

ANNUAL LIBRARY REPORT FOR YEAR ENDING JUNE 30, 1918

To The University of the State of New York

Place Sensen Falls, N.Y.

Name of library Myndense 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.

This report should cover the year ending June 30th, but if it is impossible 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.

Put an X after the one definition that most nearly describes your library. Check only one.

- 1 Free to public both for circulating books and for reference use X
- 2 Does not circulate books; is free to the public for reference use
- 3 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
- 4 Both circulating and reference use restricted to a limited circle or association of persons
- 5 Not a circulating library; reference use restricted to a limited circle or association of persons

Number of branch libraries maintained 0

Is the library ordinarily kept open the 52 weeks of each year? yes

[Indicate on page 3 any unusual closing due to special causes such as fuel shortage etc.]

During what hours is the library open on

Sunday 0
 Monday 2:5 - 7:9
 Tuesday 2:5 - 7:9
 Wednesday 2:5 - 7:9
 Thursday 2:5 - 7:9
 Friday 2:5 - 7:9
 Saturday 2:5 - 7:9

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

During July & Aug.
Library open
 Monday 7:9
 Tuesday 2:5
 Wed. 7:9
 Thurs. 2:5
 Fri. 7:9
 Sat. 2:5

	For adults	For children	Total
Number of bound volumes at beginning of year.....	4024	620	4644
" " " added by purchase.....	128	74	202
" " " added by gift.....	96	3	99
Total.....	4248	697	4945
Deduct number of bound volumes lost or withdrawn.....	9	14	23
Total number at end of year.....	4239	683	4922

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.....	11137	4646	15783
Number of volumes of <i>nonfiction</i> lent free for home use.....	297	200	497
Number of <i>unbound</i> magazines lent free for home use.....	560	0	560
Total <i>free</i> circulation for home use.....	11994	4846	16840
Circulation from pay duplicate collection (if any).....			

Receipts from	Payments for
Local taxation..... \$ 50.00	Books..... \$ 261.95
State grants..... 10.00	Periodicals..... 70.15
Endowment funds..... 80	Binding..... 78.44
Membership fees..... 24	Salaries, librarian..... 360
Fines..... 100.50	" assistants..... 8
Gifts..... 112	" janitor service..... 150.50
Entertainments.....	Rent.....
Other sources..... 1799.94	Heat and light..... 211.27
[Give particulars of important items]	Permanent improvements..... 1377.63
Total..... \$ 2716.44	Other expenses..... 183.56
Unexpended balance from previous year..... \$ 87.01	Total..... \$ 2701.50
Grand total..... \$ 2803.45	Balance on hand..... \$ 101.95
	Grand total..... \$ 2803.45

Number of new borrowers registered during the year..... 302
 Total number of borrowers registered since 1906..... 3253
[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?..... not this year
 Number of assistants to librarian..... 0
 How many trustees does your charter provide for?..... 7
 Trustees are chosen by whom?..... Mynders Library Association
 If tax support is received, is it derived from the city, village, town or school district?..... Village
 How many volumes were collected in your community for our soldiers and sailors?..... 590
 How many of these volumes were discarded as unsuitable?..... 50

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	1921
W. P. Chrysler	1919
A. B. Palmer	1919
F. J. Medden	1919
Jacob Comins	1921
Ellen F. Wickes	1921
Wm B. Clark	1920

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

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ss.

Fred L. Story residing in
in said county, duly sworn, deposes and says that he
is presiding officer of Mynders 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 Mynders Library

Subscribed and sworn to

before me July 27 1918

AM Palmer
Notary