

Place Seneca Falls New York Name of library Mynsterse 1941
Name of librarian Wangate Clark Merriman Date appointed January 1931
Population served 6452 Date of founding 1891
Location: Street address 31-33 Trall St.
Government unit or district of support: (*underline*) city, county, town, school district, village,
other

ANNUAL LIBRARY REPORT FOR YEAR ENDED DECEMBER 31, 1941

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
Tuesday
Wednesday
Thursday
Friday
Saturday

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? 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:

Place	Population	Volumes sent, 19
<u>We supply five rural schools with juvenile books of fiction and non-fiction, the teachers exchanging them at two week intervals. — also other reference material.</u>		

Total agencies.....

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 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, welcoming atmosphere. We hear favorable comments

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. Rebinding completely up-to-date and our shelves more attractive and better arranged than ever before.

Staff

Courteous and co-operative as ~~usual~~

Community relations

Harmonious. Boy Scouts, Girl Scouts, Women's Club, H. D.A.R., the churches and other organizations co-operate with us and make full use of the privilege of the Library.

Cooperation with school library and other libraries

Excellent. Our Librarian & the H.S. librarians work together on many projects, notably the P.T. Alcorn & the Victory Book Campaign.

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.

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.]

[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

ss.

COUNTY OF

..... 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

Munderse Library

31-35 Fall Street
Seneca Falls, N.Y.

member nearing the century mark!

At the time of his retirement on December 2, 1940 NYLA greets this loyal
been prominently identified with many worthy causes. He was in his 94th year
S.F., Mr. Howell has been vitally interested in the welfare of S.F. and has
A former member and chairman of the Board of Directors of The State Bank of
Retired in the Munderse Library, Seneca Falls, when sending in his 1942 dues.
Oldest member of NYLA is William P. Howell who lists his position as

Oldest Member

Quotation from NYLA News Letter

The library conducts a radio program ~~on~~ ^{radio station WMBB, North Tonawanda} each week on station WMBB, Buffalo, New York. ~~WMBB~~ ^{is} a commercial ~~program~~ ^{broadcast} sponsored by a group of Len T. Merelats and is known as the Service Fall Program. It is on the air each Thursday morning from 11.30 to 11.35. ~~and the Library~~ ^{the Library} writes her own copy & always devotes part of the program to library publicity. Inside presenting mount over - speeches on Civilian Defense, the Red Cross, Blue Star Mothers, Parent Teacher Association, Navy Relief, Salvage Campaign, & the H.S.O. — as well as occasional dramatic skits on some specific community project.

ANNUAL REPORT PART 2 STATISTICAL REPORT FOR THE YEAR ENDING December, 1941

Place Seneca Falls

County Seneca

Class

1	2	3	4	5	6	7	8	9	10
Total Population of Places Served by Library including Branches etc. (Dir. Sheet 1)	Volumes in Library (Same as 26 below)	Total Circulation (Same as 15 below)	Adult Nonfiction Circulation (Same as 11 below)	Total Income (Same as 76 below)	Income from Tax (Same as 67 below)	Total Expenditure (Same as 96 below)	Expenditures for Books, Periodicals and Binding (Same as 79+80 +81 below)	Expenditures for Salaries (Same as 82+82+83 below)	Cost of Service (Same as 45 below)
6443	10.908	36.798	4241	3018.84	500.00	2716.34	1036.23	1484.19	

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....	Adult	Young adult	Children	XXXXXX	31 Volumes per capita of population served (Divide by 1)	1.674
12 Number of volumes of adult fiction lent free for home use.....	19613		XXXXXX	23214	32 Volumes added per capita (Divide 23+24 by 1)	1.502
12a Number of volumes of children's books lent free for home use....	23214		10609	XXXXXX	33 Per cent children's books are of total book stock (Direction sheet, IV : 1)	1.82
13 Number of unbound magazines lent free for home use.....	1091				34 Per cent adult nonfiction is of total adult book stock (Divide 27, column 1, by 26, column 1)	3148
14 Other circulation	Grand total	Total adult	Total children		35 Circulation per capita of population served (Divide 3 by 1)	5.50
	35614	25005	10609		36 Circulation per capita of registered borrowers (Divide 3 by 18)	1.208
15 Total free circulation					37 Per cent adult nonfiction circulation is of total adult circulation (Divide 11, column 1, by 15, column 2)	16.92
16 Circulation from pay duplicate collection (if any)	1182				38 Per cent children's circulation is of total circulation (Direction sheet, IV : 2)	2.979
17 Number of borrowers registered during the year. Total					39 Per cent of total population registered (Divide 18 by 1)	4569

