Other Material Holdings (lines 22 and 23)	448 ✓

25.	GRAND TOTAL HOLDINGS (lines 7, 8, 12, 17, 21 and 24)	22,796 ✓
-----	--	----------

	ADDITIONS TO HOLDINGS	NUMBER OF VOLUMES/ PHYSICAL ITEMS
26.	Book Stock	989
27.	Uncataloged Books	65
28.	Serials	1
29.	Audio-Visual	72
30.	CD-ROMS	0
31.	Other Materials	7
32.	TOTAL ADDITIONS (lines 26 through 31)	1,134 ✓

PHYSICAL ITEMS - (Lines 13 through 24) 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, a kit or a set of 25 slides), and which are generally checked out as a unit, should be counted as one physical item.

AUDIO-VISUAL MATERIALS - (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.

AUDIO RECORDINGS - (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 and talking books for the print-handicapped).

FILMS - (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). Do not include slides or filmstrips here.

VIDEO RECORDINGS - (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.

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

CD-ROMS - (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. Do not include audio compact discs (CDs) under CD-ROMS. Report CDs under Audio Recordings (Line 13).

OTHER MATERIAL HOLDINGS - (Lines 22 through 24) 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.

MATERIALS IN ELECTRONIC FORMAT - (Line 22) Report the number of physical units owned or leased by the library such as magnetic tapes and magnetic disks that are designed to be processed by a computer. Examples are U.S. Census data tapes, locally-mounted databases, reference tools or serials on tape or floppy disk. Exclude bibliographic records used to manage the collection, library system software, and microcomputer software used only by the library staff.

ALL OTHER MATERIALS - (Line 23) 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, and other materials owned by the library that are not counted in lines 1 through 22.

GRAND TOTAL HOLDINGS - (Line 25) Report the library's total holdings as of the end of the fiscal year reported on page A-1. Add Total Cataloged Books (line 7), Total Uncataloged Books (line 8), Total Serials (line 12), Total Audio-Visual (line 17), Total CD-ROMS (line 21) and Total Other Material Holdings (line 24).

ADDITIONS - (Lines 26 through 32) Record the total 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.

Part 2. - LIBRARY COLLECTION (continued)

LINE NO.	CURRENT SUBSCRIPTION TITLES	NUMBER OF TITLES
33.	Periodicals	62
34.	Newspapers	3
35.	Other Serials	4
36.	TOTAL SUBSCRIPTION TITLES (lines 33, 34, and 35)	69 ✓

CURRENT SUBSCRIPTION TITLES - (Lines 33 through 36) 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	0
2.	Young adult program sessions	0
3.	Children's program sessions	0
4.	All Other program sessions (new for 1995)	0
5.	Adult program attendance	0
6.	Young adult program attendance	0
7.	Children's program attendance	0
8.	All Other program attendance (new for 1995)	0

	LIBRARY USE	TOTAL NUMBER
9.	Library visits (total annual attendance)	15,956
10.	Library materials used in the library	2,496
11.	Registered borrowers	3,563

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

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

Part 3. - LIBRARY PROGRAMS AND SERVICES

LIBRARY-SPONSORED PROGRAMS

PROGRAM SESSIONS - (Lines 1, 2, 3 and 4) 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 - (Lines 5, 6, 7 and 8) Count each person in the entire audience at all program sessions regardless of the primary audience. 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.

ALL OTHER PROGRAMS - Library-sponsored programs not clearly identifiable as intended primarily for a particular age group (e.g. intergenerational programs) should be reported here.

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 9) Report the total number of persons entering the library for whatever purpose during the year. Include persons attending activities, meetings, program sessions and those persons requiring no staff services. This is an annual attendance total.

LIBRARY MATERIALS USED IN THE LIBRARY (IN-LIBRARY USE) - (Line 10) Report the total number of materials used in the library, but not checked out, during the year. Include reference books, periodicals, book holdings, and all other library materials that are used WITHIN the library. This is an annual total for 52 weeks.

