

1945

Place Seneca Falls, N. Y. Name of library Myn derse
Name of librarian Ruth D. Merrill Date appointed Jan. 1, 1943.
Population served 6452 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, 19 45

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

List holidays on which library is entirely closed Legal holidays observed
in New York State.

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

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. No.
 a In library buildings. No.
 b In schools No.
 c Others No.
 Number of subbranches maintained. No.
 a In schools No.
 b Others No.
 Number of stations maintained. No.

Other Agencies

How many book automobiles does the library operate for circulation? No.
 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 on request 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 2 weeks.</u>		

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? 1 each month

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

Is library a member of the State or of another retirement system?
Library is member of State Retirement System
A. L. A. other

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.

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

Additions to science and history collections, though some progress has been made during the past 3 years.

Improvement in lighting system now under consideration.

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

Book collection

A number of gifts and purchases during the year
Discarding of a number of books no longer needed.

Staff

Ruth D. Merrill

Appointed Jan. 1, 1943.

(Mrs. Robert D)

Miss Jane Swift

Appointed March 22, 1943.

Community relations

Excellent. Cordial cooperation with Scouts, Study Clubs,
P.T.A. D.A.R. and other organizations of the town.

Traveling libraries for Study Clubs, Scout-reference
material and D.A.R. book collection kept in library and cir-
culated through library charge desk.

Adult Education activities, lectures, discussion groups etc.

Cooperation with school library and other libraries, such as cooperative buying, loans, union catalog, regional library clubs

Also excellent. High School Librarian and members of the High School faculty cooperate with Mynderse Librarian in listing books best-suited to meet the needs of school curriculum. Mynderse Library purchases as many of books listed as possible.

Visual materials

Audio materials

Historical materials

Local Historical Society takes over this work.

Special service to young people

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. Please include postwar plans and surveys, library war memorials, federal surplus property utilization, including books and furniture. Use separate sheets as needed.

During Book Week there were on display in the Library over eighty new books -, some for adults, some for young people and some juvenile books.

Two public programs were presented, one for adults at which "The White Tower" by James Ullman was very ably reviewed by one of the young women of the town. The second public program was presented on Saturday afternoon and was especially for children. Two unique book reviews were given by Mrs. S. J. Holt, one of Dr. Suess' book "Horton Hatches an Egg", and the other for those a little older, "Fish Hook Island Mystery". Mrs. Holt not only acted out as much of the two stories as possible but in the case of "Horton Hatches an Egg" she had a small boy inside a papier mache elephant head to nod, laugh or sway as the story demanded.

In addition, previews of several other new children's books were given by Mrs. Holt with children dressed to illustrate the principal characters.

Large and enthusiastic audiences showed their appreciation of both programs in hearty applause. Wives of the Directors assisted the Librarian in greeting the guests and in showing them the display of books.

During the past year the Board of Directors of Mynderse Library and the Community of Seneca Falls have lost a valued member.

Mr. Wilmot P. Elwell, for many years Secretary of the Board of Directors, died July the twenty-ninth in his ninety-eighth year.

Among his bequests was one to Mynderse Library where his thoughtful generosity will long be remembered.

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
Fred L. Story President	19
John C. Davis Treasurer	19
Henry W. Koch Secretary	19
Frederick J. Medden	19
Wilmot P. Elwell Died July 29, 1945 Aged 97 yrs 10 ¹ / ₂	19
Robert J. Howland	19
Willard W. Eastman	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

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,
 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.....

Building 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, \$

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

67 Local taxation or appropriation..... \$ 250.00
 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. 162.33 + 66.10
 73 Gifts for current expenses.....
 74 Entertainments
 75 Other sources
 76 Total
 77 Unexpended balance from previous year.....
 78 Grand total
 Interlibrary Loans
 99 Volumes lent other libraries
 100 Volumes borrowed from other libraries
 Library Staff
 101 Number of professional and clerical staff
 a Professional: full time, 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

Payments for

BOOKS, PERIODICALS AND BINDING

79 Books \$ 570.77
 80 Binding and rebinding..... 50.79
 81 Periodical subscriptions 58.75
 81a Total book expenditure..... 680.31

SALARIES ETC.

