

# ANNUAL LIBRARY REPORT FOR YEAR ENDING JUNE 30, 1919

To The University of the State of New York

Place Seneca Falls

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.

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

Is building where library is kept owned by library? Yes Value of building and grounds \$

Number of branch libraries maintained None

Is it the usual practice to keep the library open for stated hours each week of the 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  
Monday 2:5 - 7:9 p.m.  
Tuesday 2:5 - 7:9 p.m.  
Wednesday 2:5 - 7:9 p.m.  
Thursday 2:5  
Friday 2:5 - 7:9 p.m.  
Saturday 2:5 - 7:9 p.m.

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

During July + August  
library is open  
Monday 7:9 p.m.  
Tuesday 2:5 p.m.  
Wednesday 7:9 p.m.  
Thursday 2:5 p.m.  
Friday 7:9 p.m.  
Saturday 2:5 p.m.



	For adults	For children	Total
Number of bound volumes at beginning of year.....	4239	683	4922
“ “ “ added by purchase.....	81	57	144
“ “ “ added by gift.....	61	14	75
Total.....	4387	754	5141
Deduct number of bound volumes lost or withdrawn.....	6	5	11
Total number at end of year.....	4381	749	5130

### 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 In all cases volumes issued from library agencies (such as branches and deposit stations) for home use should be counted only according to their accurately recorded circulation from the agency, disregarding the act of sending them from the library to the agency and disregarding their use in the agency. But volumes issued by the library to a teacher or other individual or organization for the use of pupils or other persons may be counted as part of the library's circulation if no accurate record of the circulation of the books is kept and reported by the individual or organization which borrowed the books from the library. 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.....	10075	3419	13494
Number of volumes of <i>nonfiction</i> lent free for home use.....	259	229	488
Number of <i>unbound</i> magazines lent free for home use.....	499	none	499
Total <i>free</i> circulation for home use.....	10833	3648	14481
Circulation from pay duplicate collection (if any).....			

Receipts from		Payments for	
Local taxation	\$ 50.1	Books	\$ 186.14
State grants	100	Periodicals	58
Endowment funds	148.86	Binding	100
Membership fees	17	Salaries, librarian	385
Fines	114	“ assistants	6
Gifts	20	“ janitor service	136.50
Entertainments		Rent	
Other sources	200	Heat and light	184.84
[Give particulars of important items]		Permanent improvements	164.25
		Other expenses	54.10
Total	\$ 1109.86	Total	\$ 1174.83
Unexpended balance from previous year	\$ 101.95	Balance on hand	\$ 36.98
Grand total	\$ 1211.81	Grand total	\$ 1211.81



Number of new borrowers registered during the year 262 262  
 Total number of borrowers registered since 1906 3517 3517  
(Insert date when present borrowers list was begun)  
 Number of newspapers and periodicals currently received 35 35  
 Do you make use of the State traveling libraries? yes yes  
 Number of assistants to librarian (Part time only) 1  
 How many trustees does your charter provide for? 7  
 Trustees are chosen by whom? Members of Library association  
 If tax support is received, is it derived from the city, village, town or school district?  
 How many volumes were collected in your community for our soldiers and sailors? 600  
 How many of these volumes were discarded as unsuitable? 40

#### 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.

*Library closed during October on account of Influenza Epidemic.*



# 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.]

	Term expires
Fred. L. Story Pres.	1921
A. R. Palmer	1920
W. O. Ellwell	1922
F. J. Medden	1922
William B. Clark	1920
Janet M. Goring	1921
Ellen F. Wicker	1921
	19
	19
	19
	19
	19

Do not write in this margin

[Signed] Ellen F. Wicker 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 Damen } ss.

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

Subscribed and sworn to

before me July 28 1919

W. H. Hubert  
Notary Public