REGISTERED BORROWERS - (Line 11) 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 12 and 13) 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 4. - LIBRARY TRANSACTIONS

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

LINE NO.	CATALOGED BOOK CIRCULATION	NUMBER OF TRANSACTIONS
1.	Adult Fiction Books	9,356
2.	Adult Nonfiction Books	5,364
3.	TOTAL Adult Books (lines 1 and 2)	14,720 ✓
4.	Children's Fiction Books	4,104
5.	Children's Nonfiction Books	2,146
6.	TOTAL Children's Books (lines 4 and 5)	6,250 ✓
7.	TOTAL CATALOGED BOOK CIRCULATION (lines 3 and 6)	20,970 ✓

	CIRCULATION OF OTHER MATERIALS	NUMBER OF TRANSACTIONS
8.	Uncataloged Books	766
9.	Serials	968
10.	Audio-Visual	3,715
11.	CD-ROMS	0
12.	All Other Materials	1
13.	TOTAL CIRCULATION OF OTHER MATERIALS (lines 8 through 12)	5,450 ✓

14.	GRAND TOTAL CIRCULATION TRANSACTIONS (lines 7 and 13)	26,420 ✓
-----	---	----------

15.	GRAND TOTAL CIRCULATION OF CHILDREN'S MATERIALS (included in line 14) (new for 1995)	6,250 ✓
-----	--	---------

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

CIRCULATION OF CHILDREN'S MATERIALS - (Line 15) Report the total annual circulation of all children's materials in all formats to all users. Include renewals.

REFERENCE - (Lines 16-18) 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?"

Part 4. - LIBRARY TRANSACTIONS (continued)

LINE NO.	REFERENCE TRANSACTIONS	NUMBER OF TRANSACTIONS
16.	Adult	988
17.	Children's	780
18.	TOTAL REFERENCE TRANSACTIONS	1,768 ✓

	INTERLIBRARY LOAN - MATERIALS BORROWED	NUMBER OF ITEMS
19.	Books	694
20.	Serials	9
21.	Audio-Visual	86
22.	CD-ROMS	0
23.	All Other Materials	0
24.	TOTAL MATERIALS BORROWED	789 ✓

	INTERLIBRARY LOAN - MATERIALS LOANED	NUMBER OF ITEMS
25.	Books	198
26.	Serials	0
27.	Audio-Visual	20
28.	CD-ROMS	0
29.	All Other Materials	0
30.	TOTAL MATERIALS LOANED	218 ✓

Part 4. - LIBRARY TRANSACTIONS (continued)

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 19-24) 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 25-30) 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 5. - AUTOMATION AND TELECOMMUNICATIONS

Report all information for lines 1 through 10 as of December 31, 1995.

LINE NO.	SYSTEMS AND SERVICES	YES/NO
1.	Automated circulation system?	YES
2.	Online public access catalog (OPAC)?	YES
3.	Microcomputer (256K or greater) for staff use?	YES
4.	Microcomputer (256K or greater) for public use?	YES
5.	Internet Access for staff use?	NO
6.	Internet Access for public use through a staff intermediary only?	NO
7.	Internet Access for public use either directly or through a staff intermediary?	NO
8.	Access to electronic services (e.g. bibliographic and full-text databases, multi-media products)? <i>dale-lin Duniv</i>	<i>Yes</i>
9.	Electronic access to your OPAC from outside the library?	NO
10.	Telephone devices for the deaf and hearing impaired (TTY/TDD)?	NO

Report all information for lines 11 and 12 as of the end of the fiscal year reported on page A-1.

	SELECTED OPERATING EXPENDITURES (Please round to the nearest dollar)	TOTAL DOLLAR AMOUNT
11.	Operating expenditures for library materials in electronic format. (new for 1995)	0
12.	Operating expenditures for electronic access. (new for 1995)	0

PART 5. - AUTOMATION AND TELECOMMUNICATIONS

SYSTEMS AND SERVICES - (Lines 1-10) Answer the questions on lines 1 through 10 with a Yes or No.

AUTOMATED CIRCULATION SYSTEM - (Line 1) Indicate whether the library has an automated circulation system. The circulation system may be stand alone or system-wide.

ONLINE PUBLIC ACCESS CATALOG - (Line 2) Indicate whether the library has an online public access catalog (OPAC). The catalog may be stand alone or system-wide. Please do not report a CD-ROM catalog as an OPAC.

MICROCOMPUTERS - (Lines 3 and 4) 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 3 and 4.

INTERNET ACCESS - (Lines 5, 6, and 7) The Internet is the collection of networks that connect government, university and commercial agencies (e.g., NSFNET, WestNet, etc.) and is unified by the use of a single protocol suite, TCP/IP. Report the library as providing Internet access only if one or more of the following services are accessible: telnet, gopher, file transfer protocol, or community network. Do not report a library that has access to electronic mail only. If the library has internet access capabilities available for staff, answer Yes. If the library has Internet access available for public use through a staff intermediary only, answer Yes. If the library has internet access available for public use either directly or through a staff intermediary, answer Yes. The library does not have to provide individual electronic mail accounts to the public in order to answer Yes on line 7.

