ANNUAL LIBRARY REPORT FOR YEAR ENDED DECEMBER 31, 1924 To The University of the State of New York 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. Is it the usual practice to keep the library open for stated hours each of the 52 weeks of the year? 443 AIndicate 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..... 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....... Not a circulating library; reference use restricted to a limited circle or association of persons.... grounds About 15 000.

Number of branch libraries maintained Houl

During what hours is the library open on

Sunday

Monday 2-3 -Tuesday 2

Wednesday --

Thursday Friday 2

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

E1801-O24-1800(3312)*

	For adults	For children	Total
Number of bound volumes at beginning of year			
Number of bound volumes at beginning of year	201	100	2011
Number of bound volumes added by purchase or binding			3/7
Number of bound volumes added by gift	4	4	8
Total	1000	1115	6498
Subtract number of bound volumes lost or withdrawn	37	25	62
Total number at end of year		1090	6436
Rules for counting circulatio	n		
1 The circulation should be accurately recorded each day, counting of	ne for each le	ending for ho	me 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 peecile.

tion, but only to place the count on a uniform basis which will render comparison possible.					
			Adults	Children	Total
Number of volumes of j	fiction lent free for home	e use	14548	3762	18310
Number of volumes of a	nonfiction lent free for he	ome use	872	1252	2124
Number of unbound magazines lent free for home use		768	0	768	
Total free circulation	on for home use		16188	5014	21202
	aplicate collection (if an				
	ots from	Maria de la companya	Payments	for .	
Local taxation	\$ noue	Books		\$ 64	15.19
State grants	92.00	Periodicals			59.15
Invested funds	2892.87	Binding		1	2 V. 74
Membership fees	24.	Salary, libraria	n	7	20.
Fines	14475	Salaries, assist	ants		932V
Gifts	200.	Salaries, janito	or service	/ 4	650
Entertainments		Javistner	N+ 1200	.76	0
Other sources	4.57	Heat and light	authorer	34	90-71
[Give particulars of important it	ems]	Permanent imp	provements	0	5280
		Other expenses	3	300	6.55
Total	\$ 3358.19	Total		\$330	09.89
Unexpended balance f	rom \$ 1003.70	Balance on har	nd	\$ 10	5200
Grand total	#36189	Grand tota	al	\$43	6189

Number of new borrowers registered during the year 273
Total number of borrowers registered since 1906 5302
Number of newspapers and periodicals currently received
Do you make use of the state traveling libraries?
Number of assistants to librarian Park time
How many trustees does your charter provide for?
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.
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 organisation, 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 or as local notes in New York Libraries.

[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 19. Light 19.25 Light 19. 19. 19. 19. 19. 19. 19. 19.	Trustees' names	
Term expires 19 W. F. Stripel Story 1925 J. Dredden 1925 W. 13. Clark 1926 Lanek 19 26 Librarian 19 19 19 19 19 19 19 19 19 19 19 19 19	[Signatures not necessary, but names of all the trustees should be given and years terms expire. the officers and any ex officio members.]	Designate
Approximate 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 suproved by the trustees, but if this can not be done before February 1st, it should be sent as soon as worm to can read and suproved by the trustees, but if this can not be done before February 1st, it should be sent as soon as worm to can read and suproved by the trustees, but if this can not be done before February 1st, it should be read and suproved by the trustees, but if this can not be done before February 1st, it should be read and suproved by the trustees, but if this can not be done before February 1st, it should be read and suproved by the trustees, but if this can not be done before February 1st, it should be read and suproved by the trustees, but if this can not be done before February 1st, it should be read and suproved by the trustees, but if this can not be done before February 1st, it should be read and suproved by the trustees, but if this can not be done before February 1st, it should be read and supproved by the trustees, but if this can not be done before February 1st, it should be read and supproved by the trustees, but if this can not be done before February 1st, it should be read and supproved by the trustees, but if this can not be done before February 1st, it should be read and supproved by the trustees, but if this can not be done before February 1st, it should be read and supproved by the trustees, but if this can not be done before February 1st, it should be read and supproved by the trustees, but if this can not be done before February 1st, it should be read and supproved by the trustees, but if this can not be done before February 1st, it should be read and supproved by the trustees, but if this can not be done before February 1st, it should be read and supproved by the trustees, but if this can not be done before February 1st, it should be read and supproved by the trustees, but if this can not be done before Feb	y & De D	
Asymmetr. This report must be verified by only of the president offer. ciber president of the lands of the trustees, but it this can not be done before chairman of its trustees. The report should be read and approved by the trustees, but it this can not be done before chairman of its trustees. The report should be read and approved by the trustees, but it this can not be done before chairman of its trustees. The report should be read and approved by the trustees, but it this can not be done before chairman of its trustees. The report should be read and approved by the trustees, but it this can not be done before chairman of its trustees. The report should be sent as soon as sworn to and read to the trustees afterward, in the obsence of the president, the acting president should overly the report so that it may be forwarded without delay. STATE OF NEW YORK STATE OF NEW YORK SS. COUNTY OF MULLIAM In said county, duly sworn, deposes and says that he is presiding officer of. 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 parmanent records of the library. [Signed] President of Mulliam Subscribed and sworp to before me. May 242	+ d. Hory Fres.	
M. J. S. Cark. June 1. D. Corring. 19.26. Proceeds Ar Driftel. 19. 19. 19. 19. 19. 19. 19. 1	W. P. Elsfell Seig	19.2.5
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[Signed]		19
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country of filled series and says that he is presiding officer of file series and says that he 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] President of file series filed with the permanent records of the library. [Signed] 1925	AFFIDAVIT. This report must be verified by oath of the presiding officer, either president of the institution or ch trustees. The report should be read and approved by the trustees, but if this can not be done before Feb should be sent as soon as sworn to and read to the trustees afterward. In the absence of the president, the dent should verify the report so that it may be forwarded without delay.	airman of its ruary 1st, it acting presi-
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[Signed] President of Subscribed and sworn to before me	is presiding officer of	., that the
[Signed] MK. Hay President of Myndeweldthay Subscribed and sworn to before me. 1626 1925	foregoing report was prepared as directed on this sheet and he verily believes it to be in a	ill respects
Subscribed and sworn to before me	true, and that an exact copy has been filed with the permanent records of the library.	
Subscribed and sworn to before me	[Signed] Mak Gray	
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XXXX	before me	
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ANNUAL LIBRARY REPORT FOR YEAR ENDED DECEMBER 31,-