82 Salaries of librarian and library staff..... 224.35 + 1140.00
 82a Salaries of building maintenance staff.....
 83 Pensions and retirement allowance.....
 83a Total salary expenditure..... 1364.35

MAINTENANCE

84 Rent
 85 Wages for janitors, cleaners etc.....
 86 Heat, power and water.....
 87 Light
 88 Building supplies
 89 Repairs and alterations.....
 90 Telephone, travel and transportation.....
 91 Insurance
 92 Other operating expenses.....

LIBRARY SUPPLIES, EQUIPMENT ETC.

93 Library and office supplies.....
 94 Printing, publications, publicity.....
 95 Miscellaneous expenses
 96 Total ordinary expenses
 97 Balance on hand
 98 Grand total
 99 Volumes in reference collection
 100 Number of persons using library for reading and study
 101 Number of volumes consulted
 102 Volumes in reference collection
 103 Number of persons using library for reading and study
 104 Number of volumes consulted
 105 Volumes in reference collection
 106 Number of persons using library for reading and study
 107 Number of volumes consulted

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

Dec 31 1945

PUBLIC LIBRARY STATISTICAL REPORT

If an item is not applicable to your library, write in "0", thus leaving no spaces blank. Use figures for your last fiscal year. Libraries which operate museums are asked to omit museum data.

Report for fiscal year ending December 31, 1945

(Month, day, year)

City or town Seneca Falls County Seneca State New York

1. Name of library Mynderse Date of founding 1891
(Legal name)
2. Name of librarian Ruth D. Merrill (Mrs. Robert D.) Date appointed Jan. 1, 1943
3. Who appoints the chief librarian? The Board of Directors
4. Governmental unit or district of support and service (underline): City, town, township, school district, county, other _____

Population served (use 1940 United States census figures) 6452

5. Terms of use: a. Free for lending to residents of unit served (check) ☒
b. Open only to subscribers or members of association or organization (check) ☐

6. Is the central library housed in a building owned by the library? Yes; or rented? _____ If neither, where is the library housed? _____ Date of erection of central building 1916

7. DAILY SCHEDULE (Central Library)

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	TOTAL HOURS OPEN
Sept - June	2-5 PM	2-5 PM	2-5 PM	2-5 PM	2-5 PM	2-5 PM		
Open for—								
Circulation	7 to 9 PM	7 to 9 PM	7 to 9 PM	7 to 9 PM	7 to 9 PM	7 to 9 PM		28 hrs
Reading and study	2-5 PM	2-5 PM	2-5 PM	2-5 PM	2-5 PM	2-5 PM		28 hrs

Summer schedule July - Aug - 15 hrs per wk

8. Number of days open during year _____ List holidays on which library is closed entirely All legal holidays observed in N.Y. State

AGENCIES

An agency is any place, such as central library, branch, station, or book automobile station, that, as an integral part of the public library system, distributes books or otherwise renders library service to the public.

A branch is an auxiliary library with separate quarters, a permanent basic collection of books, a permanent staff, and a regular schedule.

A station is a place from which books are distributed but at which there is no permanent collection or library staff.

9. Central library 31-33 Fall Street, Seneca Falls, N.Y.

10. Number of branches and subbranches: a. In library buildings _____

b. In schools _____

c. Other _____

11. Number of stations: a. In schools _____

b. Other _____

12. Other agencies _____

13. Total agencies _____

14. How many book automobiles does the library operate for circulation? _____

FINANCE

48. Assessed valuation of governmental unit served (as city, town, township, school district, county, other), \$.....
49. Rate of library tax levy for fiscal year reported; for current fiscal year
50. Estimated amount tax will yield, or appropriation for current fiscal year (exclude probable delinquency), \$.....
51. Source of tax support if not from direct levy for library