ACCESS TO ELECTRONIC SERVICES - (Line 8) These are electronic services provided either in the library or by remote access to the library. Include resources owned or leased by the library and access to remote databases and commercial services. Included are both direct patron access and staff access on behalf of patrons. Do not include Internet access.

ELECTRONIC ACCESS TO OPAC - (Line 9) Indicate whether the library's online public access catalog (OPAC) can be remotely accessed by other libraries and/or by the public. The catalog may be stand alone or system-wide. Please do not report a CD-ROM catalog as an OPAC.

OPERATING EXPENDITURES FOR LIBRARY MATERIALS IN ELECTRONIC FORMAT - (Line 11) Report operating expenditures for materials considered part of the collection, whether purchased or leased, such as CD-ROMs, magnetic tapes, and magnetic disks, that are designed to be processed by a computer or similar machine. Examples are U.S. Census data tapes, locally-mounted databases, serials, and reference tools. Include operating expenditures for equipment when the cost is inseparably bundled into the price of the information service product. Exclude operating expenditures for library system software and microcomputer software used only by the library staff. (The federal government is requesting this information)

OPERATING EXPENDITURES FOR ELECTRONIC ACCESS - (Line 12) Report all operating expenditures from the library budget associated with access to electronic materials and services. Include computer hardware and software used to support library operations, whether purchased or leased, mainframe and microcomputer. Include expenditures for maintenance. Include expenditures for equipment used to run information service products when that expenditure cannot be separated from the price of the product. Report expenditures for services provided by national, regional, and local bibliographic utilities, networks, consortia and commercial services. Report all fees and usage costs associated with such services as OCLC FirstSearch or electronic document delivery. Note: Report only operating expenditures. Do NOT report capital expenditures for items in this category. (The federal government is requesting this information)

Part 6. - 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.	40

	BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS (FTE)	FEMALE (FTE)	MALE (FTE)	VACANT (FTE)
2.	Library Director (<i>certified and/or ALA/MLS</i>)	0.00	0.00	0.00
3.	Librarian (<i>certified and/or ALA/MLS</i>)	0.00	0.00	0.00
4.	Library Manager (<i>without ALA/MLS</i>)	0.00	0.00	0.00
5.	Library Specialist (<i>without ALA/MLS</i>)	0.00	1.00	0.00
6.	Other Staff	0.75	0.00	0.00
7.	Building Maintenance and Operation Staff	0.00	0.25	0.00
8.	TOTAL PAID STAFF (lines 2-7)	0.75	1.25	0.00

	SALARY INFORMATION	FTE	CURRENT ANNUAL SALARY
9.	Entry-level Librarian (<i>certified and/or ALA/MLS</i>)	0	0
10.	Library Director (<i>certified and/or ALA/MLS</i>)	0	0
11.	Library Manager (<i>without ALA/MLS</i>)	1	\$23,920

	VOLUNTEERS	TOTAL NUMBER
12.	Volunteers that work on a scheduled basis.	2
13.	Volunteer hours worked per typical week.	3

Part 6. - 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: $20 \text{ divided by } 40 = .5 \text{ FTE}$. 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: $20 \text{ divided by } 30 = .7 \text{ FTE}$. 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 end of the fiscal year, show the number of females and males in all 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 and/or 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 incumbent does not 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 incumbent does not 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 2 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 - (Lines 9, 10 and 11) Report the FTE and the current annual salary as of the end of the fiscal year for an entry-level librarian position on line 9. If you reported a Library Director on line 2, report the FTE and current annual salary for the position on line 10. If you reported a Library Manager on line 4, report the FTE and current annual salary for the position on line 11. If there is no set "annual" salary figure for the position, then multiply the hourly salary by the number of hours worked per week (e.g. 35 hours) by 52 weeks. The numbers of hours worked per week should not be greater than the number of hours reported on line 1.

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 7. - MINIMUM PUBLIC LIBRARY STANDARDS

Please report all information as of December 31, 1995.

