ANNUAL REPORT FOR PUBLIC AND ASSOCIATION LIBRARIES - 1996

Library ID Number	2400566010
Library Name	Mynderse Library
Fiscal Reporting Year (month/day/year)	01 / 01 /1996 - 12/31 /1996

Part 1. - GENERAL LIBRARY INFORMATION

Report all information in Part 1 as of December 31, 1996.

LINE NO.		
1.	Library Name	Mynderse
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.	Library Home Page URL (New for 1996)	none
9.	Type of Library	Association
10.	Population Chartered to Serve (1990)	7,370
11.	Area Chartered to Serve	Village
12.	Federal Employer Identification Number	166075457
13.	County	Seneca
14.	School District	Seneca Falls Central Schools
15.	Library System	Finger Lakes Library System

16.	Name of Library Director	Michael Caraher
17.	NYS Public Librarian Certification Number	none

	REPORT OF UNUSUAL CIRCUMSTANCE(S)	Y/N
18.	For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (*e.g.*, natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? Indicate Y for Yes, N for No. If yes, please attach an explanation of the circumstance(s) and the impact on the library. (New for 1996)	Y

ANNUAL REPORT FOR PUBLIC AND ASSOCIATION LIBRARIES - 1996

REPORT OF UNUSUAL CIRCUMSTANCES

CATALOGED BOOK HOLDINGS:

Lines 4 and 5: Children's Books:

We reclassified J428.6 books to EASY READERS.
This moved 150 juvenile books from juvenile
nonfiction to juvenile fiction. We feel that
the books were lost in the J428.6 classification
and will now be more accessible to our patrons.

ADDITIONS TO HOLDINGS:

Line 24: Serials:

I corrected a mistake on the 1995 report. On
the 1995 report, I listed holdings after with-
drawals. This year I listed the additions and
did not subtract the withdrawals.

Part 2. - LIBRARY COLLECTION

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

LINE NO.	CATALOGED BOOK HOLDINGS	NUMBER OF VOLUMES
1.	Adult Fiction Books	7,806
2.	Adult Nonfiction Books	9,585
3.	TOTAL Adult Books (lines 1 and 2)	17,391
4.	Children's Fiction Books	2,719
5.	Children's Nonfiction Books	1,387
6.	TOTAL Children's Books (lines 4 and 5)	4,106
7.	TOTAL CATALOGED BOOKS (lines 3 and 6)	21,497

8.	TOTAL UNCATALOGED BOOK HOLDINGS	579

	SERIAL HOLDINGS	NUMBER OF BIBLIOGRAPHIC VOLUMES
9.	Magazines	258
10.	Newspapers	14
11.	Other Serials	2
12.	TOTAL SERIALS (lines 9, 10 and 11)	274

	AUDIO-VISUAL HOLDINGS	NUMBER OF PHYSICAL ITEMS
13.	Audio recordings (includes CDs, tapes, etc.)	674
14.	Video recordings	190
15.	Other Audio-Visual Materials	0
16.	TOTAL AUDIO-VISUAL (lines 13, 14 and 15)	864

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

LINE NO.	OTHER MATERIAL HOLDINGS	NUMBER OF PHYSICAL ITEMS
17.	CD-ROMS	0
18.	Other Materials in Electronic Format	0
19.	All Other Materials	508
20.	TOTAL OTHER MATERIAL HOLDINGS (lines 17, 18 and 19)	508

21.	GRAND TOTAL HOLDINGS (lines 7, 8, 12, 16 and 20)	23,722

	ADDITIONS TO HOLDINGS	NUMBER OF VOLUMES/ PHYSICAL ITEMS
22.	Cataloged Books	918
23.	Uncataloged Books	75
24.	Serials	63
25.	Audio-Visual	111
26.	Other Materials	62
27.	TOTAL ADDITIONS (lines 22 through 26)	1,229

LINE NO.	CURRENT SUBSCRIPTION TITLES	NUMBER OF TITLES
28.	Print and Microform	67
29.	Electronic (New for 1996)	0
30.	TOTAL SUBSCRIPTION TITLES (lines 28 and 29)	67

Part 3. - LIBRARY PROGRAMS AND SERVICES

Report all information as of the end of the fiscal reporting year 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	0
5.	Adult Program Attendance	0
6.	Young Adult Program Attendance	0
7.	Children's Program Attendance	0
8.	All Other Program Attendance	0

	LIBRARY USE	TOTAL NUMBER
9.	Library visits (total annual attendance)	16,520
10.	Library materials used in the library	2,353
11.	Registered borrowers	4,006

	REGISTRATION FILES (Answer Y for Yes, N for No)	Y/N
12.	Does the library maintain registration files?	Y
13.	Have the registration files been purged in the past three years?	Y

