

1946

Place Seneca Falls, N.Y. Name of library Mynderse

Name of librarian Ruth D. Merrill Date appointed January 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, 1946

To the New York State Education Department

Call to answer

An aid to ... etc. I would consider a ... etc. I would appreciate a grant of at least \$1000 from the State Education Department to continue radio reading unit if you will make it available. (This would mean that we have to charge more to members to obtain a reasonable income.) etc. See members' section for details.

Call to answer Part 1

What are the best elements or characteristics of your library? etc. etc.

In what respects is the library best adapted or in greatest need of improvement? etc. etc.

etc. etc. etc. etc. etc. etc. etc. etc.

etc. etc. etc. etc. etc. etc. etc. etc.

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.	7-9 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 15 hrs in July + August

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.	

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.

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
We supply on request one rural school with books of fiction and non-fiction. The teacher assumes the responsibility for the books, which she returns 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? 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, history and industrial arts departments, though distinct gain can be registered during this year.

Improvement in lighting system now under consideration.

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

Book collection

Addition of 861 books by purchase and by gift

Discarding of 73 books no longer needed.

Staff

Ruth D. Merrill Appointed Jan. 1, 1943

(Mrs. Robert D.)

Mrs. Joan B. Mackie Appointed Nov. 1946.

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 Kept in library and circulated 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 High School faculty cooperate with Mynderse librarian in listing books best suited to meet needs of curriculum. Mynderse library purchases as many of book listed as possible.

Visual materials

Audio materials

Historical materials

Historical Society takes over this work and kindly lends to Mynderse library when need arises.

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 about ninety new books, some for adults, some for young adults and some for children.

Two public programs were presented, one for adults at which "An Island in the Atlantic" was reviewed by a young woman of our town. At the second public program presented on Saturday afternoon "A Monkey With a Notion" by Blough was reviewed by a young woman before a most enthusiastic audience of between sixty and seventy children plus a number of mothers as well as the wives of several of our Directors.

At the close of the story the children were invited into the Reference Room where a girl dressed as "Miss Peasley" was literally in charge of a number of pets borrowed from various children in town.

The invitation was accepted with great alacrity and all felt that the "Pet Shop" added much to an already happy afternoon.

On both occasions wives of the Directors gave great assistance in welcoming our guests and in showing them our book display.

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	19
Frederick T. Madden	19
Dr. Robert T. Howland Secretary	19
Willard W. Eastman	19
Warren E. Wormuth	19
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[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
Place.....
Aransas County, Tex......
Class.....
County Agent.....

STATISTICAL REPORT FOR THE YEAR ENDING Dec. 31, 1946

1	2	3	4	5	6	7	8	9	10
Total Population of Places Served by Library including Branches etc. (Dir sheet I)	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)	Expenditure for Books, Periodicals and Binding (Same as 81a)	Expenditure for Salaries (Same as 83a)	Cost of Service (Same as 45 below)
9265	12,817	10,78	10,78	3201,71	250,60	3016,38	862,24	1400,40	
6452									

Use and Circulation

For rules for counting circulation see Direction sheet, II

Adult	Young adult	Children
1078	634	XXXXXX
6858	803	XXXXXX
7934	XXXXXX	2859
585		
Grand total	Total young adult	Total children
12,817	8521	2859
15a Total young adult	1437	
16 Circulation from pay [duplicate] collection (if any)	574	
17 Total	4296	

12 Registration

For rules for registration see Direction sheet, III

17 Number of borrowers registered during the year. Total
a Adult 184 b Juvenile 367 c Young adult 157 d Total children 1,560

18 Total number of registered borrowers. Total 1746
a Adult 1127 b Juvenile 367 c Young adult 157 d Total children 1,560

19 Registration period (Direction sheet, III:2) check:
1....., 2....., 3....., Other..... or revised yearly.....

20 Number of nonresident borrowers included above. 2

21 What fee is charged nonresident borrowers?.....

Adult	Children	Total
7068	1409	8477
200	179	379
178	4	482
678	183	861
7746	1592	9338
Total adult	63	73
Total children		Grand total
7683	1582	9265
4272	XXXXXX	
3411	XXXXXX	

25 Subtract number of bound volumes lost or withdrawn.....

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.....

