Annual library report for year ending June 30, 1914

To The University of the State of New York

Original mailed

Place _Seneca Falls – New York_

Name of library _Mynderse Library_

If there are any questions which it is impossible to answer accurately, **please do not leave a blank but give your best estimate,** with a question mark before the number.

If it is not practicable to give the facts for June 30th, give them for your own date, **clearly indicating the change** wherever June 30th is printed in this blank.

Free for lending to public

Lends to limited class only (Students, club members, subscribers, etc.)

Lends to limited class only but is free to public for reference

Free to public for reference (No circulation)

For reference use by limited class only (No circulation)

[Underscore the term that applies]

Number of *weeks* open during *year* **52**

Number of *days* open each *week* **6**

Number of *hours* open each *day* the library is open **5** *During July & August open daily either afternoon or evening –*

[State whether days or hours vary in summer and winter]

	For adults	For children	Total
Number of bound volumes at beginning of year	5550	1044	6594
" " " added by purchase	179	117	196
" " " added by gift	33	1	34
" " " lost or withdrawn	2025	709	2734
Total number at end of year	3637	453	4090
	3637	453.	4090

Number of volumes in foreign languages in library **6**

What languages are represented? _French_

E41-My14-1500 (7-15630)

	Adults	Children	Total
Number of volumes of *fiction* lent free for home use	8024	2591	10615
Number of volumes of *nonfiction* lent free for home use	130	104	234
Total free circulation for home use	8154	2695	10849
Circulation from pay duplicate collection (if any)			

Total number of *unbound* magazines lent for home use ... 50

Number of new borrowers registered during the year ... 190

Total number of borrowers registered since 19 06 ... 2174
[Insert the date of last revision]

Number of newspapers and periodicals currently received ... 34

Do you make use of the State traveling libraries? ... yes

Any special provision for children? ... yes

Number of assistants to librarian ... none

Receipts from		Payments for	
Local taxation	$500	Books	$143.75
State grants	65	Periodicals	68.70
Endowment funds	80	Binding	
Membership fees	7	Salaries, librarian	360
Fines	75.48	" assistants	23.25
Gifts	108.95	" janitor service	
Entertainments		Rent	1.50.00
Other sources	140.50	Heat and light	103.70
		Permanent improvements	
		Other expenses	113.19
Total	$976.93		
		Total	$812.59
Unexpended balance from previous year	$145.42	Balance on hand	$309.76
Grand total	$1122.35	Grand total	$1122.35

Rules for counting circulation

1 The circulation should be accurately recorded each day, counting one for each lending of a bound volume for home use.

2 Renewals of books under library rules at or near the end of regular terms of issue may also be counted, but no increase should be made because books are read by others or for any other reason.

3 Books lent directly through delivery stations and branches should be included, but the circulation from collections of books sent to schools or elsewhere for distribution should **not be included.** A separate statement of such traveling libraries should be made.

4 Books lent for pay (pay duplicate collection) should be reported separately in the space provided.

In these rules there is no intent to determine the policy of any library as to the manner or terms of circulation, but only to place the count on a uniform basis which will render comparison possible.

Additional information

Here insert statement regarding changes in organization, brief description of new rooms or building, increased facilities and any benefactions announced but not received, with names of givers and amounts, object and conditions of each gift, together with any other information useful for the summary of library progress printed in the report to the Legislature.

When the library was recatalogued in March, owing to lack to shelf room, only working and live books were included in the card index, the others being either permanently or temporally discarded. This accounts for the number of volumes in the library last year & the decrease in numbers at the present time.

The change has brought general satisfaction & the usefulness of the library has increased.

Trustees' names

[Signatures not necessary, but names of all the trustees should be given]

Fred L. Story
A. R. Palmer
W. P. Elwell
F. J. Medden
Mrs. M. R. Silsby
Miss Janet Coming
Ellen F. Wickes

.... *Ellen F. Wickes* .... Librarian

AFFIDAVIT. This report must be verified by oath of the presiding officer, either president of the institution or chairman of its trustees. The report should be read and approved by the trustees, but if this can not be done before August 1st, it should be sent as soon as sworn to and read to the trustees afterward. *In the absence of the president, the acting president should verify the report so that it may be forwarded without delay.*

STATE OF NEW YORK

COUNTY OF *Seneca* } ss.

.... *Fred L. Story* .... residing in

.... *Seneca Falls* .... in said county, duly sworn, deposes and says that he

is presiding officer of *Mynderse Library* .... , that the

foregoing report was prepared as directed on this sheet and he verily believes it to be in all

respects true, and that an exact copy has been filed with the permanent records of the library.

....

President of ....

Subscribed and sworn to

before me *July 21* 1914

.... *A R Palmer* ....

Notary Public