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

Part 4. - LIBRARY TRANSACTIONS

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

LINE NO.	CATALOGED BOOK CIRCULATION	NUMBER OF TRANSACTIONS
1.	Adult Fiction Books	9,881
2.	Adult Nonfiction Books	5,101
3.	TOTAL Adult Books (lines 1 and 2)	14,982
4.	Children's Fiction Books	4,122
5.	Children's Nonfiction Books	1,880
6.	TOTAL Children's Books (lines 4 and 5)	6,002
7.	TOTAL CATALOGED BOOK CIRCULATION (lines 3 and 6)	20,984

	CIRCULATION OF OTHER MATERIALS	NUMBER OF TRANSACTIONS
8.	Uncataloged Books	591
9.	Serials	891
10.	Audio-Visual	4,153
11.	Other Materials	0
12.	TOTAL CIRCULATION OF OTHER MATERIALS (lines 8 through 11)	5,635

13.	GRAND TOTAL CIRCULATION TRANSACTIONS (lines 7 and 12)	26,619

14.	GRAND TOTAL CIRCULATION OF CHILDREN'S MATERIALS (included in line 13)	6,002

LINE NO.	REFERENCE TRANSACTIONS	NUMBER OF TRANSACTIONS
15.	Adult	1,002
16.	Children's	796
17.	TOTAL REFERENCE TRANSACTIONS (lines 15 and 16)	1,798

	INTERLIBRARY LOAN - MATERIALS BORROWED	NUMBER OF ITEMS
18.	Books	638
19.	Serials	4
20.	Audio-Visual	51
21.	Other Material	1
22.	TOTAL MATERIALS BORROWED (lines 18 through 21)	694

	INTERLIBRARY LOAN - MATERIALS LOANED	NUMBER OF ITEMS
23.	Books	158
24.	Serials	0
25.	Audio-Visual	38
26.	Other Material	0
27.	TOTAL MATERIALS LOANED (lines 23 through 26)	196

Part 5. - AUTOMATION AND TELECOMMUNICATIONS

Report all information for lines 1 through 15 as of December 31, 1996.
Except for Lines 5, 7, and 8, answer Y for Yes, N for No.

LINE NO.	SYSTEMS AND SERVICES	Y/N
1.	Automated circulation system?	Y
2.	Online public access catalog (OPAC)?	Y
3.	Microcomputer (286K or greater) for staff use?	Y
4.	Microcomputer (286K or greater) for public use?	Y
5.	Number of microcomputers (286K or greater).	4
6.	Does the library have Internet access?	N
7.	Enter the appropriate Internet access code (select one): ST - library staff only PI - patrons through a staff intermediary only PE - patrons either directly or through a staff intermediary NA - library does not have Internet access	NA
8.	Number of workstations with Internet access.	0
9.	Access to electronic services (e.g., bibliographic and full-text databases, multi-media products)?	Y
10.	Electronic access to your OPAC from outside the library?	Y
11.	Electronic indexes or reference tools?	Y
12.	Electronic full-text serials?	Y
13.	Capacity to place ILL/document delivery request electronically?	N
14.	Instruction for library customers by library staff or others on use of Internet resources?	N
15.	Telephone devices for the deaf and hearing impaired (TTY/TDD)?	N

Report all information for lines 16 and 17 as of the end of the fiscal reporting year on page A-1.

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

Part 6. - STAFF INFORMATION

Please report all staff information as of the end of the fiscal reporting year 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	FEMALE (FTE)	MALE (FTE)	VACANT (FTE)
2.	Library Director (certified and/or ALA/MLS)	0.00	0.00	0.00
3.	Librarian (certified and/or ALA/MLS)	0.00	0.00	0.00
4.	Library Manager (without ALA/MLS)	0.00	0.00	0.00
5.	Library Specialist (without ALA/MLS)	0.00	0.00	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 (certified and/or ALA/MLS)	0	0
10.	Library Director (certified and/or ALA/MLS)	0	0
11.	Library Manager (without ALA/MLS)	1	$23,784

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

Part 7. - MINIMUM PUBLIC LIBRARY STANDARDS

Please report all information as of December 31, 1996.

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 Y for Yes, N for No to each item.	Y/N
1.	is governed by board-approved written bylaws.	Y
2.	has a board-approved written long range plan of service.	Y
3.	presents an annual report to the community.	Y
4.	has board-approved written policies.	Y
5.	presents annually a written budget to appropriate funding agencies.	Y
6.	periodically evaluates the effectiveness of the collection and services in meeting community needs.	Y
7.	is open the minimum standard number of public service hours for population served. (see instructions)	N
8.	maintains a facility to meet community needs, including adequate:	■
8a.	space	Y
8b.	lighting	Y
8c.	shelving	Y
8d.	seating	Y
8e.	restroom (see instructions)	Y
9.	has the equipment necessary to facilitate access to information:	■
9a.	telephone	Y
9b.	photocopier (see instructions)	Y
9c.	microform reader	Y
9d.	microcomputer	Y
9e.	printer	Y
9f.	modem	Y
9g.	telefacsimile equipment (see instructions)	Y
10.	distributes printed information listing the library's hours open, borrowing rules, services, location and phone number.	Y
11.	employs a paid director in accordance with the provisions of section 90.8 of Commissioner's Regulations. (see instructions)	Y