LINE NO.	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 (see instructions)	YES
9.	has the equipment necessary to facilitate access to information:	
9a.	telephone	YES
9b.	photocopier (see instructions)	YES
9c.	microform reader	YES
9d.	microcomputer	YES
9e.	printer	YES
9f.	modem	YES
9g.	telefacsimile equipment (see instructions)	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. (see instructions)	YES

Part 7. - MINIMUM PUBLIC LIBRARY STANDARDS

Listed in the table below are descriptions of each standard and the schedule for compliance as outlined in Commissioner's Regulation 90.2. A library may answer YES to Standards (8e.) restroom, (9b.) photocopier and (9g.) telefacsimile machine or capability if the restroom, photocopier or fax equipment is located within the same facility the library is located in. The public must have access to the restroom in order for the library to answer YES to standard 8e. (restroom). At minimum, the library staff must have full access to the photocopier and/or faxing capability in order for the library to answer YES to (9b.) and (9g.).

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: <table><tr><td><u>Population</u></td><td><u>Minimum Weekly Hours Open</u></td></tr><tr><td>Up to 500</td><td>12</td></tr><tr><td>500 - 2,499</td><td>20</td></tr><tr><td>2,500 - 4,999</td><td>25</td></tr><tr><td>5,000 - 14,999</td><td>35</td></tr><tr><td>15,000 - 24,999</td><td>40</td></tr><tr><td>25,000 - 99,999</td><td>55</td></tr><tr><td>100,000 and above</td><td>60</td></tr></table>	<u>Population</u>	<u>Minimum Weekly Hours Open</u>	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
<u>Population</u>	<u>Minimum Weekly Hours Open</u>																	
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																	
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																

Commissioner's Regulation 90.8 determines educational requirements for directors of public and association libraries.

CR 90.8 Appointment of Library Personnel	
2,500 - 4,999 population	Two years of college or equivalent
5,000 - 7,499 population	Bachelor's degree or equivalent
7,500+ population	Public Librarian's Certificate and/or ALA/MLS

Part 8. - PUBLIC SERVICE INFORMATION

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

LINE NO.	PUBLIC SERVICE OUTLETS (Libraries reporting branches and bookmobiles should complete Service Outlets Information on page A-25)	TOTAL NUMBER
1.	Main Library	1
2.	Branches	0
3.	Bookmobiles	0
4.	Other Outlets	0
5.	TOTAL PUBLIC SERVICE OUTLETS	1

	PUBLIC SERVICE HOURS	MAIN LIBRARY	BRANCH LIBRARIES	BOOK MOBILES	TOTAL HOURS OPEN
6.	Minimum Weekly Total Hours	27	0	0	27
7.	Weekly Total Hours for a Typical Week	30	0	0	30
8.	Annual Total Hours	1,510	0	0	1,510

9. SCHEDULE OF PUBLIC SERVICE HOURS AT THE MAIN LIBRARY				
Report the general opening and closing times for public service at the <u>main library</u> for a typical week (e.g. 9:30 AM to 9:00 PM)				
DAY	OPENING AND CLOSING TIMES			
	OPEN	CLOSE	RE-OPEN	CLOSE
SUNDAY	0	0	0	0
MONDAY	2:00PM	5:00PM	7:00PM	9:00PM
TUESDAY	2:00PM	5:00PM	7:00PM	9:00PM
WEDNESDAY	12 Noon	5:00PM	7:00PM	9:00PM
THURSDAY	2:00PM	5:00PM	7:00PM	9:00PM
FRIDAY	2:00PM	5:00PM	7:00PM	9:00PM
SATURDAY	2:00PM	5:00PM	0	0

Part 8. - PUBLIC SERVICE INFORMATION

PUBLIC SERVICE OUTLETS

Main Library (Line 1) - A main library may be a single outlet library or the library which is the operational center of a multiple - outlet library. Usually all processing is centralized in the main library. The principal collections and administrative services are also usually housed in the main library. Some libraries may have more than one main library.

Branches (Line 2) - 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 3) - 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 4) - 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 6) - 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 any week. (e.g. a library might typically be open 30 hours a week as reported on line 7, but the fewest number of hours open during any week during the year was 20 hours. The 20 hours should be reported on line 6). 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 7) - 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 6, particularly for those libraries with different schedules for different times of the year.

Annual Total Hours (Line 8) - 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.

Schedule of Public Service Hours (Line 9) - Report only the general opening and closing times for public service each day at the main library for a typical week (e.g. 9:30 AM to 9:00 PM). Minor variations in daily scheduled hours need not be included. Libraries with different summer and winter hours should report the hours that are typical for the major portion of the year. This information will primarily be used for contacting library staff.