Registration

For rules for registration see Direction sheet, III 148

18 Total number of registered borrowers. Total	Adult	Children	Total	Grand total	40 Total income per capita of population served (Divide 5 by 1)	1.68
a Adult..... b Juvenile..... c Young adult.....	8804	1823	10621	9039	41 Total expenditure per capita of population served (Divide 7 by 1)	1.82
19 Registration period (Direction sheet, III : 2) check: 1....., 2....., 3..... Other..... or revised yearly.....	172	65	237	9009	42 Tax per capita of population assessed (Divide 6 by latest population)	0.775
20 Number of nonresident borrowers included above.....	63	24	87	1893	43 Per cent of expenditures for salaries (Divide 9 by 7)	5463
21 What fee is charged nonresident borrowers?.....				XXXXXX	44 Per cent of expenditures for books, periodicals and binding (Divide 8 by 7)	2342
Book Stock					45 Expenditure per volume of circulation (Divide 7 by 3)	0.763
22 Number of bound volumes at beginning of year.....	8804	1823	10621	10951	46 Number of professional staff.....	2
23 Number of bound volumes added by purchase or binding.....	172	65	237	1912	a Per cent that are college graduates.....	\$ 110.00
24 Number of bound volumes added by gift	63	24	87	19	b Per cent that are one-year library school graduates	
Total	9039	1823	10621	49	c Vacation allowance: Librarian..... Professional staff.....	
25 Subtract number of bound volumes lost or withdrawn.....	30	19	49	1893	47 Salary of librarian	
	Total adult	Total children		10903	48 Training of librarian (Direction sheet, V) 3 yrs. boarding school	
26 Total number at end of year.....	9009	1893		XXXXXX	a General education: 4 years' high school; 1 years' college;	
27 Total number of adult nonfiction at end of year.....	2836	XXXXXX			b Library school or agency: week institutes; weeks' summer library school; weeks' training class; years' library school	
28 Total number of adult fiction at end of year.....	6163	XXXXXX			c Certificate held; expiration date?	
29 Number of newspapers currently received.....					49 Hours open (Direction sheet VI : 1-2) 281	hours required of staff
30 Number of periodicals currently received.....					(Direction sheet VI : 3) 35	

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.....	

B Operating Account

RECEIPTS FROM		PAYMENTS FOR
67	Local taxation or appropriation.....	\$ 500.00
	Contracts for library service.....	✓
68	State grants	✓
69	Income from invested funds (see directions)	✓
70	Interest on deposits.....	✓
71	Membership fees	✓
72	Fines, charges, sales. 18.91 + 3.35	✓
73	Gifts for current expenses.....	✓
74	Entertainments	✓
75	Other sources	✓
76	Total	✓
77	Unexpended balance from previous year	✓
78	Grand total	✓
99	Volumes lent other libraries 4	✓
100	Volumes borrowed from other libraries 141	✓
Interlibrary Loans		
101	Number of professional and clerical staff	
a	Professional: 1 full time, 1 part time	
b	Clerical: full time, part time	
c	Other: full time, part time	
102	Number of janitorial staff: full time, part time	
	Bindery staff: full time, part time	
	Book menders: full time, part time	
Reference Use		
103	If statistics of reference use are kept, give below:	
104	Volumes in reference collection	
105	Number of persons using library for reading and study	
	Number of volumes consulted	
LIBRARY SUPPLIES, EQUIPMENT ETC.		
93	Library and office supplies.....	67.31
94	Printing, publications, publicity....	3.20
95	Miscellaneous expenses	✓
96	Total ordinary expenses	✓
97	Balance on hand	✓
98	Grand total	✓