

Class

Type

1950

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# ANNUAL LIBRARY REPORT FOR YEAR ENDED DECEMBER 31, 1950

To the New York State Education Department  
THE NEW YORK STATE LIBRARY  
Division of Library Extension

Place Seneca Falls, N.Y. Name of library Mynderse Library  
County Seneca Name of librarian Mrs. Ruth D. Merrill  
Population served Last official report (1940) 6452  
Estimated by Chamberlain 7500 Date appointed January 1, 1943  
Area served (as Town, Village, City, School District, County) Village use Town

**Read General Directions on pages 15 and 16.** One copy should be filled out and attested and returned to the Division of Library Extension by February 1, 1951. The second copy should be filed in your library as a permanent record. *Important.* The financial report forms, two of which are inclosed as separates, are to be made out in triplicate and returned to the Division of Library Extension with this report.



Year.....  
 Place.....  
 Name of Library.....  
 County.....  
 Population.....  
 (Latest official figure)

DO NOT FILL IN

For: ☐ Bureau of Apportionment  
☐ Audit and Control

1950

THE NEW YORK STATE LIBRARY  
 Division of Library Extension  
 Albany 1

ANNUAL REPORT 1950

FINANCIAL REPORT (Include all departments and branches)

OPERATING ACCOUNT  
 (See General Directions on pages 15-16)

RECEIPTS	CODE	AMOUNTS	THIS COLUMN FOR TYPEWRITER USE
Local appropriation or allocation <i>amt received 1950</i>	120	\$ 129 60	✓ 129.60
Contracts with taxing units for library service.....	130		
Grants from state funds.....	140		
Transfers from invested funds account (see code 670 and 680 below) <i>1861.37 + 1003.34</i>	150	2864 71	✓ 2864.71
Interest on deposits.....	151		
Membership fees.....	160	172 00	✓ 172.00
Fines, charges, sales <i>158.54 + 40 = 162.54</i>	170	158 54	✓ 162.54
Gifts for current expenses.....	171		
Rentals of books, films etc. <i>55.51</i>	172	55 51	✓ 55.51
Other sources.....	180		
Total Receipts.....	190	3880 36	✓ 3884.36
Unexpended balance from previous year (balance as reported 1949 Report X91)	110	1003 34	955.13
Grand Total.....	199	\$ 4383 70	4339.49

INVESTED FUNDS ACCOUNT

INVESTED FUNDS	CODE	AMOUNTS	THIS COLUMN FOR TYPEWRITER USE
ENDOWMENT FUNDS			
Amount of all invested funds January 1, 1950.....	610	\$ 686 57 67	
Income from invested funds <i>1861.37 + 1003.34</i>	650	2864 71	
<del>Addition to</del> invested funds during year <i>reduction</i>	660	2699	
Transfers to operating account (see code 150).....	670	2864 71	
Amount of invested funds, December 31, 1950.....	699	68630 08	
BUILDING FUNDS			
Amount of building fund, January 1, 1950.....	600		
Income from building fund.....	620		
Income added to principal.....	630		
Gifts and bequests received during the year.....	640		
Transfers to operating account (see code 150).....	680		
Amount of Building Funds, December 31, 1950.....	690		