Part 9. - SERVICE OUTLET INFORMATION

PLEASE NOTE: Only libraries reporting Public Service Outlets on lines 1, 2 and 3 in Part 8 (page A-23) are required to complete this part of the Annual Report. Please update the enclosed computer printout. Use this form to report new main libraries, branches or bookmobiles.

Outlet Name: _____

Address: _____

City or Town: _____ Zip Code + 4: _____

Phone: (____) _____ Telefacsimile Number: (____) _____

Internet E-Mail Address: _____

County: _____

Outlet Type Code: ☐

Estimated Population Range Code: ☐

Outlet Name: _____

Address: _____

City or Town: _____ Zip Code + 4: _____

Phone: (____) _____ Telefacsimile Number: (____) _____

Internet E-Mail Address: _____

County: _____

Outlet Type Code: ☐

Estimated Population Range Code: ☐

Outlet Name: _____

Address: _____

City or Town: _____ Zip Code + 4: _____

Phone: (____) _____ Telefacsimile Number: (____) _____

Internet E-Mail Address: _____

County: _____

Outlet Type Code: ☐

Estimated Population Range Code: ☐

PART 9. - SERVICE OUTLET INFORMATION

BRANCHES AND BOOKMOBILES

Each library reporting main libraries, branches and bookmobiles on lines 1, 2 and 3 in Part 8 - Public Service Outlets (page A-23) of the *Annual Report* should complete the Service Outlet Information. Verify and update the enclosed computer printout of Service Outlet Information reported in the prior year. Please report complete information for each of the library's main libraries, branch libraries or bookmobiles. The number of main libraries, branches or bookmobiles reported should be the same as that reported on the *Annual Report* on page A-23.

If your library has opened a new main library, branch or bookmobile, please complete page A-25. Please do not abbreviate. For each bookmobile, report the address as that of the library or branch which operates the bookmobile service.

Please record the outlet type and estimate the service area population range for each Service Outlet using the codes below.

OUTLET TYPE CODES:

CE - Main Library
BR - Branch Library
BS - Bookmobile

ESTIMATED SERVICE

POPULATION RANGE CODES:

A - Less than 1,000
B - 1,000 - 2,499
C - 2,500 - 4,999
D - 5,000 - 9,999
E - 10,000 - 24,999
F - 25,000 - 49,999
G - 50,000 - 99,999
H - 100,000 - 249,999
I - 250,000 - 499,999
J - 500,000 or more

DEFINITIONS:

Main Library - A main library may be a single outlet library or the library which is the operational center of a multiple - outlet library. Usually all processing is centralized in the main library. The principal collections and administrative services are also usually housed in the main library. Some libraries may have more than one main library.

Branches - A branch library is an auxiliary unit of an administrative entity 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 - 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.

Part 10. - OFFICERS AND TRUSTEES

Name of Library: MYNDERSE LIBRARY

Please report information about trustee meetings as of December 31. All public and association libraries are required by Education Law to hold at least four meetings a year.

LINE NO.	TRUSTEE MEETINGS	TOTAL NUMBER
1.	Total number of trustee meetings held during calendar year (January 1 to December 31)	6
2.	Number of trustee positions on library board.	9

USUAL SCHEDULED TRUSTEE MEETINGS		
WEEK (e.g. 3rd)	DAY	HOUR
1st	Wednesday	7:00PM

List Officers and Trustees for the next Calendar Year. Please list the President and other officers first. The number of trustees listed below should be the same as the number of trustee positions reported on line 2. If a position is vacant, please indicate. If there is no term expiration date, please indicate.

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
OFFICE HELD:	Vice-President
DATE TERM EXPIRES:	June 1997

NAME OF TRUSTEE:	Frances Hyatt
HOME ADDRESS:	91 Cayuga Street Seneca Falls, NY 13148
OFFICE HELD:	Secretary
DATE TERM EXPIRES:	June 1996

List Officers and Trustees for the next Calendar Year. 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:	David Brophy
HOME ADDRESS:	16 East Bayard Street Seneca Falls, NY 13148
OFFICE HELD:	Treasurer
DATE TERM EXPIRES:	June 1998

NAME OF TRUSTEE:	Samuel Dickieson
HOME ADDRESS:	10 Daniels Street Seneca Falls, NY 13148
OFFICE HELD:	Assistant Treasurer
DATE TERM EXPIRES:	June 1996

