

1943

Place Seneca Falls Name of library Mynardense
Name of librarian Ruth D. Merrill Date appointed 1943
Population served 6443 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, 1943

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 2-5 P.M. 7-9 P.M.
Wednesday 2-5 P.M. 7-9 P.M.
Thursday 2-5 P.M.
Friday 2-5 P.M. 7-9 P.M.
Saturday 2-5 P.M. 7-9 P.M.

Total hours open each week 28 hours in winter 15 hrs in summer

List holidays on which library is entirely closed The legal holidays observed by New York State.

Summer schedule

(inclusive dates)

Sunday
Monday 7-9 P.M.
Tuesday 2-5 P.M.
Wednesday 7-9 P.M.
Thursday 2-5 P.M.
Friday 7-9 P.M.
Saturday 2-5 P.M.

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 } restricted; reference use { is } restricted. (is not) (is not)

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
We supply on occasion two rural schools with books of fiction and non-fiction. The teachers assume the responsibility for the books, which they return at the expiration of two weeks.		
		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?

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 the State Library to meet unusual demands? Yes

What are the best elements or characteristics of your library?

A comfortable, light, airy modern building in a most attractive location, an excellent book collection for a library and for a town of this size, and a consequent atmosphere of welcome.

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

Additions to science and history collections, - an aim to be worked out in part during the coming year.

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

Book collection

1. Addition of a number of valuable gifts and purchases
2. Discarding of many books and periodicals of no further value.
3. Card catalogue has been undergoing a thorough check up to supply ~~fields~~ and numbers where needed, - a process that is still continuing.

Staff

Ruth D. Merrill — Appointed Jan. 1, 1943.
(Mrs. Robert D.)

Miss Jane M. Swift — Appointed March 22, 1943.

Community relations

Excellent. Cordial cooperation with Scouts, Women's Club
P.T.A. and other organizations.

Cooperation with school library and other libraries

Also excellent. Mynderse Librarian and High School Librarian have worked together on Victory Book Drives. Mynderse Librarian and High School Librarian now conferring upon list of history and science reference material that would best meet the needs of the school curriculum.

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] Ruth D. Merrill 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 1943.

Place Schenectady, N.Y. County Schenectady

Class	1	2	3	4	5	6	7	8	9	10
Total Population of Places Served by Library including Branches etc. (Dir. sheet I)	<u>6443</u>	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+82a+83 below)	Cost of Service (Same as 45 below)
	<u>8149</u>			<u>681</u>	<u>3054.48</u>	<u>500.00</u>	<u>2528.97</u>	<u>431.95</u>	<u>452.05</u>	

Use and Circulation

For rules for counting circulation see Direction sheet, III

	Adult	Young adult	Children
11 Number of volumes of adult non-fiction lent free for home use....	<u>681</u>		XXXXXX
12 Number of volumes of adult fiction lent free for home use.....	<u>6628</u>		XXXXXX
12a Number of volumes of children's books lent free for home use.....	<u>73022</u>		
13 Number of unbound magazines lent free for home use.....	<u>410</u>		
14 Other circulation	<u>693</u>	Total adult	Total children
			<u>1968</u>
15 Total free circulation	<u>9741</u>	<u>7719</u>	
16 Circulation from pay duplicate collection (if any)	<u>693 R</u>		
17 Number of borrowers registered during the year. Total.....			
a Adult <u>200</u> b Juvenile <u>110</u> . c Young adult.....			
18 Total number of registered borrowers. Total.....			
a Adult <u>1154</u> b Juvenile <u>572</u> 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.....			<u>3</u>
21 What fee is charged nonresident borrowers? <u>Registration fee \$1.00 except teachers</u>			
Book Stock	Adult	Children	Total
22 Number of bound volumes at beginning of year.....	<u>9078</u>	<u>1931</u>	<u>11009</u>
23 Number of bound volumes added by purchase or binding.....	<u>137</u>	<u>90</u>	<u>227</u>
24 Number of bound volumes added by gift	<u>141</u>	<u>4</u>	<u>145</u>
Total	<u>9356</u>	<u>2025</u>	<u>11381</u>
25 Subtract number of bound volumes lost or withdrawn.....	<u>2468</u>	<u>764</u>	<u>3232</u>
Total adult			
	<u>6888</u>	<u>1261</u>	<u>8149</u>
26 Total number at end of year.....			
27 Total number of adult nonfiction at end of year.....	<u>3915</u>	XXXXXX	
28 Total number of adult fiction at end of year.....	<u>2973</u>	XXXXXX	
29 Number of newspapers currently received			<u>4</u>
30 Number of periodicals currently received			<u>36 By arrangement with 7 gift</u>