# OPERATING ACCOUNT

EXPENDITURES	CODE	AMOUNTS	THIS COLUMN FOR TYPEWRITER USE
<b>BOOKS, PERIODICALS AND BINDING</b>			
Books for regular collection.....	210	\$ 551 67	
Books for rental collection.....	220		✓
Binding and rebinding.....	230	60 17	
Periodicals <i>most magazines paid for 3 years</i> .....	240	16 00	
Subtotal .....	241	627 84	
Total amount expended for films (purchase _____ rental \$ _____) .....	250		✓
Records .....	260		✓
Total .....	299	627 84	✓
<b>SALARIES</b>			
Salaries for librarian and library staff..... <i>286.20</i>	310	1420 20	
Pensions and retirement allowances.....	320		✓
Total .....	399	1420 20	✓
<b>MAINTENANCE AND OPERATION</b>			
Rent .....	410		✓
Wages for maintenance staff, janitors, cleaners, etc.....	420	240 00	
Heat, light and water.....	430	325 38	
Building supplies.....	431	70 88	
Repairs and alterations.....	432	83 45	
Telephone, travel and transportation.....	433		✓
Insurance .....	440	30 00	
Other operating expenses.....	450		
Total .....	499	749 71	✓
<b>LIBRARY SUPPLIES, EQUIPMENT, ETC.</b>			
Library and office supplies.....	510	43 60	
Equipment .....	520		
Printing, publications, publicity.....	530		
Miscellaneous expenses.....	540	285 27	
Total .....	599	328 87	✓
<b>TOTAL ALL ORDINARY EXPENSES.....</b>	<b>X90</b>	<b>3126 62</b>	<b>✓</b>
Balance on hand, December 31, 1950.....	X91	1212 87	✓
Total and Balance.....	X99	4339 49	✓

## LOCAL TAXATION OR APPROPRIATION

UNIT	NAME OF TAXING UNIT OR SCHOOL DISTRICT NUMBER	POPULATION	AMOUNTS	THIS COLUMN FOR TYPEWRITER USE
County/ counties .....			\$	
Town .....	<i>Seneca Falls</i>	<i>7353 (1940)</i>		
Village .....	<i>Seneca Falls</i>	<i>6452 (1940)</i>	250 00	<i>year beginning 3/1/50</i>
School district .....				
City .....				



# BOOK STOCK (Include all departments and branches)

	CODE	NUMBER OF BOOKS				
BOOK STOCK JANUARY 1, 1950						
Adult fiction on hand January 1, 1950.....	810	3	8	6	2	
Adult nonfiction on hand January 1, 1950.....	811	4	2	7	2	
Total number of adult books on hand January 1, 1950.....	812	8	1	3	4	
Juvenile books on hand January 1, 1950.....	813	1	9	2	0	
Total number of volumes on hand January 1, 1950.....	819	1	0	0	5	4
PURCHASES						
Adult fiction added by purchase in 1950.....	820		1	1	6	
Adult nonfiction added by purchase in 1950.....	821			6	6	
Total adult books added by purchase in 1950.....	822		1	8	2	
Juvenile books added by purchase in 1950.....	823			9	8	
Total number added by purchase in 1950.....	829		2	8	0	
GIFTS						
Adult fiction added by gift in 1950.....	830			4	2	
Adult nonfiction added by gift in 1950.....	831			9	5	
Total number of adult books added by gift in 1950.....	832		1	3	7	
Juvenile books added by gift in 1950.....	833				0	
Total number added by gift in 1950.....	839		1	3	7	
WITHDRAWALS						
Adult fiction withdrawn in 1950.....	840			1	8	
Adult nonfiction withdrawn in 1950.....	841			4	0	
Juvenile books withdrawn in 1950.....	842				4	
Total number withdrawn in 1950.....	849			6	2	
*BOOK STOCK DECEMBER 31, 1950						
Total number of adult fiction books on December 31, 1950.....	850	4	0	0	2	
Total number of adult nonfiction books on December 31, 1950.....	851	4	3	9	3	
Total number of adult books on December 31, 1950.....	852	8	3	9	5	
Total number of juvenile books on December 31, 1950.....	853	2	0	1	8	
Total number of volumes in book collection on December 31, 1950.....	859	1	0	4	1	3
NEWSPAPERS, PERIODICALS ETC.						
Number of adult newspapers received currently.....	860				4	
Number of juvenile newspapers received currently.....	861				0	
Total number of newspapers received currently.....	862				4	
Number of adult periodicals received currently.....	863				15	
Number of juvenile periodicals received currently.....	864				4	
Total number of periodicals received currently.....	869				19	

\* Add purchases and gifts to total number of volumes on hand January 1, 1950 and subtract withdrawals.