Part 8. - PUBLIC SERVICE INFORMATION

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

LINE NO.	PUBLIC SERVICE OUTLETS (Libraries reporting main libraries, branches and bookmobiles should complete Service Outlets Information on page A-12)	TOTAL NUMBER
1.	Main Library	1
2.	Branches	0
3.	Bookmobiles	0
4.	Other Outlets	0
5.	TOTAL PUBLIC SERVICE OUTLETS (lines 1, 2, 3 and 4)	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	1,528	0	0	1,528

9.	SCHEDULE OF PUBLIC SERVICE HOURS AT THE MAIN LIBRARY			
Report the general opening and closing times for public service at the main library for a typical week (i.e., 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 9. - SERVICE OUTLET INFORMATION

<u>PLEASE NOTE:</u> Only libraries reporting Public Service Outlets on lines 1, 2 and 3 in Part 8 (page A-11) 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 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 (i.e., 3rd)	DAY	HOUR (indicate a.m. or p.m.)
1st	Wednesday	7:00 PM

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 by writing "Vacant" for Name of Trustee for each vacant trustee position. If there is no term expiration date, please indicate.

NAME OF TRUSTEE:	Edward 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 Route 318 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 1999

A - 13

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 1999

NAME OF TRUSTEE:	Judge Dennis Bender
HOME ADDRESS:	2589 Rittmer Lane 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 Oakes Drive Seneca Falls, NY 13148
OFFICE HELD:	
DATE TERM EXPIRES:	June 1999

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:	

ANNUAL REPORT FOR PUBLIC AND ASSOCIATION LIBRARIES - 1996

Instructions

I. All public, free association and Indian libraries must complete the ANNUAL REPORT FOR PUBLIC AND ASSOCIATION LIBRARIES. The Library ID Number, Library Name and Fiscal Reporting Year on which the library is reporting data for this annual report should agree exactly with the information supplied by Library Development. All information reported, except where otherwise indicated in the instructions, should be for this time period.

II. Fill out <u>one copy</u> of the ANNUAL REPORT FOR PUBLIC AND ASSOCIATION LIBRARIES and return it to your Library System Headquarters by the date which the System designates. Reports are due to Library Development on or before **MARCH 1, 1997.** Be sure to keep a copy for your library's file.

III. Libraries which are not members of a library system should fill out and return <u>one copy</u> to Library Development by **MARCH 1, 1997.** Be sure to keep a copy for your library's file.

IV. <u>IMPORTANT</u>: Please record answers for <u>all</u> questions. **DO NOT LEAVE ANY ITEM BLANK,** except where otherwise indicated in the instructions.

   ▶ If there is no activity, insert a zero (0).

   ▶ If the information is not collected on an ongoing basis, please provide your best estimate based on sampling or other data collection techniques.

   ▶ <u>Questions marked "New for 1996" may be answered with a "-1" to indicate that the data is not available.</u> All libraries will be expected to answer these questions for 1997.

   ▶ All questions must be answered in order for a report to be approved by Library Development. Payment of State aid to systems and libraries rests on approval of the annual report.

V. <u>QUESTIONS?</u> Please contact your Library System for assistance.

Part 1. - GENERAL LIBRARY INFORMATION

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

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

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

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

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

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

7. **INTERNET ELECTRONIC MAIL ADDRESS** - the Internet e-mail address for sending electronic mail messages to the library.

8. **LIBRARY HOME PAGE URL** - the Internet's World Wide Web address of the library's Home Page.

9-11. **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 <u>not</u> 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.

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

10. **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.

11. **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.

12. **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.

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

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

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

16-17. **LIBRARY DIRECTOR** - Verify the Director's name and New York State Public Librarian's Certification number. Certification 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

Lines 1 through 21 - TOTAL HOLDINGS - For each category of holdings, report the total number held at the end of the fiscal year. To obtain this figure, take the total number held at the end of the previous fiscal year, add the total number of items added during the year just ended, and subtract the number withdrawn during that same time period.

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 non-book 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. Serials which bear a government imprint but are treated as part of the serials collection are counted as Serials on Lines 9-11. Documents held in vertical files with other ephemera are counted as All Other Materials on Line 19. Government documents held in a separate documents section of the library are also counted on Line 19.

Lines 1 through 7 - CATALOGED BOOK HOLDINGS - Books are non-serial 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. Include foreign language books and books on rental shelves and books obtained through bulk loans from the library system in the appropriate category - Adult or Children's Fiction or Nonfiction. Include Young Adult books with the Adult collection. Do not include bound serials in Book Holdings.

A - 17

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.

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

Lines 9 through 12 - BIBLIOGRAPHIC VOLUME - 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.