13 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)	1.436
32 Volumes added per capita (Divide 23+24 by 1)	1.334
33 Per cent children's books are of total book stock (Direction sheet, IV:1)	1707
34 Per cent adult nonfiction is of total adult book stock (Divide 27, column 1, by 26, column 1)	556
35 Circulation per capita of population served (Divide 3 by 1)	1.9865
36 Circulation per capita of registered borrowers (Divide 3 by 18)	7253
37 Per cent adult nonfiction circulation is of total adult circulation (Divide 11, column 1, by 15, column 2)	1264
38 Per cent children's circulation is of total circulation (Direction sheet, IV:2)	223
38a Turnover of book collection (Divide 3 by 2)	73833
39 Per cent of total population registered (Divide 18 by 1)	2739
FINANCE	
40 Total income per capita of population served (Divide 5 by 1)	4962
41 Total expenditure per capita of population served (Divide 7 by 1)	4675
42 Tax per capita of population assessed (Divide 6 by latest population)	0387
43 Per cent of expenditures for salaries (Divide 9 by 7)	4642
44 Per cent of expenditures for books, periodicals and binding (Divide 8 by 7)	2659
45 Expenditure per volume of circulation (Divide 7 by 3)	2352
STAFF AND SERVICE	
46 Number of professional staff.....	2257
a Per cent that are college graduates.....	80%
b Per cent that are one-year library school graduates	1/2 Tech Sch.
c Vacation allowance: Librarian.....	Professional staff.....
47 Salary of librarian	\$140
48 Training of librarian (Direction sheet, V)	
a General education: years' high school; weeks' college	β.6
b Library school or agency: week institutes; weeks' summer library school; weeks' training class; years' library school	
c Certificate held; expiration date?	
49 Hours open (Direction sheet, VI:1-2)	49 hours required of staff

FINANCIAL REPORT
(Direction Sheet, VII)

Dec. 31 1946

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.....	\$ 2,500.00	BOOKS, PERIODICALS AND BINDING \$ 582.03
Contracts for library service.....		79 Books \$ 27.92
68 State grants	2,703.05	80 Binding and rebinding..... 22.25
69 Income from invested funds (see directions)		81 Periodical subscriptions (7 months) 1,202.20
70 Interest on deposits.....	9.00	81a Total book expenditure.....
71 Membership fees	2,32.66	SALARIES ETC. 260.40 + 140.66
72 Fines, charges, sales 145.26 + 94.45		82 Salaries of librarian and library staff..... 1400.40
73 Gifts for current expenses.....		82a Salaries of building maintenance staff.....
74 Entertainments		83 Pensions and retirement allowance.....
75 Other sources		83a Total salary expenditure.....
76 Total	\$ 3,901.71	MAINTENANCE
77 Unexpended balance from previous year.....	1,469.14	
78 Grand total	\$ 4,620.85	84 Rent
		85 Wages for janitors, cleaners etc.....
Interlibrary Loans		86 Heat, power and water.....
99 Volumes lent other libraries		87 Light
100 Volumes borrowed from other libraries		88 Building supplies
101 Number of professional and clerical staff		89 Repairs and alterations.....
a Professional: full time, part time		90 Telephone, travel and transportation.....
b Clerical: full time, part time		91 Insurance
c Other: full time, part time		92 Other operating expenses.....
102 Number of janitorial staff: full time, part time		LIBRARY SUPPLIES, EQUIPMENT ETC.
Bindery staff: full time, part time		76.02
Book menders: full time, part time		93 Library and office supplies..... 724.49
		94 Printing, publications, publicity..... 254.62
		95 Miscellaneous expenses 334.77
		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		
		96 Total ordinary expenses
		148.57
		1654.47
		1467.00
		\$ 3016.38
		1605.47
		1667.00
		\$ 3016.38