# USE AND CIRCULATION (Include all departments and branches)

(For rules for counting circulation see Directions on page 15)

CIRCULATION FOR HOME USE		CODE	NUMBER CIRCULATED							
ADULT										
Adult nonfiction lent.....	910						1	1	6	1
Adult fiction lent.....	911						4	9	0	1
Total adult books lent.....	919						6	0	6	2
JUVENILE										
Juvenile nonfiction lent.....	920						3	1	3	
Juvenile fiction lent.....	921						3	4	6	6
Total juvenile books lent.....	929						3	7	7	9
FILMS AND RECORDS										
Adult films lent.....	930								0	
Juvenile films lent.....	931								0	
Total films lent.....	939								0	
Adult records lent.....	940								0	
Juvenile records lent.....	941								0	
Total records lent.....	949								0	
PERIODICALS AND PAMPHLETS										
Unbound adult periodicals and pamphlets lent.....	950						8	2	2	
Unbound juvenile periodicals and pamphlets lent.....	951							5	8	
Total periodicals and pamphlets lent.....	959						8	8	0	
Total circulation of other materials.....	960									
TOTALS										
Total free circulation (include all totals above).....	991						1	0	7	2
Total circulation from rental collection.....	992							9	8	5
Grand total circulation.....	999						1	1	7	0
INTERLIBRARY LOANS										
Total number of books and other materials borrowed from other libraries.....	010							3	3	
Total number of books and other materials lent to other libraries.....	020								0	



# LIBRARY HOURS

## Winter Schedule

(Inclusive dates Sept. 1 through June 30)

## Summer Schedule

(Inclusive dates July 1 through Aug. 31)

Sunday.....0	Sunday.....0
Monday.....2-5 + 7-9 P.M.	Monday.....7-9 P.m.
Tuesday.....2-5 + 7-9 P.m.	Tuesday.....2-5 P.m.
Wednesday.....2-5 + 7-9 P.m.	Wednesday.....7-9 P.m.
Thursday.....2-5 P.m.	Thursday.....2-5 P.m.
Friday.....2-5 + 7-9 P.m.	Friday.....7-9 P.m.
Saturday.....2-5 + 7-9 P.m.	Saturday.....2-5 P.m.

Average number of hours open per week.....

Note exceptions or variations to the above Legal holidays observed by N.Y. State.

## REGISTRATION (Include all departments and branches)

	CODE	
Total number of adult borrowers, January 1, 1950.....	710	2089
Total number of adult borrowers registered during year.....	720	178
(*Total number of adult nonresident borrowers registered during year) (Included in item 720 above).....	721	3
Subtract total number of adult borrowers withdrawn during year.....	730	133
Total number of adult borrowers, December 31, 1950.....	740	2134
Total number of juvenile borrowers January 1, 1950.....	750	816
Total number of juvenile borrowers registered during year.....	760	80
(*Total number of juvenile nonresident borrowers registered during year) (Included in item 760 above).....	761	0
Subtract total number of juvenile borrowers withdrawn during year.....	770	55
Total number of juvenile borrowers, December 31, 1950.....	780	841
Total number of registered borrowers, December 31, 1950.....	799	2975
* Indicate fee charged \$ <u>2</u>		
Indicate registration period <u>3</u> years.		

## AGENCIES—BRANCHES

Number of registered branch libraries maintained.....	No.....0
a In library buildings.....	No.....0
b In schools.....	No.....0
c Others.....	No.....0
Number of other agencies maintained.....	No.....0
a In schools.....	No.....0
b Others.....	No.....0
Number of bookmobiles.....	No.....0



[illegible]



## PROFESSIONAL AND SUBPROFESSIONAL STAFF\*

## PROFESSIONAL AND SUBPROFESSIONAL STAFF\*

(Full time and Part time)

[illegible]

\* This information may be submitted on separate typewritten sheets if preferred. Please place (✓) before name if individual is a member of a Retirement System. Please place a second check mark (✓) before name if individual has applied for certificate.



(Full time and Part time)

TOTALS



[illegible]



## 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.

Please send copy of the library's latest salary schedule.

Please note number of reference questions answered. - No record kept.