NAME OF TRUSTEE:	Dennis Bender
HOME ADDRESS:	15 Daniels Street Seneca Falls, NY 13148
OFFICE HELD:	
DATE TERM EXPIRES:	June 1998

NAME OF TRUSTEE:	Donald Cramer
HOME ADDRESS:	101 Cayuga Street Seneca Falls, NY 13148
OFFICE HELD:	
DATE TERM EXPIRES:	June 1997

NAME OF TRUSTEE:	Robert Kernan
HOME ADDRESS:	25 Tall Oaks Drive Seneca Falls, NY 13148
OFFICE HELD:	
DATE TERM EXPIRES:	June 1996

List Officers and Trustees for the next Calendar Year. 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
OFFICE HELD:	
DATE TERM EXPIRES:	June 1998

NAME OF TRUSTEE:	
HOME ADDRESS:	
OFFICE HELD:	
DATE TERM EXPIRES:	

NAME OF TRUSTEE:	
HOME ADDRESS:	
OFFICE HELD:	
DATE TERM EXPIRES:	

NAME OF TRUSTEE:	
HOME ADDRESS:	
OFFICE HELD:	
DATE TERM EXPIRES:	

NAME OF TRUSTEE:	
HOME ADDRESS:	
OFFICE HELD:	
DATE TERM EXPIRES:	

**Division of Library Development
New York State Library
New York State Education Department
Annual Report for Public and Association Libraries - 1995**

**Certification of Library Board President
and Library Director**

Having assured that the library is operating under its approved charter and registration in accordance with the provisions of Education Law and the Regulations of the Commissioner, the "Annual Report" and the "Certification of Fiscal Officer", were duly received and accepted on the 9th day of February 1996.

(Signed) Edward E. Chase
Library Board President

(Date) 2-9-96

(Signed) Michael Caraker
Library Director

(Date) 2/9/96

PLEASE BE SURE THAT THE ORIGINAL SIGNATURE OF THE BOARD PRESIDENT AND LIBRARY DIRECTOR APPEAR ON THE COPY SUBMITTED TO LIBRARY DEVELOPMENT. PHOTOCOPIED SIGNATURES ARE NOT ACCEPTABLE.

1995 Annual Report for Public Libraries

Comment Sheet

Library Name: Mynderse Library

Name of Person Completing Form: Michael Caraher

Phone Number: (315) 568-8265

We received many helpful comments from users of the 1994 Annual Report which resulted in some changes for 1995. Please share with us your thoughts on the following for the 1996 report form?

Questions About the 1995 Report Form

You may answer Yes or No to more than one location.		
	The most useful location(s) for the instructions for the "Library Data Report" (pages A-1 to A-28) are.	Yes/No
1.	on current location (on the back of each page of the form)	NO
2.	on the opposite page, facing the form	YES
3.	in a separate document	NO
4.	other (please describe):	
	The most useful location(s) for the instructions for the "Financial Report" (pages F1 to F6) are	
5.	on the back of each page of the form	NO
6.	on the opposite page, facing the form	YES
7.	in a separate document (current location)	NO
8.	other (please describe):	

	Several people who used the streamlined 1994 form suggested it would be helpful to their library to have the following data elements collected on the Annual Report. Please answer Yes (agree) or No (disagree) that the data element should be added to the Annual Report.	
	Suggested New Data Elements - Library Data Report (pages A1 - A28)	Yes/No
9.	Number of Titles for Each Category of Holdings	NO
10.	Number of Withdrawals for Each Category of Holdings	NO
11.	Number of Bulk Loans From System for Each Category of Holdings	NO
12.	Define full-time as "40 hours a week" for all public and association libraries so FTE's are comparable statewide.	YES
	Add additional staffing categories:	
13.	Library Trainee	NO
14.	Library Assistant	YES
15.	Clerical Staff	YES
	Suggested New Data Elements - Financial Report (Pages F1 - F6)	
16.	Insurance (under "Operation & Maintenance of Buildings")	NO
17.	Fuel and Utilities (under "Operation & Maintenance of Buildings")	NO
18.	Office and Library Supplies (under "Miscellaneous Expenses")	NO
19.	Telephone (under "Miscellaneous Expenses")	NO
20.	Postage and Freight (under "Miscellaneous Expenses")	NO

4. Other suggestions for improvement you would like to make:
