

Place Seneca Falls New York Name of library Seneca Falls
Population 6371 Date of founding 1891
Location: Street address 31 - 33 Fall St.

ANNUAL LIBRARY REPORT FOR YEAR ENDED DECEMBER 31, 1936

To the New York State Education Department

Part 1

Is library open for stated hours each of the 52 weeks of the year? Yes
During what hours is the library open

Winter schedule 2
(inclusive dates Sept. - June)
Sunday
Monday 2-5 p.m. 7-9 p.m.
Tuesday
Wednesday
Thursday 2-5 p.m.
Friday 2-5 p.m. 7-9 p.m.
Saturday

Summer schedule
(inclusive dates July - August)
Sunday
Monday 7-9 a.m.
Tuesday 2-5
Wednesday 7-9
Thursday 2-5
Friday 7-9
Saturday 2-5

Total hours open each week 27 hours in winter, 15 hours in summer
[If days or hours vary in summer or winter give both time schedules]

Is the library a circulating library? Yes, a reference library? Yes, or both? Yes

Is the free use by the public of either circulation or reference departments restricted to a limited circle or association of persons (such as students, club members, subscribers etc.)? Circulation ☒ is not restricted; reference use ☒ is not restricted.

Is building or buildings where library is kept owned by library? Yes

Value of building \$..... Material..... Size.....

Value of grounds \$..... Area of grounds.....

Number of branch libraries maintained None

Number of subbranches maintained.....

Number of stations maintained.....

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

Do you make use of the state traveling libraries? Yes

Do you borrow from State Library to meet unusual demands? Yes

How many trustees does your charter provide for? Seven

How are trustees chosen? 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

How many trustees' meetings have been held during the year? 12

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

Tax of \$..... for 193 voted by.....

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

Place	Population	Volumes sent, 193
<u>We supply four rural schools with juvenile books of fiction and nonfiction, the teachers exchanging these books as often as necessary</u>		

Additional Information

Here insert statement regarding history, celebrations, changes in organization, brief description of new rooms or buildings, increased facilities and any benefactions announced but not received, with names of givers and amounts, objects 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. Please inclose press clippings, programs, pamphlets etc. relating to the above items.

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, President	19.....
John C. Davis, Treasurer	19.....
Wilmot P. Elwell, Secretary	19.....
Elmer C. Wayne, Assistant Secretary	19.....
Frederick J. Medden	19.....
Hamilton Garney	19.....
Henry W. Koch	19.....
Succeeding Charles McBride, deceased	19.....
	19.....
	19.....
	19.....
	19.....

[Signed] Margaret C. Pomeroy 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] Fred L. Story

President of

Subscribed and sworn to

before me 193

Annual Report Part 2

Place Seneca Falls, N.Y. County Seneca

Mnderse Library

1	2	3	4	5	6	7	8	9	10
Put totals here	6371	17075	2154	3431.50	500.00	2634.43	589.75	1432.50	
TOTAL POPULATION OF PLACES SERVED BY LIBRARY, INCLUDING BRANCHES (Direction sheet, I) ETC.									
VOLUMES IN LIBRARY (Same as 15 below)	9532								
TOTAL CIRCULATION (Same as 22 below)		19713							
ADULT NONFICTION (Same as 19 below)									
TOTAL INCOME (Same as 73 below)									
INCOME FROM TAX (Same as 64 below)									
TOTAL EXPENDITURES (Same as 92 below)									
EXPENDITURES FOR BOOKS, PERIODICALS AND BINDING (Same as 76+77+78 below)									
EXPENDITURES FOR SALARIES (Same as 79 below)									
COST OF SERVICE (Same as 41 below)									

Book Stock

- 11 Number of bound volumes at beginning of year.....
- 12 Number of bound volumes added by purchase or binding.....
- 13 Number of bound volumes added by gift

- 14 Subtract number of bound volumes lost or withdrawn.....
- 15 Total number at end of year.....
- 16 Total number of non-fiction at end of year.....
- 17 Total number of fiction at end of year.....

Adult	Children	Total
7747	1675	9422
228	54	282
20		20
7995	1729	9724
92	100	192
7903	1629	9532
2518	781	3299
5477	948	6425

Use and Circulation

For rules for counting circulation see Direction sheet, II

Adult	Children	Total
10938	3115	14053
1560	594	2154
633	235	868
Total adult	Total children	Grand total
13131	3944	17075
2698		2698

Registration

For rules for registration see Direction sheet, III

- 24 Number of borrowers registered during the year.....
- 25 Total number of registered borrowers.....
- 26 Registration period (Direction sheet, III:2) Check:
1...., 2...., 3...., 4...., 5.... years or revised yearly.....