1. New lighting system installed.
2. Insulation over entire ceiling. *installed in Jan. 1951*
3. Successful Annual Meeting of Mynderse Library Association with good representation of membership. Program, - Discussion of (1) Regional Library System (2) Use of films for lending (3) Use of records for lending
4. Successful Book Week Program, - (1) Groups of children under direction of their teachers presented in dramatic form scenes from favorite books, 25 children take part. (2) Two stories from new books presented by an adult, one story told, another given as a pre-view.
5. Exhibits of Boy Scout and Cub Scout work in library during Boy Scout Week.
6. Meetings held in library, - (1) Girl Scout leaders, (2) Hospital Guild, (3) Committee on World Day of Prayer (4) Several meetings of Study Club program Committee.
7. Special shelves reserved in library for (1) 2 Study Clubs, (2) Scouts, (3) P.T.A., + A.G.R.
7. Better and more varied bulletin board displays
8. Increase in membership of Mynderse Library Association.
9. Plans for Girl Scout Exhibit in spring of 1951



# Trustees

How many trustees' meetings have been held during the year? Seven

(Meetings of a board of public library trustees must be held at least quarterly.)

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	Home address	Term expires
Stewart M. Clark	Saratoga Falls, N.Y.	June 1 1953
John C. Davis	" " "	June 1 1953
Willard W. Eastman	" " "	June 1 1953
Henry W. Koch	" " "	June 1 1951
James H. McCamb	" " "	June 1 1951
Robert J. Howland J.D.	" " "	June 1 1952
Frederick J. Madden	" " "	June 1 1952
Warren E. Wormuth	" " "	June 1 1952
Thomas P. Berins	" " "	June 1 1951
		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

Subscribed and sworn to

before me \_\_\_\_\_ 19 \_\_\_\_\_



## PUBLIC LIBRARY STATISTICAL REPORT

(City, town, county, and regional)

Report for fiscal year ending Dec. 31, 1950

(Month, day, year)

THIS WORK COPY FOR YOUR FILES

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

## POST OFFICE ADDRESS

1. Name of library Mynders Library (Legal name) Date of founding 1888 Incorporated 1891
2. Name of librarian Mrs. Ruth D. Merrill Date appointed Jan. 1, 1943
3. Who appoints the chief librarian? Board of Trustees
4. Governmental unit or district of (a) support (underline): City, town, township, school district, county, other \_\_\_\_\_  
(b) service (underline): City, town, township, school district, county, other \_\_\_\_\_
5. If a county or regional library, check item which applies: (a) ☐ Part of county government  
(b) ☐ Part of both city and county government  
(c) ☐ Municipal or other library serving county by contract  
(d) ☐ Other (specify) \_\_\_\_\_
6. Population served (use 1950 United States census figures or estimates if available, specify) \_\_\_\_\_  
Otherwise specify date of census used Township 1940 7353
7. Size of area (in square miles) legally entitled to service 22.31
8. Terms of use: (a) Free for lending to residents of unit served (check) ☒  
(b) Open only to paid subscribers or members of association or organization (check) ☐
9. 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
10. Number of hours the central library is open per week: (a) For circulation 28; (b) For reading and study 28
11. Number of days open during year 302
- AGENCIES**
- An agency is any place, such as central library, branch, station, or bookmobile 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.
12. Central library Yes
13. Number of branches and subbranches: (a) In library buildings \_\_\_\_\_  
(b) In schools \_\_\_\_\_  
(c) In institutions such as hospitals, prisons, etc. \_\_\_\_\_  
(d) Other \_\_\_\_\_ } None
14. Number of stations: (a) In schools \_\_\_\_\_  
(b) In institutions such as hospitals, prisons, etc. \_\_\_\_\_  
(c) Other \_\_\_\_\_ } Public Schools have their own library
15. Other agencies (specify) None
16. Total agencies None
17. How many bookmobiles does the library operate for circulation? None
18. Number of different scheduled bookmobile service stops None
19. Average number of days between visits to regularly scheduled bookmobile stops ✓



## FINANCE

10-61725-1

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

## RECEIPTS

63. Unexpended balance from previous year \$ 955.13
64. City or town levy or appropriation \$ 129.60
65. County levy or appropriation.....✓
66. Township levy or appropriation.....✓
67. School district levy or appropriation.....✓
68. For contract service:
- (a) From school board.....✓
- (b) From county or other library.....✓
69. State grants<sup>1</sup>.....✓
70. Income from endowment, trust, and invested funds<sup>2</sup> 2864.71
71. Gifts (money only, do not include principal of endowment gifts).....✓
72. Petty cash: Fines, fees, memberships, etc.<sup>3</sup> 172.00 + 158.54 + 4.00 = 334.54
73. Rental book collection<sup>4</sup> 55.51
74. Other sources (enumerate):.....
75. Total receipts \$ 3384.36
76. Total, balance and receipts \$ 4339.49

## EXPENDITURES

## OPERATING EXPENSES:

77. Salaries: Library staff \$ 1660.20
78. Salaries: Building staff.....✓
79. Books<sup>5</sup> 551.47
80. Periodicals<sup>5</sup> 16.00
81. Binding and rebinding, repairing and mending<sup>6</sup> 60.17
82. Audio-visual materials (films, recordings, etc.).....✓
83. Rent.....✓
84. Heat, light, power, water.....325.38
85. Insurance (all types).....30.00
86. Other operating expenses 70.88 + 43.60 + 285.27 = 399.75
87. Total operating expenses 3043.17
88. Transfers of funds for contract service.....
89. CAPITAL EXPENSES: BUILDINGS, SITES, ADDITIONS, ETC.....83.45
90. GRAND TOTAL EXPENDITURES 3126.62
91. Balance on hand at end of fiscal year \$ 1212.87
92. Total expenditures and balance \$ 4339.49

<sup>1</sup> If State grant is in the form of books, purchased by the State, do not include the amount in item 69, but enter here, \$.....0

<sup>2</sup> (a) Total endowment, trust, and invested funds, exclusive of building funds, \$ 18630.25 (b) Total additions to endowment during year, \$.....0

<sup>3</sup> If petty cash receipts are turned into the treasury of the appropriating unit, state amount collected here but omit in totals, \$.....0

<sup>4</sup> If rental collection receipts are turned into the treasury of the appropriating unit, state amount collected here but omit in totals, \$.....0

<sup>5</sup> If separate data are kept, how much of this amount was expended for: (a) Children's books, \$.....; and (b) children's periodicals, \$.....

<sup>6</sup> If the library operates a bindery, or repairing and mending department, give amount spent for salaries of bindery force last fiscal year, \$.....0

## REPORT OF PROGRESS

38. Include on a separate sheet any unusual increase in facilities or special development in any line.

DATE..... SIGNATURE.....

Title of officer reporting.....



## CIRCULATION AND USE\*

16-61725-1

- 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. Count adult periodicals as nonfiction.

ITEM	VOLUMES CIRCULATED		TOTAL
	AGENCIES, INCLUDING CENTRAL LIBRARY	BOOKMOBILES	
20. Number of volumes for adults lent for home use:			
(a) Nonfiction	1161		1161
(b) Fiction	4901		4901
(c) Total	6062		6062
21. Number of volumes for children lent for home use:			
(a) Nonfiction	313		313
(b) Fiction	3466		3466
(c) Total	3779		3779
22. Total number of volumes lent for home use	9841		9841

23. Circulation of miscellaneous stock. Enter data in item 35 (d) below.
24. Period of loan for the majority of adult book stock is 14 days.
25. Number of interlibrary loans: Volumes lent 0; volumes borrowed 33.
- (An interlibrary loan is the loan of a book between libraries which are not integral parts of the same system.)
26. Number of reference and reading aid transactions 0.
- (Include all transactions in which library resources for reference, research, and advisory service have been made available through direct assistance of a staff member. Exclude questions involving only direction of readers to shelves.)

