

Duplicate

ANNUAL LIBRARY REPORT FOR YEAR ENDING JUNE 30, 1916

To The University of the State of New York

original mailed
Dep. of Education
Aug 4/16

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.

Put a cross (X) after the definition that describes your library

Free to public for both lending and reference use. X

Not a lending library; is free to public for reference use.

Lends to limited class only (students, club members, subscribers etc.) but is free to public for reference use.

Both lending and reference use restricted to limited class

Not a lending library; reference use restricted to limited class.

Number of branch libraries maintained. None

How many weeks during year is library open. 52

Hours of opening on

Sunday

Monday 2-5-7-9

Tuesday 2-5-7-9

Wednesday 2-5-7-9

Thursday 2-5

Friday 2-5-7-9

Saturday 2-5-7-9

During July & August
library is open daily
Mon, Wed, Fri 7-9
Tues - Thurs - Sat. 2-5

[State whether days or hours vary in summer and winter and add explanation if library was closed for any special reason]

	For adults	For children	Total
Number of bound volumes at beginning of year.....	3793	495	4288
" " " added by purchase.....	114	62	176
" " " added by gift.....	36	2	38
" " " lost or withdrawn.....	7	1	8
Total number at end of year.....	3936	558	4494

Rules for counting circulation

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

2 Renewals of volumes under library rules should also be counted, but no increase should be made because volumes are read by others or for any other reason.

3 The act of sending volumes from the library to an agency for distribution is not to be regarded as an issue to be counted in the circulation. In all cases volumes issued from agencies for home circulation should be counted only according to the reported circulation, disregarding the act of sending them from the library to the agency and disregarding their use at the agency. In no case should there be any *estimation* of circulation.

4 Volumes 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.

	Adults	Children	Total
Number of volumes of <i>fiction</i> lent free for home use.....	10491	3534	14025
Number of volumes of <i>nonfiction</i> lent free for home use.....	149	105	254
Number of <i>unbound</i> magazines lent free for home use.....	150	0	150
Total <i>free</i> circulation for home use.....	10790	3639	14329
Circulation from pay duplicate collection (if any).....			

Receipts from	Payments for
Local taxation..... \$500	Books..... \$150.23
State grants..... 100	Periodicals..... 67
Endowment funds..... 80	Binding..... 52.50
Membership fees..... 20	Salaries, librarian..... 360
Fines..... 78.40	" assistants <i>supply</i> 6
Gifts..... 930	" janitor service..... 43
Entertainments.....	Rent..... 230
Other sources..... 282.39	Heat and light..... 83.32
[Give particulars of important items]	Permanent improvements.....
Total..... \$1070.09	Other expenses..... 102.56
Unexpended balance from pre-	Total..... \$1094.61
vious year..... \$325.76	Balance on hand..... \$801.24
Grand total..... \$1395.85	Grand total..... \$1395.85

Number of new borrowers registered during the year..... 261
 Total number of borrowers registered since 1906..... 2639
[Insert date when present borrowers list was begun]
 Number of newspapers and periodicals currently received..... 34
 Do you make use of the State traveling libraries?..... 420
 Number of assistants to librarian..... 0
 How many trustees does your charter provide for?..... 7
 Trustees are chosen by whom?..... Members of
 Ingersoll Library

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 or as local notes in New York Libraries.

Trustees' names

[Signatures not necessary, but names of all the trustees should be given and dates terms expire. Designate the officers and any ex-officio members]

1915 Fred L. Story President
1917 M. R. Sibley Vice President
1919 H. P. Ellwell Secretary
1917 A. R. Palmer Treasurer
1919 F. J. Predden
1918 Janet C. Coring
1918 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 Myndon 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.

Signed Fred L. Story
President of Myndon Library

Subscribed and sworn to

before me Aug 4 1916

W. A. Palmer
Notary Public