

PART I

ANNUAL LIBRARY REPORT FOR YEAR ENDED DECEMBER 31, 1947

To the New York State Education Department
Division of Library Extension

Place Seneca Falls, New York Name of library Mynderse
County Seneca Street address 31-33 Fall Street
Name of librarian Mrs. Robert D. Merrill Date appointed January 1, 1943
Population served 6452

Library Hours

Winter schedule

(inclusive dates Sept 1 to June 30)

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.

Summer schedule

(inclusive dates July 1 - Aug 31)

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.

Total hours open each week 15 hrs.

Note exceptions or variations to the above All legal holidays observed in
New York State.

Agencies — Branches

Type	Number
Number of branches in library buildings.....	1
Number of branches in schools.....	
Number of branches in other buildings.....	
Number of subbranches in schools.....	
Number of subbranches in other buildings.....	
Number of stations maintained.....	
Number of bookmobiles.....	
Number of deposit collections (25 or more volumes) to outlying communities.....	
Total	1

Progress Report

Note here outstanding improvements of the year. For example, salary increases, building plans, cooperative enterprises, new or improved services. Use extra sheets as needed.

A number of members added to library association
 A new filing cabinet for pamphlets.
 An exhibit of an excellent collection of hand-carved birds, the work of a citizen of Seneca Falls.
 This exhibit attracted many visitors.
 Additional drawers for catalogue cards ordered.

Trustees

- 1 How many trustees does your charter provide for?..... 9
- 2 How are trustees chosen? Elected by members of Association
- 3 How many trustees' meetings have been held during the year?

List trustees

(Signatures not necessary, but names of all the trustees should be given and years terms expire. Designate the officers and any ex officio members.)

Name	Location	Term expires
F. L. Shrig	Seneca Falls, N.Y.	June 1 19.48
John C. Davis	Seneca Falls, N.Y.	" 1 19.50
F. J. Medden	Seneca Falls, N.Y.	" 1 19.49
Robert J. Howland	Seneca Falls, N.Y.	" 1 19.49
Willard W. Eastman	Seneca Falls, N.Y.	" 1 19.50
James McComb	Seneca Falls, N.Y.	" 1 19.48
Henry W. Koch	Seneca Falls, N.Y.	" 1 19.48
Warren E. Wormuth	Seneca Falls, N.Y.	" 1 19.49
Stewart M. Clark	Seneca Falls, N.Y.	" 1 19.50
		19.....

[Signed]..... Ruth D. Merrill Librarian
(Mrs. Robert D.)

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

Subscribed and sworn to

before me 19.....

DO NOT FILL IN

Per Capita and Percentage Figures

BOOK STOCK

Volumes per capita of population served.....

Volumes added per capita.....

Per cent children's books are of total book stock.....

Per cent adult nonfiction is of total adult book stock

CIRCULATION

Circulation per capita of population served.....

Circulation per capita of registered borrowers.....

Per cent adult nonfiction circulation is of total adult circulation

Per cent children's circulation is of total circulation.....

Turnover of book collection.....

Per cent of total population registered.....

FINANCE

Total income per capita of population served.....

Total expenditure per capita of population served.....

Tax per capita of population assessed.....

Per cent of expenditures for salaries.....

Per cent of expenditures for books, periodicals and binding

Expenditure per volume of circulation.....

Place Seneca Falls, N.Y. County Seneca Mundorse

Use and Circulation

For rules for counting circulation see Direction sheet

CIRCULATION FOR HOME USE	ADULT	CHILDREN AND YOUNG ADULT	GRAND TOTAL
1 Nonfiction	1081	399	1480
2 Fiction	6216	3295	9511
3 Films, records etc.	7292	3694	10986
4 Unbound magazines	538		538
5 Other circulation	7835	3694	11529
6 Total free circulation	584		584
7 Circulation from pay collection			12113

