

ANNUAL LIBRARY REPORT FOR YEAR ENDED DECEMBER 31, 1925

To The University of the State of New York

Place Seneca Falls.Name of library Mynderse

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? 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.....

During what hours is the library open on

Sunday

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

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

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

Thursday 2 to 5 p.m.

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

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

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

During July & August
7 to 9 p.m.
2 to 5 p.m.
7 to 9 p.m.
2 to 5 p.m.
7 to 9 p.m.
2 to 5 p.m.

	For adults	For children	Total
Number of bound volumes at beginning of year.....	5346	1090	6436
Number of bound volumes added by purchase or binding.....	239	124	363
Number of bound volumes added by gift.....	70	2	72
Total.....	5655	1216	6871
Subtract number of bound volumes lost or withdrawn.....	46	5	51
Total number at end of year.....	5609	1211	6820

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.....	13176	4609	17785
Number of volumes of <i>nonfiction</i> lent free for home use.....	924	1607	2531
Number of <i>unbound</i> magazines lent free for home use.....	868	0	868
Total <i>free</i> circulation for home use.....	14968	6216	21184
Circulation from pay duplicate collection (if any).....	none	none	

*Receipts from

Local taxation \$.....

State grants

Invested funds

Membership fees

Fines

Gifts

Entertainments

Other sources

[Give particulars of important items on opposite page]

*Payments for

Books \$.....

Periodicals

Binding

Salary, librarian

Salaries, assistants

Salaries, janitor service

Rent

Heat and light

Permanent improvements

Other expenses

Total \$.....

Unexpended balance from previous year \$.....

Total \$.....

Balance on hand \$.....

Grand total \$.....

Grand total \$.....

* Use the headings as given. Any items not provided for should be placed under "Other sources" and "Other expenses."

Number of new borrowers registered during the year.....278
 Total number of borrowers registered since 1906.....5580
[Insert date when present borrowers list was begun]
 Number of newspapers and periodicals currently received.....33
 Do you make use of the state traveling libraries?.....yes
 Number of assistants to librarian.....(part-time only) 1
 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.....Elected 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 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

[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 27
W. P. Ellwell Secy	19 28
J. C. Davis Treas.	19 26
F. J. Madden	19 28
W. B. Clark	19 26
Charles Mc Bride	19 27
Hamilton Gannett	19 28
	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 February 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

} ss.

..... residing in
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 permanent records of the library.

[Signed]

President of

Subscribed and sworn to

before me.....1926