Per Capita and Percentage Figures

- 27 Volumes per capita of population served (Divide 2 by 1).....
- 28 Volumes added per capita (Divide 12+13 by 1).....
- 29 Per cent children's books are of total book stock (Direction sheet, IV:1).....
- 30 Per cent adult nonfiction is of total adult book stock (Divide 16, column 1, by 15, column 1).....
- 31 Circulation per capita of population served (Divide 3 by 1).....
- 32 Circulation per capita of registered borrowers (Divide 3 by 25).....
- 33 Per cent adult nonfiction circulation is of total adult circulation (Divide 19, column 1, by 22, column 1).....
- 34 Per cent children's circulation is of total circulation (Direction sheet, IV:2).....
- 35 Per cent of total population registered (Divide 25 by 1).....

FINANCE

- 36 Total income per capita of population served (Divide 5 by 1).....
- 37 Total expenditure per capita of population served (Divide 7 by 1).....
- 38 Tax per capita of population assessed (Divide 6 by latest population).....
- 39 Per cent of expenditures for salaries (Divide 9 by 7).....
- 40 Per cent of expenditures for books, periodicals and binding (Divide 8 by 7).....
- 41 Expenditure per volume of circulation (Divide 7 by 3).....

STAFF AND SERVICE

- 42 Number of professional staff.....
- a Per cent that are college graduates.....
- b Per cent that are one-year library school graduates.....
- 43 Salary of librarian.....
- 44 Training of librarian (Direction sheet, V)
a General education: 4 years high school; 3 years college
b Library school or agency: week institutes; 6 weeks summer library school; weeks' training class; years' library school
c Certificate held.....; expiration date.....
- 45 Hours open (Direction sheet, VI:1-2).....; hours required of staff (Direction sheet, VI:3).....
- 46 Branches.....

FINANCIAL REPORT

(Direction Sheet, VII)

A Invested Funds Account

Endowment Funds

47	Amount of endowment funds, January 1,	\$
48	Income from endowment funds.. \$.....	
49	Income from endowment funds added to principal..	
50	Gifts and bequests received during year.....	
51	Amount of endowment funds, December 31,	

Building Funds

52	Amount of building fund, January 1,	
53	Income from building fund.... \$.....	
53a	Income added to principal.....	
54	Gifts and bequests received during year.....	

55	Expenditure for new building.....	\$
56	Expenditure for permanent improvements.....	
57	Amount of building fund, December 31,	

Other Funds

58	Amount of such funds, January 1,	
59	Income from such funds..... \$.....	
59a	Income added to principal.....	
60	Additions to such funds.....	
61	Expenditure from such funds.....	
62	Amount of such funds, December 31,	
63	Total of all invested funds, December 31,	\$

B Operating Account

RECEIPTS FROM

64	Local taxation	\$ 500.00
65	State grants	
66	Income from invested funds (see directions).....	2553.37
67	Interest on deposits.....	
68	Membership fees	23.00
69	Fines, charges, sales.....	355.13
70	Gifts for current expenses.....	
71	Entertainments	
72	Other sources	
73	Total	\$ 2431.50
74	Unexpended balance from previous year.....	425.08
75	Grand total	\$ 3856.58

PAYMENT FOR

BOOKS, PERIODICALS AND BINDING

76	Books	\$ 443.09
77	Binding and rebinding.....	108.91
78	Periodical subscriptions	37.75

SALARIES ETC.

79	Salaries of librarian and assistants.....	1438.50
80	Pensions and retirement allowance.....	

MAINTENANCE

81	Rent	
82	Wages for janitors, cleaners etc.....	204.00
83	Heat, power and water.....	227.55

84	Light	
85	Building supplies	133.93

86	Repairs and alterations.....	
87	Telephone, travel and transportation.....	
88	Insurance ... in #. 85.....	

LIBRARY SUPPLIES, EQUIPMENT ETC.

89	Library and office supplies.....	46.70
90	Printing, publications, publicity.....	
91	Miscellaneous expenses	

92	Total ordinary expenses	\$ 2634.43
93	Balance on hand	1222.15
94	Grand total	\$ 3856.58

Library Staff

95	Number of professional and clerical staff	
a	Professional: 1 full time, 1 part time	
b	Clerical: full time, part time	
96	Number of janitorial staff: full time, 1 part time	

Reference Use

	If statistics of reference use are kept, give below:	
97	Volumes in reference collection	
98	Number of persons using library for reading and study	
99	Number of volumes consulted	

Corrected figures for 1936

Total Number at End of Year.

7903	1629	9532
Total Adult	Total A.	Grand Total
nonfiction 2507	766	3273
fiction 5396	863	6259
<u>7903</u>	<u>1629</u>	<u>9532</u>

20109 | 265927 | 1322
20109

64837

60327

45100

40218

48820