Interlibrary Loans

8 Number of volumes borrowed from State Library Loan Desk	15 estimate
9 Number of volumes borrowed from Traveling Libraries	Number not asked for previously
10 Number of volumes borrowed from other libraries	
11 Number of volumes lent to other libraries	

Registration

	ADULT	CHILDREN AND YOUNG ADULT	TOTAL
12 Total number of borrowers January 1, 1947	1127	640	1767
13 Number of borrowers registered during year	186	93	279
14 *Number of nonresident borrowers	12		12
15 Total	1325	733	2058
16 Subtract number of borrowers withdrawn during year	200	102	302
17 Total number of borrowers December 31, 1947	1125	631	1756

18 *If fee is charged, state fee... \$2 deposit

19 Indicate registration period... 3 yrs.

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Book Stock

	ADULT		CHILDREN AND YOUNG ADULT	TOTAL
	Fiction	Nonfiction		
20 Number of bound volumes at beginning of year	3411	4272	1582	9265
21 Number of bound volumes added by purchase or binding	106	81	161	288
22 Number of bound volumes added by gift	49	39		88
23 Total	3566	4342	1683	9641
24 Subtract number of bound volumes lost or withdrawn during year	23	2	5	30
25 Total number of bound volumes at end of year	3543	4340	1678	9611
26 Number of newspapers currently received	3			
27 Number of periodicals currently received	29			

Staff and Service

28 Number of professional staff	2
a Number that are college graduates	1
b Number that are one-year library school graduates	
c Vacation allowance: Librarian	Professional staff
Clerical staff	
d Hours required of staff	28 per wk. except 1 day + 1 day
29 Salary of librarian	15- per wk. during 1947 + 1948 \$ 1140
30 Training of librarian	
a General education: 4 years' high school; 5 years' college	
b Library school or agency: weeks' institutes; weeks' summer library school; weeks' library training class; years' library school 10 yrs Teaching in Seneca School	
c Certificate held	expiration date

Working for degree or higher certificate

1947

FINANCIAL REPORT

Operating Account

Receipts from

31	*Local taxation or appropriation.....	2560.00
32	Contracts for library service.....	
33	State grants	
34	Income from invested funds.....	(265579-825) 264754
35	Interest on deposits.....	
36	Membership fees	37.00
37	Fines, charges, sales.....	(147.15) 39213
38	Gifts for current expenses.....	
39	Other sources	
40	Total	3326.67
41	Unexpended balance from previous year.....	165447
42	Grand total	498114

* Indicate here sources and amounts of tax.

UNIT	NAME OR DISTRICT NUMBERS	POPULATION OF UNIT	AMOUNT OF TAX
Town			appropriation
Village	Seneca Falls	6452	250.00
School District ...			
County			
City			

Payments for

BOOKS, PERIODICALS AND BINDING	
43 Books ...	(626.57 - 30.08 = 596.49) 626.51
44 Binding and rebinding.....	122.46
45 Periodical subscriptions.....	1625
SALARIES	
46 Salaries of librarian and library staff.....	(249.20) 1140.00 1389.20
47 Pensions and retirement allowances.....	

MAINTENANCE

48 Rent	
49 Wages for maintenance staff, janitors, cleaners etc.....	384.00
50 Heat, power and water.....	331.91
51 Light	
52 Building supplies	97.73
53 Repairs and alterations.....	
54 Telephone, travel and transportation.....	
55 Insurance	30.00
56 Other operating expenses.....	

LIBRARY SUPPLIES, EQUIPMENT ETC.	
57 Library and office supplies.....	(259.40) 229.40
58 Printing, publications, publicity.....	
59 Miscellaneous expenses	3297.46
60 Total ordinary expenses.....	1753.48
61 Balance on hand, December 31, 194.....	4981.14
62 Grand total	

Invested Funds Account

63	Amount of all invested funds, January 1,	
64	Income from invested funds	
65	Gifts and bequests received during year.....	
66	Amount of invested funds, December 31,	