REGISTRATION*		Adult	Juvenile	Total
27. Total number of registered borrowers	821,31, 1950	2134	841	2975
28. Borrowers registered or reregistered during year		178	80	258
29. Number of nonresident borrowers (included above)		3	0	3
30. What fee is charged to nonresident borrowers?		\$ none	\$ none	
31. The length of the registration period is <u>3</u> years.				

## BOOK STOCK\*

- A volume is any printed, typewritten, mimeographed, or processed work, bound or unbound, which has been cataloged or fully prepared for use.
- 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
32. Number of volumes added during year <u>Purchased + gift</u>	319	98	417
33. Number of volumes withdrawn from record during year	58	4	62
34. Total number of volumes at end of year	8395	2018	10413

## NUMBER AND CIRCULATION OF MISCELLANEOUS STOCK

ITEM	UNCATALOGED PAMPHLETS	PHOTOS, PICTURES, PRINTS	MAPS	SLIDES, FILM-STRIPS	MICROFILMS <sup>1</sup> (Titles)	FILMS <sup>1</sup> (Titles)	SOUND RECORDINGS <sup>2</sup>	OTHER
35. (a) Number added during year	} No records							
(b) Number withdrawn during year								
(c) Total at end of year								
(d) Circulation		880						

<sup>1</sup> If another unit of measurement is used, please indicate.

<sup>2</sup> Include in a single count, without distinction, all types of sound recordings, counting by bibliographical units.

36. Number of newspapers currently received excluding duplicates 4
37. Number of periodicals currently received excluding duplicates 19

\*If separate statistics are kept for an organized young people's department, please check here, ☐; and if possible, give data on a separate sheet for Circulation as requested in item 22; for Registration in items 27-30; for Book Stock in items 32-35; Expenditures for Books in item 79, and Periodicals in item 80.

16-61725-1



# PERSONNEL

(Follow definition given below as indicated by superior figures)

NAME OF POSITION <sup>1</sup> (Count each person in only one of the categories below)	NUMBER OF EMPLOYEES			
	FULL-TIME	PART-TIME	FULL-TIME	PART-TIME
1	2	3	4	5
38. Chief librarian or director	1		XXXXXXXX	XXXXXXXX
39. Associate or assistant chief librarian		2	XXXXXXXX	XXXXXXXX
40. Department and division heads <sup>2</sup>			XXXXXXXX	XXXXXXXX
41. Branch librarians <sup>3</sup>			XXXXXXXX	XXXXXXXX
42. First assistants <sup>4</sup>			XXXXXXXX	XXXXXXXX
Professional assistants: <sup>5</sup>				
43. Order, accession, acquisition departments			XXXXXXXX	XXXXXXXX
44. Catalog department			XXXXXXXX	XXXXXXXX
45. Circulation department			XXXXXXXX	XXXXXXXX
46. Reference department			XXXXXXXX	XXXXXXXX
47. Children's department (include service to schools)			XXXXXXXX	XXXXXXXX
48. Young people's department			XXXXXXXX	XXXXXXXX
49. Other professional assistants			XXXXXXXX	XXXXXXXX
50. Total number of professional employees (items 38-49)	XXXXXXXX	XXXXXXXX	1	
51. Subprofessional assistants <sup>6</sup>	XXXXXXXX	XXXXXXXX		2
Other assistants:				
52. Administrative office assistants <sup>7</sup>			XXXXXXXX	XXXXXXXX
53. Clerical assistants, pages, shelvees, etc. <sup>8</sup>			XXXXXXXX	XXXXXXXX
54. Book menders and binding force			XXXXXXXX	XXXXXXXX
55. Total number of other assistants (items 52-54)	XXXXXXXX	XXXXXXXX	1	
56. Janitors, engineers, building force	XXXXXXXX	XXXXXXXX		1
57. Total number of employees (items 50, 51, 55, and 56)	XXXXXXXX	XXXXXXXX	1	3
58. Number of regularly scheduled working hours per week for a full-time staff member				

## PERSONNEL RULES AND DEFINITIONS

<sup>1</sup> Name of positions should be listed according to the following personnel definitions except that the chief librarian should be shown as such.

