

1940

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

ANNUAL LIBRARY REPORT FOR YEAR ENDED DECEMBER 31, 1940
 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?

<i>Winter schedule</i>		<i>Summer schedule</i>	
(inclusive dates <u>Sept. - June</u>)		(inclusive dates <u>July - August</u>)	
Sunday	2-5 p.m. 7-9 p.m.	Sunday	—
Monday	<u>2-5 p.m. 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	<u>2-5 p.m.</u>	Thursday	<u>2-5</u>
Friday	<u>2-5 p.m. 7-9 p.m.</u>	Friday	<u>7-9</u>
Saturday	Saturday	<u>2-5</u>
Total hours open each week <u>28 hours in winter, 21 hours in summer.</u>			

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 restricted; reference use restricted.

Library Buildings

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

<i>Place</i>	<i>Population</i>	<i>Volumes sent, 19</i>
<u>We supply five rural schools with juvenile books of fiction and non fiction</u>		
<u>the teachers exchanging these books as often as necessary. We also supply a rural</u>		
<u>church with both adult and juvenile books which are exchanged once a month.</u>		
Total agencies		<u>6</u>

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.

Elected by members of the 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 fiction and non-fiction; and a friendly and welcoming atmosphere.

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

A separate Children's Room.

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

We have had a number of valuable gifts and our book purchase has been adequate for our needs. Our rebinding is kept up-to-date and we are proud of the appearance of the books on our shelves.

Staff

Courteous and Co-operative.

Community relations

Friendly and harmonious. The newspapers, the Women's Clubs, the Boy Scouts, the Girl Scouts, the churches 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 librarian and the High School librarian work together on many projects, the chief of which is the Parent-Teacher alcove 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.

The library roof has been repaired and the interior of the building redecorated.

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
Frederic P. Story, President	19.....
John C. Davis, Treasurer	19.....
Wilmat T. Elwell, Secretary	19.....
Elmer C. Wayne, Acting Secretary	19.....
Frederick J. Medden	19.....
Hamilton Barnsey, Sr.	19.....
Henry W. Koch	19.....
	19.....
	19.....
	19.....
	19.....
	19.....

[Signed] *Margaret Clark Parris* 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.....

1	Total Population of Places Served by Library including Branches etc. (Dir. Sheet 1)	2	Volumes in Library (Same as 26 below)	3	Total Circulation (Same as 15 below)	4	Adult Nonfiction Circulation (Same as 11 below)	5	Total Income (Same as 76 below)	6	Income from Tax (Same as 67 below)	7	Total Expenditure (Same as 96 below)	8	Expenditures for Books, Periodicals and Binding (Same as 79+80 +81 below)	9	Expenditures for Salaries (Same as 82+82a+83 below)	10	Cost of Service (Same as 45 below)
	6371	10627	34983 36336	3359	2964.09	3359	500.00	3256.62	752.46 1764.75										

Per Capita and Percentage Figures (Use decimals)

BOOK STOCK

31 Volumes per capita of population served (Divide 2 by 1) 1.668

32 Volumes added per capita (Divide 23+24 by 1) 1.0537

33 Per cent children's books are of total book stock (Direction sheet, IV:1) 1715

34 Per cent adult nonfiction is of total adult book stock (Divide 27, column 1, by 26, column 1) 3145

CIRCULATION

35 Circulation per capita of population served (Divide 3 by 1) 5.7018

36 Circulation per capita of registered borrowers (Divide 3 by 18) 12.977

37 Per cent adult nonfiction circulation is of total adult circulation (Divide 11, column 1, by 15, column 1) 1321

38 Per cent children's circulation is of total circulation (Direction sheet, IV:2) 3000

39 Per cent of total population registered (Divide 18 by 1) 4395

FINANCE

40 Total income per capita of population served (Divide 5 by 1) 4652

41 Total expenditure per capita of population served (Divide 7 by 1) 5111

42 Tax per capita of population assessed (Divide 6 by latest population) 0785

43 Per cent of expenditures for salaries (Divide 9 by 7) 4475

44 Per cent of expenditures for books, periodicals and binding (Divide 8 by 7) 2311

45 Expenditure per volume of circulation (Divide 7 by 3) 10896

STAFF AND SERVICE

46 Number of professional staff 2

a Per cent that are college graduates 100

b Per cent that are one-year library school graduates 100

c Vacation allowance: Librarian \$ 11.42

47 Salary of librarian \$ 11.42

48 Training of librarian (Direction sheet, V)

a General education: 3 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
 Working for degree or higher certificate?
 Hours open (Direction sheet, VI:1-2) 35
 Hours required of staff (Direction sheet VI:3) 35

