

Place Schenectady, New York Name of library Lyndens
 Population 6371 Date of founding 1891
 Location: Street address 31-33 Fall Street

ANNUAL LIBRARY REPORT FOR YEAR ENDED DECEMBER 31, 1937

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 (inclusive dates <u>Sept. - June</u>)	Summer schedule (inclusive dates <u>July - August</u>)
Sunday	Sunday
Monday <u>2-5 p.m.</u> <u>7-9 p.m.</u>	Monday <u>7-9 p.m.</u>
Tuesday	Tuesday <u>2-5</u>
Wednesday	Wednesday <u>7-9</u>
Thursday	Thursday <u>2-5</u>
Friday	Friday <u>7-9</u>
Saturday	Saturday <u>2-5</u>
Total hours open each week <u>27 hours in winter 15 hrs in summer</u> [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 non fiction. 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.

Wyndness Library is undergoing a metamorphosis at the present time. We have recently completed a thorough weeding of all the fiction and non fiction shelves. A cleaning house has been established in the basement and all material worth saving has been placed on shelves in a store room. In addition, all old periodical and newspaper files have been checked and a general house cleaning instituted. We have also finished a revision of the Borrower's Register and the names of all persons who have died, moved away, or who have not used their cards in two years, have been removed. Now we have begun a complete revision of the card catalogue. With the aid of these young people supplied by the N. Y. L. we hope to accomplish this without closing the library for a single day. Also we have joined forces with the High School librarians in establishing a Parent-Teacher League to be housed in Wyndness Library.

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
Frederick L. Story, President	19.....
John C. Davis, Treasurer	19.....
Wilmot P. Elwood, Secretary	19.....
Elmer C. Wayne, Assistant Secretary	19.....
Frederick J. Hedden	19.....
Harriet L. Gannett	19.....
Henry W. Hoch	19.....
	19.....
	19.....
	19.....
	19.....
	19.....

[Signed]..... 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.....193

.....

December 1937

Annual Report Part 2

Place Sinclair County YorkLibrary Sinclair

1	2	3	4	5	6	7	8	9	10
TOTAL POPULATION OF PLACES SERVED BY LIBRARY, IN- CLUDING BRANCHES ETC. (Direction sheet, I)	VOLUMES IN LIBRARY (Same as 15 below)	TOTAL CIRCULATION (Same as 22 below)	ADULT NONFICTION CIRCULATION (Same as 19 below)	TOTAL INCOME (Same as 73 below)	INCOME FROM TAX (Same as 64 below)	TOTAL EXPEN- DITURES (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)
Put totals here 6371	9728	18553	2308	3134.24	500.00	2659.27	491.40	1449.75	

Book Stock

- 11 Number of bound volumes at begin-
ning 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.....

BOOK STOCK

- 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).....

CIRCULATION

- 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 circula-
tion (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; 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

Use and Circulation

For rules for counting circulation see Direction sheet, II

Adult	Children	Total
12448	2927	15375
1598	710	2308
660	210	870
Total adult	Total children	Grand total
14706	3847	18553
1556		1556

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.....

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 2314.66
 66 Income from invested funds (see directions)
 67 Interest on deposits..... 14.00
 68 Membership fees 278.13
 69 Fines, charges, sales.....
 70 Gifts for current expenses.....
 71 Entertainments 27.45
 72 Other sources 3134.24
 73 Total 1222.15
 74 Unexpended balance from previous year.....
 75 Grand total 4356.39

PAYMENT FOR

BOOKS, PERIODICALS AND BINDING

76 Books \$ 387.11
 77 Binding and rebinding..... 66.29
 78 Periodical subscriptions 38.00

SALARIES ETC.

79 Salaries of librarian and assistants..... 1449.75
 80 Pensions and retirement allowance.....

MAINTENANCE

81 Rent
 82 Wages for janitors, cleaners etc..... 204.00
 83 Heat, power and water..... 240.30
 84 Light
 85 Building supplies
 86 Repairs and alterations.....
 87 Telephone, travel and transportation.....
 88 Insurance 217.44

LIBRARY SUPPLIES, EQUIPMENT ETC.

89 Library and office supplies..... } 52.98
 90 Printing, publications, publicity..... }
 91 Miscellaneous expenses 3.40
 92 Total ordinary expenses \$ 2659.27
 93 Balance on hand 1697.12
 94 Grand total \$ 4356.39

Library Staff

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