

Place Genesee Falls New York Name of library Myndene  
 Name of librarian Margaret Clark Brown Date appointed January 1931  
 Population served 6371 Date of founding 1891  
 Location: Street address 31-33 Fall Street  
 Government unit or district of support: (underline) city, county, town, school district, village,  
 other

ANNUAL LIBRARY REPORT FOR YEAR ENDED DECEMBER 31, 1939  
 To the New York State Education Department

Part 1

Library Hours

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 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 p.m.  
 Tuesday 2-5  
 Wednesday 7-9  
 Thursday 2-5  
 Friday 7-9  
 Saturday 2-5

Total hours open each week 28 hours in winter, 21 hours in summer

List holidays on which library is entirely closed  
The legal holidays New York State observes

Terms of Use

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.

Library Buildings

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

Number and value No. .... Material ..... Size .....  
 of buildings ... \$ ..... Area of grounds .....  
 Value of grounds \$ .....

Agencies — Branches

Number of branch libraries maintained .....  
 a In library buildings .....  
 b In schools .....  
 c Others .....  
 Number of subbranches maintained .....  
 a In schools .....  
 b Others .....  
 Number of stations maintained .....

Other Agencies

How many book automobiles does the library operate for circulation? .....  
 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, 19
"I supply five rural schools with juvenile books of fiction and non-fiction. The teacher exchanging the books as often as necessary. We also supply a rural church with both adult and juvenile books which are exchanged once a month."		
		Total agencies... 6

Library Board

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. 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 or public appropriation of \$..... for current year, of \$..... for next year, voted by.....

Are appointments to staff made under Civil Service? No

Do you make use of the state traveling libraries? Yes

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

What are the best elements or characteristics of your library?

An attractive location on the shore of a small lake; a comfortable, light, airy building; an up to date collection of current fiction and nonfiction; and a friendly and welcoming atmosphere.

In what respects is the library least adequate or in greatest need of improvements?

The interior needs to be redecorated. We are building up our history collection which is not adequate for the demands of the large classes from the high school.

How has the library improved during the year in respect to:  
Book collection

11/2 have had a number of valuable gifts, and our book purchases, while not large, has been satisfactory. More than 400 books have been rebound during the year adding greatly to the appearance of our shelves.

Staff

Co-operative and courteous.

Community relations

Harmonious. The newspapers, the Federated Clubs, the Boy Scouts, Girl Scouts, and other organizations cooperate with us and make full use of the privileges of the library.

Cooperation with school library and other libraries

Excellent. Our librarians the librarians of the high school <sup>on</sup> many projects ~~work~~ together in harmony and the <sup>chief of which is</sup> ~~what is~~ <sup>what is</sup> housed in our library.

**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. Please inclose press clippings, programs, pamphlets and photographs of library activities. Use separate sheets as needed.

*[Faint, illegible handwriting on lined paper]*

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.]

Trustees' names	Term expires
Fred P. Story, President	19
John C. Davis, Treasurer	19
Walter T. Elwell, Secretary	19
Elmer C. Davis, Acting Secretary	19
Frederick J. Miller	19
Hamilton Gammon, Sr.	19
Henry W. Reed	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..... 19

ANNUAL REPORT PART 2 STATISTICAL REPORT FOR THE YEAR ENDING December 1939

Place Seneca Falls, N.Y. County Seneca Library Methodist

1	Total population of Places Served by Library including Branches etc. (Dir. Sheet 1)	6371	2	Volumes in Library (Same as 26 below)	10343	3	Total Circulation (Same as 15 below)	349033	4	Adult Nonfiction Circulation (Same as 11 below)	2175	5	Total Income (Same as 76 below)	3092.24	6	Income from Tax (Same as 67 below)	500.00	7	Total Expenditure (Same as 96 below)	2922.10	8	Expenditures for Books, Periodicals and Binding (Same as 79+80 +81 below)	798664	9	Expenditures for Salaries (Same as 82+82a+83 below)	144745	10	Cost of Service (Same as 45 below)	
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Use and Circulation

For rules for counting circulation see Direction sheet, II

11	Number of volumes of adult non-fiction lent free for home use....	2175	Young adult	XXXXXXX	Children	XXXXXXX
12	Number of volumes of adult fiction lent free for home use.....	21243	XXXXXXX	XXXXXXX		
12a	Number of volumes of children's books lent free for home use....	927	XXXXXXX	9031		
13	Number of unbound magazines lent free for home use.....					
14	Other circulation .....					
15	Total free circulation	33376	Total adult	9031	Total children	
16	Circulation from pay duplicate collection (if any) .....	1526	1526			

Registration

For rules for registration see Direction sheet, III

17	Number of borrowers registered during the year. Total	189
	a Adult.....	
	b Juvenile.....	2500
	c Young adults.....	
18	Total number of registered borrowers. Total	2500
	a Adult.....	
	b Juvenile.....	
	c Young adults.....	
19	Registration period (Direction sheet, III:2) check:	
	1....., 2....., 3....., Other..... or revised yearly.....	
20	Number of nonresident borrowers included above.....	
21	What fee is charged nonresident borrowers?.....	

Book Stock

22	Number of bound volumes at beginning of year.....	8260	Children	1713	Total	9973
23	Number of bound volumes added by purchase or binding.....	207	102	309		
24	Number of bound volumes added by gift .....	102	22	124		
	Total .....	8569	1837	10406		
	Subtract number of bound volumes lost or withdrawn.....	29	34	63		
25	Total number at end of year.....	8540	1803	10343	Grand total	
26	Total number of adult nonfiction at end of year.....	2660	XXXXXXX			
27	Total number of adult fiction at end of year.....	5880	819	XXXXXXX		
28	Number of newspapers currently received.....		984	XXXXXXX		
29	Number of periodicals currently received.....					