Lines 9 through 12 - SERIAL HOLDINGS - DO NOT COUNT SERIALS IN ELECTRONIC FORMAT HERE. Serials are publications, including those in print or on microform, issued in successive parts, usually at regular intervals, and as a rule, intended to be continued indefinitely. Serials include magazines (periodicals), 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. Serials which bear a government imprint but are treated as part of the serials collection are counted as serials.

Line 9 - MAGAZINES - 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.

Line 10 - NEWSPAPERS - 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.

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

Lines 13 through 20 - PHYSICAL ITEMS - 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.

Lines 13 through 16 - AUDIO-VISUAL MATERIALS - 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.

Line 13 - <u>AUDIO RECORDINGS</u> - 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, audiocartridges, 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).

Line 14 - <u>VIDEO RECORDINGS</u> - 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.

Line 15 - <u>OTHER AUDIO-VISUAL MATERIALS</u> - These are materials such as films, slides, filmstrips and other audio-visual materials not included in Lines 13 through 14.

Lines 17 through 20 - <u>OTHER MATERIAL HOLDINGS</u> - Those library materials which do not meet the definition of a book, serial or audio-visual holding, and which are not counted in lines 1 through 16.

Line 17 - <u>CD-ROMS</u> - 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 one physical item regardless of the content or material on the CD-ROM (*e.g.*, reference books or encyclopedia). Include multi-media, interactive CD-ROM kits. Report audio compact discs (CDs) under Audio Recordings (Line 13); do <u>not</u> report CDs under CD-ROMS

Line 18 - <u>OTHER MATERIALS IN ELECTRONIC FORMAT</u> - 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 computer system software, and microcomputer software used only by the library staff.

Line 19 - <u>ALL OTHER MATERIALS</u> - 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 18.

Line 21 - <u>GRAND TOTAL HOLDINGS</u> - Report the library's total holdings as of the end of the fiscal reporting year on page A-1. Add Total Cataloged Books (line 7), Total Uncataloged Books (line 8), Total Serials (line 12), Total Audio-Visual (line 16), and Total Other Material Holdings (line 20).

Lines 22 through 27 - <u>ADDITIONS TO HOLDINGS</u> - Report the gross 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. Do <u>not</u> subtract the number of withdrawals.

Lines 28 through 30 - <u>CURRENT SUBSCRIPTION TITLES</u> - A subscription is the arrangement by which, in return for a sum paid in advance, magazines, 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.

Line 28 - PRINT AND MICROFORM - Enter the number of different magazine, newspaper and other serial titles in print or on microform that the library currently subscribes to as of the end of the fiscal year. One subscription counts as one title.

Line 29 - ELECTRONIC - Enter the number of subscription titles that are received by the library in a format other than print or microform. Also include online services, published or updated at regular intervals, to which the library subscribes. **Note:** In the case where subscriptions to more than one full-text serial (*e.g.,*magazine, newspaper) are received on a single CD-ROM disc, or accessed via online or remote service, count the number of individual titles represented on the disc or service.

Part 3. - LIBRARY PROGRAMS AND SERVICES

Lines 1 through 8 - <u>LIBRARY-SPONSORED PROGRAMS</u>

Lines 1, 2, 3, and 4 - PROGRAM SESSIONS - Count each session in a series of programs; *i.e.,*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.

Lines 5, 6, 7 and 8 - PROGRAM ATTENDANCE - 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 <u>primarily</u> for Children or Young Adults.

Lines 4 and 7 - <u>ALL OTHER PROGRAMS</u> - Library-sponsored programs not clearly identifiable as intended primarily for a particular age group (*i.e.*,intergenerational programs) should be reported here.

Lines 9 through 11 - <u>LIBRARY USE</u> - 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 <u>annual</u> 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.

> Line 9 - LIBRARY VISITS - 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.

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

> Line 11 - REGISTERED BORROWERS - Count the total number of individual borrowers registered by the system as library card-holders. Multiply by 2.77 if registration method is by household or family.

Lines 12 and 13 - <u>REGISTRATION FILES</u> - Indicate whether the library maintains registration files by answering Y for Yes or N for No. Indicate whether the library's registration files have been purged to remove inactive borrowers in the past three years by answering Y for Yes or N for No.

Part 4. - LIBRARY TRANSACTIONS

Lines 1-13 - <u>CIRCULATION</u> - 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 non-book item on the appropriate line.
> ▶ An item renewed under library rules should be counted as an additional circulation.

- ► Include items borrowed for users through interlibrary loan and charged out for home use.
- ► Items loaned in bulk (bulk loans) by your library to schools or other institutions for circulation by the school or institution are counted as one circulation per item (the initial loan from your library to the school or institution).
- ► Items sent from one outlet of the library to another, *i.e.,*from main library to a branch, are <u>not</u> counted as circulation.
- ► Items packaged together as a unit which are generally checked out as a unit, should be counted once for each loan of the unit (*e.g.,*two compact discs, two films, two video cassettes, a kit or a set of 25 slides).

Line 14 - <u>CIRCULATION OF CHILDREN'S MATERIALS</u> - Report the total annual circulation of all children's materials in all formats to all users. Include renewals.