To The University of the State of New York

Put an X after the one definition that most nearly describes your library. Check only one.	Name of 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. Is it the usual practice to keep the library open for stated hours every week of the year? Undicate on page 3 any unusual closing due to special causes such as fuel shortage, etc.] 1 Free to public both for circulating books and for reference use
	Tuesday
	Wednesday
	Thursday
	Friday

E160l-N23-1800(2367)*

	For adults	For children	Total
Number of bound volumes at beginning of year	5708	988	6096
Number of bound volumes added by purchase or binding	271	123	394
Number of bound volumes added by gift	4	4	8
Total	5383	1115	6498
Subtract number of bound volumes lost or withdrawn	31	25	62
Total number at end of year	5346	1090	6436
	THE NEW TEACH		

Rules for counting circulation

volumes are read by others or for any other reason.

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	Adults	Children	Total
e use	14548	3762	18310
ome use	872	1252	2124
ne use	768	0	768
	16188	5014	2/202
y)			
		for	
Books			
Periodicals			
Binding			
Salary, librarian			
Salaries, assistar	nts		
. Salaries, janitor service			
Rent			
Heat and light			
Permanent impr	ovements		
Other expenses			
Total		\$	
Balance on hand		\$	One representative around
Grand total		\$	•••••
	Books Periodicals Binding Salary, librarian Salaries, assistan Salaries, janitor Rent Heat and light Permanent impr Other expenses Total Balance on hand	Payments Books Periodicals Binding Salary, librarian Salaries, assistants Salaries, janitor service Rent Heat and light Permanent improvements Other expenses Total Balance on hand	e use

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.

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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.

Number of new borrowers registered during the year	273
Total number of borrowers registered since 1906. [Insert date when present borrowers list was begun]	
Number of newspapers and periodicals currently received	38
Do you make use of the state traveling libraries?	yes
Number of assistants to librarian Part time	
How many trustees does your charter provide for?	7
State procedure followed in choosing trustees. Are they self-perpetuating? Elected of the corporation or library association? Appointed by the mayor, villated board or board of education? Elected by the legal voters at village, town of elections? If chosen in some other way, state the method. If tax support is received, state whether it is derived from the city, village,	ge board, town or school district
district	
Name any outlying communities which your library serves by sending, at least	once a year, a
deposit collection of 25 or more volumes	<u> </u>

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 or as local notes in New York Libraries.

Trustees' names	New York and the second second for particular	
the officers and any av officio members !	rustees should be given and years terms expire. Designation	ate
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[Signed]	Librarian	
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in s	aid county, duly sworn, deposes and says that	he
is presiding officer of	, that t	he
foregoing report was prepared as directed on t	his sheet and he verily believes it to be in all respec	cts
true, and that an exact copy has been filed wit	th the permanent records of the library.	
[Signed]		
President of		
Subscribed and sworn to		
before me		