Per Capita and Percentage Figures (Use decimals)

	BOOK STOCK	PER CAPITA AND PERCENTAGE FIGURES (USE DECIMALS)
31 Volumes per capita of population served (Divide 2 by 1)		<u>1.263</u>
32 Volumes added per capita (Divide 23+24 by 1)		<u>0.577</u>
33 Per cent children's books are of total book stock (Direction sheet, IV:1)		<u>1.547</u>
34 Per cent adult nonfiction is of total adult book stock (Divide 27, column 1, by 26, column 1)		<u>56.84</u>
35 Circulation per capita of population served (Divide 3 by 1)		<u>1.5126</u>
36 Circulation per capita of registered borrowers (Divide 3 by 18)		<u>5.4308</u>
37 Per cent adult nonfiction circulation is of total adult circulation (Divide 11; column 1, by 15, column 2)		<u>1.0875</u>
38 Per cent children's circulation is of total circulation (Direction sheet, IV:2)		<u>201.9</u>
39 Per cent of total population registered (Divide 18 by 1)		<u>24.86</u>
FINANCE		
40 Total income per capita of population served (Divide 5 by 1)		<u>474.1</u>
41 Total expenditure per capita of population served (Divide 7 by 1)		<u>392.5</u>
42 Tax per capita of population assessed (Divide 6 by latest population)		<u>.0775</u>
43 Per cent of expenditures for salaries (Divide 9 by 7)		<u>570.2</u>
44 Per cent of expenditures for books, periodicals and binding (Divide 8 by 7)		<u>174.5</u>
45 Expenditure per volume of circulation (Divide 7 by 3)		<u>259.5</u>
STAFF AND SERVICE		
46 Number of professional staff.....		
a Per cent that are college graduates.....		<u>50%</u>
b Per cent that are one-year library school graduates		
c Vacation allowance: Librarian <u>none</u> . Professional staff <u>\$140.00</u> .		
47 Salary of librarian		
48 Training of librarian (Direction sheet, V)		
a General education: <u>4</u> years' high school; <u>5</u> years' college		
b Library school or agency: weeks' training class; weeks' summer library school; weeks' training class; years' library school		
c Certificate held; expiration date.....		
49 Hours open (Direction sheet, VI:1-2), hours required of staff (Direction sheet, VI:3)		

FINANCIAL REPORT Dec. 31, 1943
 (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.....	\$.....

59 Expenditure for permanent improvements.....	\$.....
60 Amount of building fund, December 31,	\$.....
Other Funds	
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
67 Local taxation or appropriation.....	\$ 500.00
Contracts for library service.....	\$ 334.82
68 State grants	\$ 352.62
69 Income from invested funds (see directions) }	\$ 411.50
70 Interest on deposits.....	\$ 1.93
71 Membership fees	\$ 122.92
72 Fines, charges, sales 19.34 + 15.59 + 12.55	\$ 47.48
73 Gifts for current expenses.....	\$ 1462.05
74 Entertainments	\$ 82a Salaries of building maintenance staff
75 Other sources	\$ 83 Pensions and retirement allowance.....
76 Total	\$ 3034.48
77 Unexpended balance from previous year.....	\$ 1855.42
78 Grand total	\$ 4929.91
Maintenance	
99 Volumes lent other libraries	84 Rent
100 Volumes borrowed from other libraries	85 Wages for janitors, cleaners etc. }
101 Number of professional and clerical staff	86 Heat, power and water }
a Professional: full time, part time	87 Light
b Clerical: full time, part time	88 Building supplies
c Other: full time, part time	89 Repairs and alterations
102 Number of janitorial staff: full time, part time	90 Telephone, travel and transportation
Bindery staff: full time, part time	91 Insurance 1.50
Book binders : full time, part time	92 Other operating expenses
Library Supplies, Equipment Etc.	
103 Volumes in reference collection	93 Library and office supplies }
104 Number of persons using library for reading and study	94 Printing, publications, publicity }
105 Number of volumes consulted	95 Miscellaneous expenses
Reference Use	
106 Total ordinary expenses	\$ 2528.97
97 Balance on hand 1880.94 + 500.00	\$ 2380.94
98 Grand total	\$ 14909.91

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