Lines 15 through 17 - <u>REFERENCE</u> - 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,
- ► by 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?"

Lines 18 through 27 - <u>INTERLIBRARY LOAN</u> - 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 <u>not</u> under the same library administration. These data are reported as annual figures. Do not count bulk loans from the systems or rotating collections as interlibrary loans.

> Lines 18 through 22 - <u>MATERIALS BORROWED ON INTERLIBRARY LOAN</u> - Library materials, or copies of the materials, borrowed to fill a <u>specific</u> title, author, or subject request (*i.e.,* loans received from other libraries, systems, agencies or suppliers).

> Lines 23 through 27 - <u>MATERIALS LOANED ON INTERLIBRARY LOAN</u> - Library materials, or copies of the materials, loaned by the reporting library to the system, other libraries, other systems or agencies to fill a <u>specific</u> title, author, or subject request.

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 magazine counts as a serial; photocopy of pages from a book counts as a book.

PART 5. - AUTOMATION AND TELECOMMUNICATIONS

Lines 1 through 15 - <u>SYSTEMS AND SERVICES</u> - Except for Lines 5, 7 and 8, answer the questions on lines 1 through 15 with a Y for Yes or N for No.

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

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

> Lines 3 and 4 - MICROCOMPUTERS - Indicate whether the library has a micro-computer for staff use and a microcomputer for public use by answering Y for Yes or N for No. Count only those microcomputers which have 286K (kilobytes) or more of memory. If the same microcomputer is used by both staff and the public, answer Y for Yes on Lines 3 and 4.

> Line 5 - NUMBER OF MICROCOMPUTERS - Indicate the number of micro-computers owned or leased by the library. Count only those microcomputers which have 286K (kilobytes) or more of memory.

Lines 6, 7, and 8 - INTERNET ACCESS - 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 access to the Internet as defined above, respond Y for Yes in Line 6 and enter the appropriate code (ST, PI or PE) in Line 7. If the library does not have access to the Internet, enter N for No in Line 6 and NA in Line 7.

Line 8 - NUMBER OF WORKSTATIONS WITH INTERNET ACCESS - Enter the number of workstations with Internet access owned or leased by the library in Line 8.

Line 9 - ACCESS TO ELECTRONIC SERVICES - 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.

Line 10 - ELECTRONIC ACCESS TO OPAC FROM OUTSIDE - 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.

Line 11 - ELECTRONIC INDEXES OR REFERENCE TOOLS - Indicate whether the library owns or has access to electronic indexes or reference tools.

Line 12 - ELECTRONIC FULL-TEXT SERIALS - Indicate whether the library owns or has access to electronic full-text periodicals such as newspapers, magazines and other online serials.

Line 13 - CAPACITY TO PLACE ILL/DOCUMENT DELIVERY REQUESTS ELECTRONICALLY - Indicate whether the library has the capacity to place inter-library loan and/or document delivery requests electronically.

Line 14 - INSTRUCTION FOR LIBRARY CUSTOMERS BY LIBRARY STAFF OR OTHERS ON USE OF INTERNET RESOURCES - Indicate whether the library is providing instruction for library customers on the use of Internet resources. Instruction may be individual (one-to-one) or in a group setting. Instruction may be delivered in person, over the phone or electronically.

Line 16 - OPERATING EXPENDITURES FOR LIBRARY MATERIALS IN ELECTRONIC FORMAT - 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.)

Line 17 - OPERATING EXPENDITURES FOR ELECTRONIC ACCESS - 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.
- ▶ expenditures for maintenance.
- ▶ expenditures for equipment used to run information service products when that expenditure can be separated from the price of the product.
- ▶ expenditures for services provided by national, regional, and local bibliographic utilities, networks, consortia and commercial services.
- ▶ 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

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. To compute the FTE of employees in any category, take the total number of hours worked per week for all budgeted positions in that category and divide that total by the number of hours per week the library considers to be full-time.

Line 1 - FTE (FULL-TIME EQUIVALENT) CALCULATION - Record on Line 1 the number of hours per 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.

Lines 2 through 8 - BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS (FTE) - As of the end of the fiscal year, show the number of females and males in all budgeted positions.

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.

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

Lines 4 and 5 - <u>Library Manager, Library Specialist (without ALA/MLS)</u> - Count on line 4 under "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 <u>with the title of librarian</u> 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.

Line 6 - <u>Other Staff</u> - Count all other paid staff positions which are not counted on lines 2 through 5 and 7. Do <u>not</u> count building maintenance and operation staff here; they are counted on Line 7.

Line 7 - <u>Building Maintenance and Operation Staff</u> - Count all custodial staff, building guards, etc.

Lines 9, 10 and 11 - <u>SALARY INFORMATION</u> - Report the FTE (based on the number of hours reported on Line 1) and the current <u>annual</u> salary as of the end of the fiscal year for these positions, even if vacant. Where a position is vacant, indicate the FTE and annual salary that the employee would earn if the position were filled. If there is no set "annual" salary figure for any position, then multiply the hourly salary by the number of hours worked per week by 52 weeks (*i.e.,* salary x number of hours worked per week x 52 weeks). The numbers of hours worked per week should not be greater than 40.