Per Capita and Percentage Figures (Use decimals)

BOOK STOCK

31	Volumes per capita of population served (Divide 2 by 1) .....	1.6234
32	Volumes added per capita (Divide 23+24 by 1).....	.0679
33	Per cent children's books are of total book stock (Direction sheet, IV:1) .....	.1744
34	Per cent adult nonfiction is of total adult book stock (Divide 27, column 1, by 26, column 1).....	.3115

CIRCULATION

35	Circulation per capita of population served (Divide 3 by 1) .....	5.2371
36	Circulation per capita of registered borrowers (Divide 3 by 18).....	13.3504
37	Per cent adult nonfiction circulation is of total adult circulation (Divide 11, column 1, by 15, column 1) .....	.0811
38	Per cent children's circulation is of total circulation (Direction sheet, IV:2) .....	.2706
39	Per cent of total population registered (Divide 18 by 1) .....	.3924

FINANCE

40	Total income per capita of population served (Divide 5 by 1) .....	4853
41	Total expenditure per capita of population served (Divide 7 by 1) .....	4587
42	Tax per capita of population assessed (Divide 6 by latest population) .....	.0788
43	Per cent of expenditures for salaries (Divide 9 by 7) .....	.4955
44	Per cent of expenditures for books, periodicals and binding (Divide 8 by 7) .....	.2377
45	Expenditure per volume of circulation (Divide 7 by 3) .....	.0875

STAFF AND SERVICE

46	Number of professional staff.....	567
	a Per cent that are college graduates.....	
	b Per cent that are one-year library school graduates.....	
	c Vacation allowance: Librarian..... Professional staff.....	\$ 11.40
47	Salary of librarian .....	
48	Training of librarian (Direction sheet, V)	
	a General education: 4 years' high school; 3 years' college; 3 weeks	
	b Library school or agency: week institutes; summer library school; weeks' training class; library school; years	
	c Certificate held: ; expiration date..... Working for degree or higher certificate?.....	
49	Hours open (Direction sheet, VI:1-2)	284
	(Direction sheet, VI:3)	

# FINANCIAL REPORT

(Direction Sheet, VII)

## A Invested Funds Account

<b>Endowment Funds</b>	
50	Amount of endowment funds, January 1, .....
51	Income from endowment funds.. \$ .....
52	Income from endowment funds added to principal.. .....
53	Gifts and bequests received during year.....
54	Amount of endowment funds, December 31, .....
<b>Building Funds</b>	
55	Amount of building fund, January 1, .....
56	Income from building fund... \$ .....
56a	Income added to principal.....
57	Gifts and bequests received during year.....
58	Expenditure for new building.....
<b>Other Funds</b>	
61	Amount of such funds, January 1, .....
62	Income from such funds..... \$ .....
62a	Income added to principal.....
63	Additions to such funds.....
64	Expenditure from such funds.....
65	Amount of such funds, December 31, .....
66a	Total capital funds receipts.....
66b	Total capital funds expenditures.....
66c	Total of all invested funds, December 31, ..... \$ .....

## B Operating Account

<b>RECEIPTS FROM</b>		<b>PAYMENTS FOR</b>	
<b>BOOKS, PERIODICALS AND BINDING</b>		<b>BOOKS, PERIODICALS AND BINDING</b>	
67	Local taxation or appropriation..... \$ <u>500.00</u>	79	Books ..... \$ <u>426.28</u>
	Contracts for library service.....	80	Binding and rebinding..... <u>298.86</u>
68	State grants .....	81	Periodical subscriptions ..... <u>73.50</u>
69	Income from invested funds (see directions)..... <u>2292.90</u>	<b>SALARIES ETC.</b>	
70	Interest on deposits .....	82	Salaries of librarian and library staff..... <u>1447.65</u>
71	Membership fees .....	82a	Salaries of building maintenance staff.....
72	Fines, charges, sales .....	83	Pensions and retirement allowance.....
73	Gifts for current expenses.....	<b>MAINTENANCE</b>	
74	Entertainments .....	84	Rent .....
75	Other sources .....	85	Wages for janitors, cleaners etc..... <u>204.00</u>
76	Total ..... \$ <u>3092.24</u>	86	Heat, power and water..... <u>268.84</u>
77	Unexpended balance from previous year.....	87	Light .....
78	Grand total ..... \$ <u>4354.37</u>	88	Building supplies ..... <u>96.55</u>
<b>Interlibrary Loans</b>		89	Repairs and alterations.....
99	Volumes lent other libraries ..... <u>5</u>	90	Telephone, travel and transportation.....
100	Volumes borrowed from other libraries ..... <u>153</u>	91	Insurance <i>in # 88</i> .....
<b>Library Staff</b>		92	Other operating expenses.....
101	Number of professional and clerical staff .....	<b>LIBRARY SUPPLIES, EQUIPMENT ETC.</b>	
a	Professional: <u>1</u> full time, <u>1</u> part time	93	Library and office supplies.....
b	Clerical: ..... full time, ..... part time	94	Printing, publications, publicity.....
c	Other: ..... full time, <u>2</u> part time ( <u>N.Y.A.</u> )	95	Miscellaneous expenses .....
102	Number of janitorial staff: ..... full time, <u>1</u> part time	96	Total ordinary expenses ..... \$ <u>2922.10</u>
	Bindery staff: ..... full time, ..... part time	97	Balance on hand ..... <u>1432.27</u>
	Book menders: ..... full time, ..... part time	98	Grand total ..... \$ <u>4354.37</u>
<b>Reference Use</b>			
If statistics of reference use are kept, give below:			
103	Volumes in reference collection .....		
104	Number of persons using library for reading and study .....		
105	Number of volumes consulted .....		