

1944

Place Seneca Falls, N.Y. Name of library Mynderse
Name of librarian Ruth D. Merrill Date appointed Jan. 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, 1944**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 hrs in winter

Summer schedule

(inclusive dates July - August.)

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.

15 hrs in summer

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

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
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? 7
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, and greatly appreciate the helpful cooperation and efficient service of the State library staff.

What are the best elements or characteristics of your library?

An attractive, comfortable, light, airy, modern building in a very picturesque 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. Some progress made in 1944, but further additions planned for 1945.

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

Book collection

1. Many valuable gifts and purchases during year.
2. Catalogue checked with books, cards and numbers added.
3. Marked improvement in the altitude of borrowers toward obligations in the matter of prompt return of books and in paying fines imposed for delay in returning books when due.

Staff

Ruth D. Merrill Appointed Jan. 1, 1943.

(Mrs. Robert D.)

Miss Jane M. Strift

Appointed Mar. 22, 1943.

Community relations

Excellent. Cordial cooperation with Scouts, Study Club
P.T.A. and other organizations.

Cooperation with school library and other libraries

Also excellent. High School librarian and members of
High School faculty cooperating with Mynderse librarian in
listing books best suited to meet needs of school curri-
culum. Mynderse library purchase as many of books lis-
ted as possible.

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. Marcell 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 1944

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

Class

1	2	3	4	5	6	7	8	9	10
12,443		8264	998	3426.75	500.00	26.55	621.84	1462.21	241

Use and Circulation

For rules for counting circulation see Direction sheet, II

Adult	Young adult	Children
998		XXXXXX
		XXXXXX
5819		XXXXXX
6817		XXXXXX
		3250
887		
594		
Grand total	Total adult	Total children
10934	6817	3250
(R) 594		

1/15 Registration

For rules for registration see Direction sheet, III

17 Number of borrowers registered during the year. Total 2,96

a Adult 142 b Juvenile 1,82 c Young adult 23

18 Total number of registered borrowers. Total 2,013

a Adult 142 b Juvenile 871 c Young adult 12

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 2.00 Adult child adult child adult child adult

Book Stock

Adult	Young adult	Children	Total
6868	1261	8149	
161	104	265	
100	29	129	
7149	1394	8543	
172	107	279	
Total adult	Total children		Grand total
6977	1287	8264	
3878	XXXXXX		
3099	XXXXXX		

26 Total number at end of year.....

27 Total number of adult nonfiction at end of year.....

28 Total number of adult fiction at end of year.....

29 Number of newspapers currently received.....

30 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)	<u>1,282</u>
32 Volumes added per capita (Divide 23+24 by 1)	<u>1,361</u>
33 Per cent children's books are of total book stock (Direction sheet, IV:1)	<u>1,556</u>
34 Per cent adult nonfiction is of total adult book stock (Divide 27, column 1, by 26, column 1)	<u>5558</u>
35 Circulation per capita of population served (Divide 3 by 1)	<u>1,7</u>
36 Circulation per capita of registered borrowers (Divide 3 by 18)	<u>5441</u>
37 Per cent adult nonfiction circulation is of total adult circulation (Divide 11, column 1, by 15, column 2)	<u>1,296</u>
38 Per cent children's circulation is of total circulation (Direction sheet, IV:2)	<u>2,946</u>
39 Per cent of total population registered (Divide 18 by 1)	<u>34</u>
40 Total income per capita of population served (Divide 5 by 1)	<u>5302</u>
41 Total expenditure per capita of population served (Divide 7 by 1)	<u>4114</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>5327</u>
44 Per cent of expenditures for books, periodicals and binding (Divide 8 by 7)	<u>2383</u>
45 Expenditure per volume of circulation (Divide 7 by 3)	<u>241</u>
STAFF AND SERVICE	
46 Number of professional staff.....	<u>2295</u>
a Per cent that are college graduates.....	<u>2</u>
b Per cent that are one-year library school graduates.....	<u>50%</u>
c Vacation allowance: Librarian <u>2</u> Professional staff <u>40</u>	
47 Salary of librarian	\$ <u>1,40</u>
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: <u>1</u> week institutes; <u>1</u> weeks' summer library school; <u>1</u> weeks' training class; <u>1</u> years' library school	
c Certificate held; expiration date.....	
Working for degree or higher certificate? <u>2</u> hours required of staff	
Direction sheet, VI:3	
49 Hours open (Direction sheet, VI:2); hours required of staff	