Use and Circulation see Direction sheet, II

11	Number of volumes of adult non-fiction lent free for home use....	Adult	Children
12	Number of volumes of adult fiction lent free for home use....	XXXXXXX	XXXXXXX
12a	Number of volumes of children's books lent free for home use....	XXXXXXX	10902
13	Number of unbound magazines lent free for home use....	1142	
14	Other circulation		
15	Total free circulation	Grand total	Total children
16	Circulation from pay duplicate collection (if any)	36336 1447 37783	10902

Registration

For rules for registration see Direction sheet, III

17 Number of borrowers registered during the year. Total 208

a Adult..... b Juvenile..... c Young adult..... 2800

18 Total number of registered borrowers. Total 2800

a Adult..... b Juvenile..... c Young adult.....

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.....	Adult	Children	Total
23	Number of bound volumes added by purchase or binding.....	8540	1803	10343
24	Number of bound volumes added by gift.....	203	57	260
	Total	8825	1860	10685
25	Subtract number of bound volumes lost or withdrawn.....	21	37	58
	Total number at end of year.....	8804	1823	10627
26	Total number of adult nonfiction at end of year.....	XXXXXXX	XXXXXXX	
27	Total number of adult fiction at end of year.....	8769	XXXXXXX	
28	Number of newspapers currently received.....	6035	XXXXXXX	
29	Number of periodicals currently received.....	5	39	

FINANCIAL REPORT

(Direction Sheet, VII)

A Invested Funds Account

Endowment Funds	
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,
Building Funds	
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.....
Other Funds	
59	Expenditure for permanent improvements..... \$
60	Amount of building fund, December 31,
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

RECEIPTS FROM		PAYMENTS FOR	
BOOKS, PERIODICALS AND BINDING		BOOKS, PERIODICALS AND BINDING	
79	Books	79	Books \$ <u>332.45</u>
80	Binding and rebinding.....	80	Binding and rebinding..... <u>369.56</u>
81	Periodical subscriptions	81	Periodical subscriptions
SALARIES ETC.		SALARIES ETC.	
82	Salaries of librarian and library staff.....	82	Salaries of librarian and library staff..... <u>1464.75</u>
82a	Salaries of building maintenance staff.....	82a	Salaries of building maintenance staff..... <u>324.75</u>
83	Pensions and retirement allowance.....	83	Pensions and retirement allowance.....
MAINTENANCE		MAINTENANCE	
84	Rent	84	Rent <u>267.00</u>
85	Wages for janitors, cleaners etc.....	85	Wages for janitors, cleaners etc..... <u>252.82</u>
86	Heat, power and water.....	86	Heat, power and water..... <u>461.99</u>
87	Light	87	Light
88	Building supplies	88	Building supplies
89	Repairs and alterations.....	89	Repairs and alterations.....
90	Telephone, travel and transportation.....	90	Telephone, travel and transportation.....
91	Insurance xxx	91	Insurance xxx
92	Other operating expenses.....	92	Other operating expenses.....
LIBRARY SUPPLIES, EQUIPMENT ETC.		LIBRARY SUPPLIES, EQUIPMENT ETC.	
93	Library and office supplies.....	93	Library and office supplies.....
94	Printing, publications, publicity.....	94	Printing, publications, publicity..... <u>117.60</u>
95	Miscellaneous expenses	95	Miscellaneous expenses
96	Total ordinary expenses	96	Total ordinary expenses \$ <u>3256.62</u>
97	Balance on hand	97	Balance on hand <u>1139.74</u>
98	Grand total	98	Grand total \$ <u>4396.36</u>

Reference Use

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