

ANNUAL LIBRARY REPORT FOR YEAR ENDING JUNE 30, 1921

To The University of the State of New York

Place

Seneca Falls

Name of library

Myndess

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 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 + Aug.
the library is open
Monday, Wednesday
+ Friday 7:9 p.m.
Tuesday, Thursday
+ Saturday 2:5 p.m.*

Original marked 8/15-21
Superintendent

	For adults	For children	Total
Number of bound volumes at beginning of year.....	4578	804	5382
" " " added by purchase or binding.....	96	55	151
" " " added by gift.....	65	4	69
Total.....	4739	863	5602
Deduct number of bound volumes lost or withdrawn.....	58	31	89
Total number at end of year.....	4681	832	5513

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 fiction lent free for home use.....	9680	4245	13925
Number of volumes of nonfiction lent free for home use.....	198	200	398
Number of unbound magazines lent free for home use.....	688	0	688
Total free circulation for home use.....	10566	4445	15011
Circulation from pay duplicate collection (if any).....			

Receipts from

Local taxation	\$ 5.00
State grants	1.00
Endowment funds	860.70
Membership fees	137
Fines	119
Gifts	2
Entertainments	
Other sources	233.32
[Give particulars of important items]	

Total	\$ 1828.24
Unexpended balance from previous year	\$ 36.03
Grand total	\$ 1864.27

Payments for

Books	\$ 253.11
Periodicals	53.25
Binding	107.15
Salaries, librarian	540.10
" assistants	10
" janitor service	15.1
Rent	
Heat and light	85.78
Permanent improvements	
Other expenses	258.84
Total	\$ 1459.18
Balance on hand	\$ 404.86
Grand total	\$ 1864.04

Number of new borrowers registered during the year.....270

Total number of borrowers registered since 1900.....4072
[Insert date when present borrowers list was begun]

Number of newspapers and periodicals currently received.....35

Do you make use of the State traveling libraries?.....yes

Number of assistants to librarian.....0

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.....

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

Name any outlying communities which your library serves by sending, at least once a year, a deposit collection of 25 or more volumes.....

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.

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
F. L. Story. Pres.	19 21
H. P. Elwell. Secy	19 22
A. R. Palmer. Treas.	19 22
F. J. Medden	19 21
W. B. Clark	19 22
Janet M. Coving	19 21
Ellen F. Wicks	19 21
	19
	19
	19
	19
	19

Do not write in this margin

[Signed] Ellen F. Wicks 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 Myndness 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 Myndness Library

Subscribed and sworn to

before me Aug 15 1921

AN Palmer
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