Line 9 - Report FTE and salary information for an entry-level librarian position on line 9 even if the position is vacant.

Line 10 - If you reported a Library Director on line 2, report the FTE and current annual salary for the position on line 10.

Line 11 - If you reported a Library Manager on line 4, report the FTE and current annual salary for the position on line 11.

Lines 12 and 13 - <u>VOLUNTEERS</u> - Report the total number of volunteers (number of people) that work on a scheduled basis on line 12. A library volunteer is defined as an individual who performs a service to the library while having no legal concern or interest in the library, and who does not receive compensation or consideration for his/her service. Do <u>not</u> report people working in the library that are paid by another agency. Report the total number of volunteer hours worked per typical week on line 13.

Part 7. - MINIMUM PUBLIC LIBRARY STANDARDS

The following table describes 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: 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

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

PUBLIC SERVICE OUTLETS

Line 1 - 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.

Line 2 - Branches - 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.

Line 3 - 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.

Line 4 - Other Outlets - 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

Line 6 - Minimum Weekly Total Hours - 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 in hour, three-quarter hour (.75), half hour (.50) and quarter hour (.25) decimal units.

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. (*i.e.,* 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.

Add the Main Library hours, Branch Library hours and Bookmobile hours across the row and fill in the Total Hours Open on Line 6.

Line 7 - <u>Weekly Total Hours for a Typical Week</u> - 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. Report in hour, three-quarter hour (.75), half hour (.50) and quarter hour (.25) decimal units.

Add the Main Library hours, Branch Library hours and Bookmobile hours across the row and fill in the Total Hours Open on Line 7.

Line 8 - <u>Annual Total Hours</u> - 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. Report in hour, three-quarter hour (.75), half hour (.50) and quarter hour (.25) decimal units.

Add the Main Library hours, Branch Library hours and Bookmobile hours across the row and fill in the Total Hours Open on Line 8.

Line 9 - <u>Schedule of Public Service Hours</u> - Report only the general opening and closing times for public service each day at the main library for a typical week (*i.e.,* 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. <u>This information will primarily be used for contacting library staff</u>.

PART 9. - SERVICE OUTLET INFORMATION

Each library reporting main libraries, branches and bookmobiles on lines 1, 2 and 3 in Part 8 - Public Service Outlets (page A-11) 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-11.

If your library has opened a new main library, branch or bookmobile, please complete page A-12. 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:	ESTIMATED SERVICE POPULATION RANGE CODES:
CE - Main Library	A - Less than 1,000
BR - Branch Library	B - 1,000 - 2,499
BS - Bookmobile	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.

Division of Library Development
New York State Library
New York State Education Department
Annual Report For Public And Association Libraries — 1996

FINANCIAL REPORT

LIBRARY NAME: MYNDERSE LIBRARY

COMMUNITY: Seneca Falls

REPORTING YEAR: 1996

OPERATING FUND REPORT 1996

PART 1 – RECEIPTS – Fiscal Year ending 1996

LOCAL PUBLIC FUNDS

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

		Code	Amount
County(ies)		002A1	
		002A2	
		002A3	
		002A4	
Town(s)	Seneca Falls	002B1	7,500
		002B2	
		002B3	
		002B4	
		002B5	
		002B6	
		002B7	
Village(s)	Seneca Falls	002C1	1,500
		002C2	
		002C3	
City of		002D1	
		002D2	
		002D3	
School District of	Seneca Falls	002E1	15,000
		002E2	
		002E3	
		002E4	
		002E5	
		002E6	
Other (Specify)		002F1	
		002F2	
		002F3	
TOTAL LOCAL PUBLIC FUNDS		002	24,000

F–1

	Code	Amount
SYSTEM CASH GRANTS TO MEMBER LIBRARY		
Local Library Services Aid	L3840A1	8,145
Central Library Aid (CLDA and CBA)	L3840A2	
Other State Aid	L3840A3	
Federal Aid	L4839A	
Other Cash Grants	L2760	
TOTAL SYSTEM CASH GRANTS	L3840A1A	8,145

OTHER STATE AID
State Aid other than LLSA, Central
Library Aid, or other State aid

	Code	Amount
reported as system cash grants	L3840A4	1,250

FEDERAL AID FOR LIBRARY OPERATION

	Code	Amount
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

	Code	Amount
Gifts and Endowments	L2705	7,768
Income from Investments	L2401	18,973
Library Charges	L2082	7,576
Other	L2770	10,400
TOTAL OTHER RECEIPTS	009	44,717

	Code	Amount
TOTAL OPERATING FUND RECEIPTS (Add 002, L3840A1A, L3840A4, L4840, 012 and 009)	011	78,112
BUDGET LOANS	013	-0-

