

## ANNUAL LIBRARY REPORT FOR YEAR ENDING JUNE 30, 1920

To The University of the State of New York

Place Seneca FallsName of library Myndere - 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. ☒
- 2 Not a circulating library; 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 p.m.

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 the library is open Monday, Wednesday + Friday evenings 7-9 Tuesday, Thursday + Saturday 2-5 p.m.



	For adults	For children	Total
Number of bound volumes at beginning of year.....	4381	749	5130
" " " added by purchase.....	137	56	193
" " " added by gift.....	70	6	76
Total.....	4588	811	5399
Deduct number of bound volumes lost or withdrawn.....	10	7	17
Total number at end of year.....	4578	804	5382

### 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.....	10277	4224	14501
Number of volumes of <i>nonfiction</i> lent free for home use.....	200	229	429
Number of <i>unbound</i> magazines lent free for home use.....	555	0	555
Total <i>free</i> circulation for home use.....	11032	4453	15485
Circulation from pay duplicate collection (if any).....	None	None	None

### Receipts from

Local taxation	\$ 5.00
State grants	1.00
Endowment funds	396.75
Membership fees	14
Fines	94.90
Gifts	13
Entertainments	
Other sources [Give particulars of important items]	27.49
Total	\$ 1146.24
Unexpended balance from previous year	\$ 76.98
Grand total	\$ 1183.22

### Payments for

Books	\$ 214.83
Periodicals	89.50
Binding	
Salaries, librarian	360
" assistants	6
" janitor service	151
Rent	
Heat and light	206.88
Permanent improvements	
Other expenses	84.98
Total	\$ 1147.19
Balance on hand	\$ 36.03
Grand total	\$ 1183.22



Number of new borrowers registered during the year.....285  
Total number of borrowers registered since 19.....3802  
[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?.....yes  
Number of assistants to librarian.....none  
How many trustees does your charter provide for?.....7

State procedure followed in choosing trustees. Are they self-perpetuating? Elected by members of the corporation or library association? Appointed by the mayor, village board or board of education? Elected by the legal voters at village, town or school district elections? If chosen

in some other way, state the method.....

*Trustees elected by members of library association*

If tax support is received, state whether it is derived from the city, village, town or school district.....*Village*

#### Additional information

Here insert statement regarding changes in organizations, 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.

*Under the will of Francis J. DeWitt decedent  
Magnum Library Association is given the  
sum of Ten Thousand dollars and it is  
also named as residuary legatee*



# 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
Mr. Fred L. Story, Pres.	19 <u>21</u>
Mr. H. P. Elwell Secy.	19 <u>22</u>
Mr. A. R. Palmer, Treas.	19 <u>22</u>
Prof. F. J. Medden, Prin. Schools -	19 <u>21</u>
Rev. W. B. Clark -	19 <u>20</u>
Miss Janet M. Conning	19 <u>21</u>
Miss Ellen F. Wickes	19 <u>21</u>
	19
	19
	19
	19
	19

Do not write in this margin

[Signed] 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 Dumfries

} ss.

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

Subscribed and sworn to

before me

1920

Aug 2  
and Notary Public