RECEIPTS		EXPENDITURES	
		OPERATING EXPENSES:	
52. City or town levy or appropriation.....	\$ 250.00	65. Salaries: Library staff.....	\$ 1364.35
53. County levy or appropriation.....	✓	66. Salaries: Building staff.....	240.78
54. Township levy or appropriation.....	✓	67. Books.....	570.77
55. School district levy or appropriation.....	✓	68. Periodicals.....	58.76
56. School board for contract service.....		69. Binding and rebinding, repairing and mending ⁵	50.79
57. State grants ¹	✓	70. Rent.....	
58. Income from endowment, trust, and invested funds ²	2644.23	71. Heat, light, power, water.....	237.24
59. Gifts (money only, do not include principal of endowment gifts).....	✓	72. Insurance (all types).....	119.48
60. Petty cash: Fines, fees, memberships, etc. ³	11.00 228.43	73. Other operating expenses.....	
61. Rental book collection ⁴		74. TOTAL OPERATING EXPENSES.....	2642.16
62. Other sources (enumerate):.....		75. CAPITAL EXPENSES: BUILDINGS, SITES, ADDITIONS, ETC.....	
63. TOTAL.....	\$ 3133.66	76. GRAND TOTAL.....	\$ 2642.16
64. Unexpended balance from previous year... \$ 977.14		77. Balance on hand at end of fiscal year.....	\$ 1469.14

¹ Also enter here the cost of books purchased by the State for the library, even though all the money transaction is handled by the State.

² (a) Total endowment, trust, and invested funds, exclusive of building funds, \$.....; (b) Total additions to endowment during year, \$.....

³ If petty cash receipts are turned into the treasury of the appropriation unit, state amount collected here but omit in totals, \$.....

⁴ If rental collection receipts are turned into the treasury of the appropriating unit, state amount collected here but omit in totals, \$.....

⁵ If the library operates a bindery, or repairing and mending department, give amount spent for salaries of bindery force last fiscal year, \$.....; materials, \$.....; expenses, \$.....

REPORT OF PROGRESS

Include here any unusual increase in facilities or special development in any line: (Use additional sheet if necessary)

DATE SIGNATURE

Title of officer reporting

CIRCULATION AND USE ^a

Count one for each bound volume, pamphlet, or periodical lent for home use, from central library or any agency, and each renewal. Do not count as circulation, books sent to another library agency within the same system where home circulation is counted. In no case should circulation be estimated. Supplemental figures, recording separately, circulation of special material, as pictures, slides, etc., are desirable and may be shown on a separate sheet. Count adult periodicals as nonfiction.

	VOLUMES	PERCENTAGE OF TOTAL CIRCULATION
15. Number of volumes of adult nonfiction lent for home use.....	799	
16. Number of volumes of adult fiction lent for home use.....	5271	
17. Number of books for children lent for home use.....	3848	
18. TOTAL NUMBER OF VOLUMES LENT FOR HOME USE.....	10894	100%
19. Period of loan for the majority of adult book stock is <u>14</u> days.		
20. Number of interlibrary loans: Volumes lent; volumes borrowed <u>25</u> (An interlibrary loan is the loan of a book between libraries which are not integral parts of the same system)		

21. Number of reference questions answered

REGISTRATION ^a

	Adult	Juvenile	Total
22. Total number of registered borrowers.....	983	5268 42 2835	1534
23. Borrowers registered or reregistered during year.....	178	139	317
24. Number of nonresident borrowers (included above) <u>4</u>			
25. What fee is charged nonresident borrowers? <u>\$2 deposit except in case of teachers of rural schools.</u>			
26. The length of the registration period is <u>3</u> years.			

BOOK STOCK ^a

Any printed work, bound or unbound, which has been cataloged and fully prepared for use may be counted as a volume.

A periodical is a publication appearing at regular intervals of less than a year and continuing for an indefinite period. Give your definition if it differs from this.

	Adult	Juvenile	Total
27. Number of volumes at beginning of year <u>8264</u>	6977	1287	8264
28. Number of volumes added during year <u>348</u>	300	130	430
TOTAL.....	7277	1417	8694
29. Number of volumes withdrawn from record during year.....	209	8	211
30. TOTAL NUMBER OF VOLUMES AT END OF YEAR.....	7068	1409	8477
31. Number of newspapers currently received excluding duplicates.....	3		
32. Number of periodicals currently received excluding duplicates.....	36		

^a If separate statistics are kept for an organized young people's department, please insert this extra item and enter the figures accordingly.

