

ANNUAL LIBRARY REPORT FOR YEAR ENDED DECEMBER 31, 1922

To The University of the State of New York

This report to be for the year ended Dec. 31, 1922

Place Seneca Falls.

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 December 31st, 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 December 31st is printed on this blank.

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.]

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

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.
7-9 p.m.
2-5 p.m.
7-9 p.m.
2-5 p.m.
7-9 p.m.
2-5 p.m.

	For adults	For children	Total
Number of bound volumes at beginning of year.....	4642	849	5491
Number of bound volumes added by purchase or binding.....	263	101	364
Number of bound volumes added by gift.....	35	2	37
Total.....	5940	952	5892
Subtract number of bound volumes lost or withdrawn.....	58	52	110
Total number at end of year.....	4882	900	5782

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.....	13661	6529	20190
Number of volumes of <i>nonfiction</i> lent free for home use.....	459	217	674
Number of <i>unbound</i> magazines lent free for home use.....	625	0	625
Total <i>free</i> circulation for home use.....	14743	6746	21489
Circulation from pay duplicate collection (if any).....			

Receipts from		Payments for	
Local taxation	\$.....	Books	\$ 333.05
State grants	75	Periodicals	79.15
Endowment funds	1.1 75.80	Binding	27.65
Membership fees	1	Salary, librarian	3 60-
Fines	73	Salaries, assistants	15.50
Gifts		Salaries, janitor service	68
Entertainments		Rent	
Other sources		Heat and light	80.25
[Give particulars of important items]	1.3 24.80	Permanent improvements	37.475
		Other expenses	157.35
Total	\$.....	Total	\$ 1495.70
Unexpended balance from previous year	\$ 1151.20	Balance on hand	\$ 980.32
Grand total	\$ 2476.02	Grand total	\$ 2476.02

Number of new borrowers registered during the year.....360

Total number of borrowers registered since 1906.....4690
[Insert date when present borrowers list was begun]

Number of newspapers and periodicals currently received.....40

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

Number of assistants to librarian.....1 Sat. 2-5 p.m.

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, town 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.....7 by members

of library association

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

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
Fred L. Story, Pres.	19 24
A. R. Palmer, Treas.	19 23
Wilhelm P. Ehrlich, Secy.	19 25
Wm Bourse Clark	19
Frederick J. Madden	19 25
Janet M. Spring	19
	19
	19
	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 Seneca

} ss.

Fred L. Story residing in Seneca 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 Aug 20 1923

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