

ANNUAL LIBRARY REPORT FOR YEAR ENDING JUNE 30, 1917

To The University of the State of New York

Place Seneca Falls, N. Y.

Name of library Mynndesse 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.

It is exceedingly desirable that the report should cover the year ending June 30th, but if it is not possible to submit the facts as of that date give them for your own library year, clearly indicating the change wherever June 30th is printed on this blank.

Free to public both for circulating books and for reference use X

Does not circulate books; is free to the public for reference use

Circulates books only to a limited circle or association of persons (such as students, club members, subscribers etc.) but is free to the public for reference use

Both circulating and reference use restricted to a limited circle or association of persons

Not a circulating library; reference use restricted to a limited circle or association of persons

Number of branch libraries maintained None

How many weeks during year is library open 52

At what hours is library opened and closed on

Sunday		
Monday	2:5	7:9 P.M.
Tuesday	2:5	7:9
Wednesday	2:5	7:9
Thursday	2:5	
Friday	2:5	7:9
Saturday	2:5	7:9

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

During July + Aug. 2:5 Tuesday, Thursday, Saturday
7:9 Monday, Wednesday Friday

Original mailed Aug 11/17

	For adults	For children	Total
Number of bound volumes at beginning of year.....	3936	558	4494
“ “ “ added by purchase.....	121	84	205
“ “ “ added by gift.....	118	88	206 17-3-20
Total.....	138	87	225
Deduct number of bound volumes lost or withdrawn.....	50	25	75
Total number at end of year.....	4024	620	4644

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.....	11272	3875	15147
Number of volumes of <i>nonfiction</i> lent free for home use.....	133	150	283
Number of <i>unbound</i> magazines lent free for home use.....	728	0	728
Total <i>free</i> circulation for home use.....	12133	4025	16158
Circulation from pay duplicate collection (if any).....			

Receipts from

Local taxation.....	\$500
State grants.....	100
Endowment funds.....	80
Membership fees.....	4
Fines.....	100
Gifts.....	3
Entertainments.....	
Other sources.....	276.45
[Give particulars of important items]	

Total..... \$1068.43

Unexpended balance from previous year..... \$301.24

Grand total..... \$1369.67

Payments for

Books.....	\$201.84
Periodicals.....	57.10
Binding.....	
Salaries, librarian.....	360
“ assistants.....	6
“ janitor service.....	74
Rent.....	360
Heat and light.....	122.21
Permanent improvements.....	
Other expenses.....	164.51

Total..... \$1282.66

Balance on hand..... \$87.01

Grand total..... \$1369.67

Number of new borrowers registered during the year..... 312
 Total number of borrowers registered since 19 2951
[Insert date when present borrowers list was begun]
 Number of newspapers and periodicals currently received..... 32
 Do you make use of the State traveling libraries?..... 420
 Number of assistants to librarian..... none
 How many trustees does your charter provide for?.....
 Trustees are chosen by whom?..... members of myndome
 If tax support is received, is it derived from the city, village, town or school district?..... Library -
 village

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 years terms expire. Designate the officers and any ex-officio members.]

F. L. Story	✓	1918
H. P. Threl	✓	1919
A. R. Palmer		1920
F. J. Mudden	✓	1919
Janet Corning	✓	1918
Eileen F. Wickes	✓	1918
One member to be elected		

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

Saratoga

ss.

I, Fred L. Story residing in Saratoga Falls in said county, duly sworn, deposes and says that he is presiding officer of Myndrose 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

1917

Aug 1
A. R. Palmer
ms