PERSONNEL

(Follow definition given below as indicated by superior figures)

NAME OF POSITION ¹	NUMBER OF PERSONS EMPLOYED				Number of library school graduates and staff with other library training ¹¹		
	Full-time	Part-time	Full-time equivalent of part-time employees	Full-time equivalent of all employees (cols. 2 plus 4)	A	B	C
1	2	3	4	5	6	7	8
33. Chief librarian or director		✓	25	25			
34. Assistant chief librarian		✓	15	15			
35. Administrative office assistants ²							
36. Department heads ³							
37. Division heads ⁴							
38. Branch librarians ⁵							
39. First assistants ⁶							
a. Departments							
b. Divisions							
c. Branches							
40. Professional assistants ⁷ (not included in above)							
a. Catalogers							
b. Children's librarians							
c. School librarians							
d. Other professional assistants							
41. Subprofessional assistants ⁸							
42. Clerical assistants ⁹							
43. Others ¹⁰							
44. Book menders							
45. Bindery force							
46. Janitors, engineers, building force							
47. TOTAL NUMBER		2					

PERSONNEL RULES AND DEFINITIONS

¹ Name of positions should be listed according to the following personnel definitions except that the chief librarian and the assistant chief librarian should be shown as such.

² An administrative office assistant is a person such as the business manager or secretary to the chief librarian or director who performs work of a highly specialized nature but not that requiring training and skill in the theoretical or scientific parts of library work.

Formal education or experience equivalent to that required of such workers in a large business organization should be considered as prerequisite.

³ A department head is a member of the professional staff directly responsible to the chief librarian or director, or assistant chief librarian, and in charge of a major division of the library organization which has its own staff and definite responsibilities, or, where the central library is organized under the divisional system, is head of one of the divisions of the central library, such as literature, history, or technology and is directly responsible to the chief librarian or director, assistant chief librarian, or librarian of the main library. (Branch librarians should not be considered department heads. An assistant chief librarian serving as department head should not be included here.)

The department head must meet the qualifications of a professional assistant as defined in note 7.

⁴ A division head is a member of the professional staff directly responsible to a department head and in charge of a subdivision of a department. The division has its own staff and responsibilities.

A division head must meet the qualifications of a professional assistant as defined in note 7.

⁵ A branch librarian is a member of the professional staff and in charge of an auxiliary library with a permanent foundation collection of books, administered as an integral part of the library system, with at least one full-time librarian.

A branch librarian must meet the qualifications of a professional assistant as defined in note 7.

⁶ A first assistant is a member of the professional staff of a department, division, or branch having a staff with a minimum of three professional persons. The first assistant is directly responsible to the department head, division head, or branch librarian and is second in authority. (Only one first assistant should be listed for each department, division, or branch.)

The first assistant must meet the qualifications of a professional assistant as defined in note 7.

⁷ A professional assistant is a member of the professional staff performing work of a professional grade which requires training and skill in the theoretical or scientific parts of library work as distinct from its merely mechanical parts and includes all the professional staff except the chief librarian or director, assistant chief librarian, department heads, division heads, branch librarians, and first assistants.

To be classed as a professional assistant, the person should have:

a. At least a bachelor's degree which includes 1 year of professional education in the 4 years which lead to the bachelor's degree; or

b. An informal education considered by the chief librarian as the real equivalent of 4 years of college work plus 5 years' experience in a library of recognized professional standing. (This provision is to take care of those already in the profession who are performing duties which require a knowledge of books and library technique as taught in a library school.)

⁸ A subprofessional assistant is a person who performs, under the immediate supervision of professional staff members, work largely concerned with the higher routine processes which are peculiar to library work and which require some knowledge of library procedure. (No assistant paid on an hourly basis should be included here.)

A subprofessional assistant should have had at least brief elementary training in library work as taught in a library summer session or a training class.

⁹ A clerical assistant is a person such as a typist, etc., who performs, under immediate supervision, processes which may require experience, speed, accuracy, and clerical ability of a high order but do not require knowledge of the theoretical or scientific aspects of library work.

High school graduation is presupposed for this classification.

¹⁰ "Others" includes those devoting either full or part time to the most simple clerical or manual tasks which involve no responsibility or independent judgment. (This work is usually performed by pages, shelvees, and beginning workers. Book menders, bindery force, janitors, engineers, and building force should not be included here.)

¹¹ As noted below, columns A, B, and C indicate various types of library training. For each position, enter in the proper column the number of staff members qualifying under the category.

Column A. Number holding certificates, diplomas, or degrees for at least 1 full year of work in a library school accredited by the American Library Association.

Column B. Number holding certificates, diplomas, or degrees for at least 1 full year of work in a library school accredited only by a State or regional accrediting agency.

Column C. Number having only library work as taught in a library summer session or a library training class.