<sup>2</sup> 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 should meet the qualifications of a professional assistant as defined in note 5.

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 should meet the qualifications of a professional assistant as defined in note 5.

<sup>3</sup> 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 should meet the qualifications of a professional assistant as defined in note 5.

<sup>4</sup> 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 should meet the qualifications of a professional assistant as defined in note 5.

<sup>5</sup> 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.

<sup>6</sup> 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.)

<sup>7</sup> 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.

<sup>8</sup> 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.



JAN 31 1951

FEDERAL SECURITY AGENCY  
Office of Education  
Washington 25, D. C.

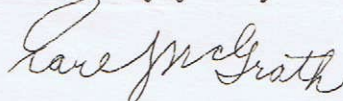
To the Librarian:

The Office of Education is requesting your aid in its Nation-wide collection of public library statistics for the fiscal year ending during the calendar year 1950.

In order that current data may be available for library administrators and planners of library development, please fill in as soon as possible the enclosed forms, mail the original copy in the envelope addressed to the Commissioner of Education, send one copy to your State library extension agency, and retain the third for your own files.

We appreciate your assistance in these periodic collections of basic library data which have proved useful to persons interested in the extension and improvement of public library service. The last compilation covered 1945, and was published as Office of Education Bulletin, 1947, No. 12.

Sincerely yours,



Earl J. McGrath  
U. S. Commissioner of Education

Enclosures

Population of Village of Township 7353-1940  
Date of Founding (?) 1888  
Incorporated 1891  
Librarian appointed (?) Jan 1 1943  
Length of registration period? 3 yrs.  
#58 Number of working hours



THE UNIVERSITY OF THE STATE OF NEW YORK  
THE STATE EDUCATION DEPARTMENT  
THE NEW YORK STATE LIBRARY  
ALBANY 1

CHARLES FRANCIS GOSNELL  
STATE LIBRARIAN AND  
ASSISTANT COMMISSIONER

DIVISION OF LIBRARY EXTENSION  
L. MARION MOSHIER  
ACTING DIRECTOR

August 13, 1951

Mrs. Robert D. Merrill, Librarian  
Mynderse Library  
Seneca Falls, New York

Dear Mrs. Merrill:

In going over your annual report we have found a few items where we need your help.

Under Local Taxation \$250 is reported, but in Code 120 the reported amount is \$129.60.

Also Codes 199 and X99 should agree. In this connection the amount listed in Code 110 is not the amount given in Code X91 of the 1949 report. It should be mentioned at this point, although you were not informed of it, that in 1949 the auditor modified your figure in Code X91 from \$955.13 to \$943.05.

Thank you for any help you can give us in this matter.

Sincerely yours,

*Irving A. Verschoor*

Irving A. Verschoor  
Public Library Supervisor

IAV:deb

*for Village for one year 3/1/50 - 2/28/51*

*955.13  
943.05  
12.08*



Aug. 16, 1951.

Mr. Irving A. Verschoor,  
Public Library Supervisor  
The New York State Library  
Albany 1 N. Y.

Dear Sir:-

Your letter of Aug. 13 to our Librarian  
Mrs. Robt D. Merrill has been handed to me for reply.

Our Village appropriation of \$250 was made for the fiscal  
year Mar. 1, 1950 - to Feb. 28, 1951 during the year 1950  
the village treasurer paid \$129.60 of library bills the  
balance \$120.40 was carried over - Feb. 28, 1951 which \$119.12  
has been applied in payment of library bills.

I have investigated the discrepancy between the  
codes 149 & X49 on the report for 1950 and find the  
report for Receipts should be corrected as follows.

Code 120	129.60
" 156	2864.71
" 160	172.00
" 170	162.54
" 172	55.51
" 190	3384.36
" 110	955.13
" 199	4339.49. same as code X 99

Regarding the amount \$955.13 for code X 91 for  
1949 report - I find this is the correct amount.  
We are sorry that the 1950 report was not correct it  
was sent out before I had examined it.

Very truly

John C. Davis, Treasurer