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FINANCIAL REPORT
(Direction Sheet, VII)

Dec. 31, 1944

A Invested Funds Account

50 Amount of endowment funds, January 1,	\$.....	59 Expenditure for permanent improvements.....	\$.....
51 Income from endowment funds	\$.....	60 Amount of building fund, December 31,	\$.....
52 Income from endowment funds added to principal..	61 Amount of such funds, January 1,
53 Gifts and bequests received during year.....	62 Income from such funds..... \$.....
54 Amount of endowment funds, December 31,	62a Income added to principal.....
Building Funds		63 Additions to such funds.....
55 Amount of building fund, January 1,	64 Expenditure from such funds.....
56 Income from building fund.... \$.....	65 Amount of such funds, December 31,
56a Income added to principal.....	66a Total capital funds receipts.....
57 Gifts and bequests received during year.....	66b Total capital funds expenditures.....
58 Expenditure for new building.....	66c Total of all invested funds, December 31,	\$.....

B Operating Account

Receipts from	\$ 500.00	Payments for	
67 Local taxation or appropriation.....	\$.....	BOOKS, PERIODICALS AND BINDING	
Contracts for library service.....	79 Books	\$ 518.10
68 State grants <i>277.36</i> <i>26.46</i> <i>157.50</i>)	<i>3421.70</i>	80 Binding and rebinding.....	<i>55.74</i>
69 Income from invested funds (see directions)	81 Periodical subscriptions	<i>58.00</i>
70 Interest on deposits.....		
71 Membership fees	<i>19.00</i>	SALARIES ETC.	<i>1412.13</i>
72 Fines, charges, sales <i>143.26</i> <i>18.46</i> <i>70.43</i>)	<i>812.05</i>	82 Salaries of librarian and library staff.....	
73 Gifts for current expenses...	82a Salaries of building maintenance staff.....	
74 Entertainments	83 Pensions and retirement allowance.....	
75 Other sources		
76 Total	\$ 3246.75	MAINTENANCE	
77 Unexpended balance from previous year.....	\$ 2389.94	84 Rent	<i>204.00</i>
78 Grand total	\$ 5627.69	85 Wages for janitors, cleaners etc.	<i>22.67</i>
Interlibrary Loans		86 Heat, power and water.....	<i>26.27</i>
99 Volumes lent other libraries	87 Light	
100 Volumes borrowed from other libraries	88 Building supplies	
Library Staff		89 Repairs and alterations.....	
101 Number of professional and clerical staff	90 Telephone, travel and transportation.....	
a Professional : full time, part time	91 Insurance	<i>28.80</i>
b Clerical : full time, part time	92 Other operating expenses	
c Other : full time, part time		
102 Number of janitorial staff : full time, part time	LIBRARY SUPPLIES, EQUIPMENT ETC.	
Bindery staff : full time, part time	93 Library and office supplies.....	<i>83.64</i>
Book menders : full time, part time	94 Printing, publications, publicity.....	
Reference Use		95 Miscellaneous expenses	
If statistics of reference use are kept, give below :		96 Total ordinary expenses	<i>2650.55</i>
103 Volumes in reference collection	97 Balance on hand	<i>9771.44</i>
104 Number of persons using library for reading and study	98 Grand total	<i>3627.69</i>
105 Number of volumes consulted		<i>2650.55</i>