TRANSFERS

	Code	Amount
From Capital Fund (Same as H9510.9, Pg. F–6)	L2850	-0-
From Other Funds	017	-0-
TOTAL TRANSFERS (Add L2850 and 017)	L2850A	-0-

BALANCE — BEGINNING OF FISCAL YEAR ending 1996

	Code	Amount
(Same as Code 999 of previous year, if fiscal year has not changed)	001	104,727

GRAND TOTAL RECEIPTS, BUDGET LOANS,
TRANSFERS AND BALANCE
(Add 011, 013, L2850A and 001)   018

182,839

(Same as Code 998, Pg. F–4)

OPERATING FUND REPORT 1996
PART 2 – DISBURSEMENTS – Fiscal Year ending 1996

PERSONNEL COSTS	Code	Amount
Salaries		
Certified Librarians	L7410.141	
Other Staff	L7410.143	31,453
TOTAL SALARIES	L7410.1	31,453
Employee Benefits	L9199.0	4,123
TOTAL PERSONNEL COSTS (Add L7410.1 and L9199.0)	190	35,576

LIBRARY MATERIALS AND BINDING		
Books	L7410.410	13,586
Serials	L7410.413	2,201
AV Materials	205	
Other Materials & Binding	204	
Machine–Readable Materials and Search Services	206	
TOTAL LIBRARY MATERIALS & BINDING (Add L7410.410 through 206)	L7410.42	15,787

CAPITAL EXPENDITURES FROM OPERATING FUNDS		
From Local Public Funds	71PF	
From Other Funds	71OF	
TOTAL CAPITAL EXPENDITURES (Add 71PF and 71OF)	L7410.2	-0-

OPERATION AND MAINTENANCE OF BUILDINGS		
Repairs to Buildings & Building Equipment		
From Local Public Funds	72PF	-0-
From Other Funds	72OF	~~3,213~~
Total Repairs (Add 72PF and 72OF)	L7410.452	3,213
Fuel and Utilities (new for 1997)	L7410.450	New for 1997 5,797
Insurance (new for 1997)	L7410.454	New for 1997 2,048
Other Disbursements for Operation and Maintenance of Buildings	L7410.453	2,543
TOTAL OPERATION & MAINTENANCE OF BUILDINGS (Add L7410.452 AND L7410.453)	L7410.46	13,601

MISCELLANEOUS EXPENSES		
Office and Library Supplies (new for 1997)	L7410.430	New for 1997 5,826
Telephone (new for 1997)	L7410.431	New for 1997 928
Postage and Freight (new for 1997)	L7410.433	New for 1997 784
Other Miscellaneous (new for 1997)	900	New for 1997 648
TOTAL MISCELLANEOUS EXPENSES (add L7410.430,L7410.431,L7410.433,900)	906	8,186

OPERATING FUND DISBURSEMENTS – Fiscal Year ending 1996 (continued)

	Code	Amount

CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE — L7410.436 — [ ]

DEBT SERVICE

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

Budget Loans (Principal and Interest) — L9750.6

Short Term Loans (Interest) — L9770.7

TOTAL DEBT SERVICE — L9899.0
(Add L9710.6, L9750.6 and L9770.7)

TOTAL OPERATING FUND DISBURSEMENTS — 911 — 73,150
(Add 190, L7410.42, L7410.2, L7410.46, 906, L7410.436, and L9899.0)

TRANSFERS

Transfers to Capital Fund
- From Local Public Funds — 76PF
- From Other Funds — 76OF
- TOTAL (Same as Code H2810 p. F–5) — L9550.9

Transfers to Other Funds — L9551.9

TOTAL TRANSFERS (Add L9550.9 and L9551.9) — 956 — -0-

TOTAL DISBURSEMENTS AND TRANSFERS — 915 — 73,150
(Add 911 and 956)

BALANCE IN OPERATING FUND at the End of Fiscal Year Ending 1996 — 999 — 109,689

GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE — 998 — 182,839
(Add 915 and 999) (Same as Code 018, Pg. F–2)

F–4

Division of Library Development
New York State Library
New York State Education Department
Annual Report For Public and Association Libraries — 1996

FINANCIAL REPORT

LIBRARY NAME: _____

Does the library have a Capital Fund?   Yes ☐   No ☐

If Yes, please complete the Capital Fund Report.

CAPITAL FUND REPORT 1996

PART 1 — CAPITAL FUND RECEIPTS — Fiscal Year ending 1996

	Code	Amount
REVENUES FROM LOCAL SOURCES	H2799	_____
INTERFUND REVENUE		
Transfer from Operating Fund	H2810	_____
(Same as Code L9550.9, page F—4)		
STATE AID FOR CAPITAL PROJECTS		
State Aid Received for Construction	H3893	_____
FEDERAL AID FOR CAPITAL PROJECTS		
LSCA Title II	H4893A	_____
Other	H4893B	_____
TOTAL FEDERAL AID	H4893	▬▬▬▬▬
TOTAL REVENUES	H5000	[_____]
(add H2799, H2810, H3893 and H4893)		
NONREVENUE RECEIPTS	H5999	[_____]

TOTAL CASH RECEIPTS   H6000   [_____]
   (Add H5000 and H5999)

CASH BALANCE — Beginning of Fiscal   H8061   [_____]
      Year Ending 1996
(Same as code H8067 of previous year, if fiscal year
has not changed)

TOTAL CASH RECEIPTS AND BALANCE   H8064   [_____]
   (Add H6000 and H8061)   (Same as Code H8068, Pg. F—6)

F—5

PART 2 – CAPITAL FUND DISBURSEMENTS – Fiscal Year Ending 1996

	Code	Amount
PROJECT EXPENDITURES		
Construction	741	
Incidental Construction	742	
Other Disbursements		
Purchase of Buildings	H890.392	
Interest	H890.370	
Books and Library Materials	H890.349	
Total Other Disbursements	743	

(Add H890.392, H890.370 and H890.349)

TOTAL PROJECT EXPENDITURES   744

(Add 741, 742 and 743)

TRANSFER TO OPERATING FUND   H9510.9

     (Same as Code L2850, Pg. F–2)

NONPROJECT EXPENDITURES   H9998.0

TOTAL DISBURSEMENTS AND TRANSFERS   745

   (Add 744, H9510.9 and H9998.0)

CASH BALANCE – End of Fiscal Year ending 1996   H8067

TOTAL CASH DISBURSEMENTS   H8068

     AND BALANCE

(Add 745 and H8067)

(Same as Code H8064, Pg. F–5)

Division of Library Development
New York State Library
New York State Education Department
Annual Report for Public and Association Libraries - 1996

Certification of Fiscal Officer

I, _____David J Brophy_____ certify that I am the fiscal officer of the

_____Mynderse Library_____ and

that this report, to the best of my knowledge, information and belief, is a true and correct statement

of the financial transactions and fiscal condition for the fiscal year ended

_____12/31_____, 19 _96_ .

(Signed)_____ [signature] _____   (Date)_____2/7/97_____

Title:_____Treasurer_____

The Library's Local Fiscal Year is:_____1/1/96_____ to _____12/31/96_____
  (month/day/year)   (month/day/year)

This Annual Report is submitted for Fiscal Year: _____1/1/96_____ to _____12/31/96_____ *
  (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 pages A-1 and F-1)

Date Last Audit Performed:_____May 1996_____
  (month/day/year)

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

The audit was performed by _____Seneca Falls Savings Bank_____ (name) at

_____ (firm or organization).

**PLEASE BE SURE THAT THE ORIGINAL SIGNATURE OF THE FISCAL OFFICER
APPEARS ON THE COPY SUBMITTED TO LIBRARY DEVELOPMENT. PHOTOCOPIED
SIGNATURES ARE NOT ACCEPTABLE.**

Certification of Library Board President
and Library Director

Having assured that the ___Mynderse Library___ (name

of library) is operating under its approved charter and registration in accordance with the

provisions of Education Law and the Regulations of the Commissioner for the fiscal year

commencing ___1/1___ 19_96___ and ending ___12/31___ 19_96___, and

having duly assured that the "Annual Report" and the "Certification of Fiscal Officer" were

reviewed and accepted by the Library Board President, this annual report is filed on the

___Sixth___ day of ___February___ 19_97___.

(Signed)_____   (Date)_2 - 6 - 96___
　　　　　　Library Board President

(Signed)_Michael Caraher___   (Date)_2/6/96___
　　　　　　Library Director

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.

Comment Sheet

Library Name:_____

Name of Person Completing Form:_____

Phone Number:_____

Please share with us your suggestions for improving the *Annual Report*. Return this form with your 1996 Annual Report. Thank you!

Division of Library Development
New York State Library
New York State Education Department

ANNUAL REPORT FOR PUBLIC AND ASSOCIATION LIBRARIES - 1996

Library ID Number	2400566010
Library Name	**MYNDERSE LIBRARY**
Fiscal Reporting Year (month/day/year)	01/01/1996 - 12/31/1996

Part 1. - GENERAL LIBRARY INFORMATION

Report all information in Part 1 as of December 31, 1996.

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	

8. Library Home Page URL (New for 1996)	
9. Type of Library	**ASSOCIATION**
10. Population Chartered to Serve (1990)	7,370
11. Area Chartered to Serve	**VILLAGE**
12. Federal Employer Identification Number	166075457
13. County	**SENECA CO.**
14. School District	**SENECA FALLS CENTRAL SCHOOLS**
15. Library System	**FINGER LAKES LIBRARY SYSTEM**

16. Name of Library Director	**MICHAEL CARAHER**
17. NYS Public Librarian Certification Number	.

REPORT OF UNUSUAL CIRCUMSTANCE(S)	Y/N
18. For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? Indicate Y for Yes, N for No. If yes, please attach an explanation of the circumstance(s) and the impact on the library. (New for 1996)	