

Report to the Senate in Feb. 15, 1952

THE UNIVERSITY OF THE STATE OF NEW YORK

THE STATE EDUCATION DEPARTMENT

THE NEW YORK STATE LIBRARY

DIVISION OF LIBRARY EXTENSION

1 copy Form A.

B

Sap. Immanus

Progress

INSTRUCTION SHEET

FOR THE ANNUAL REPORT OF PUBLIC LIBRARIES

1951

PROGRESS REPORT - 1951

	Yes	No
1. Library provided instruction in the use of books and libraries	☒	☐
2. Library provided meeting rooms for community groups	☒	☐
2.1 Number of meetings held during year <u>3</u>		
3. Library provided exhibit of books at community meetings	☒	☐
3.1 Number of meetings exhibit displayed <u>2</u>		
4. Telephone service installed during 1951	☐	☒
5. Library publicity consisted of:		
Weekly newspaper columns	☒	☐
Television	☐	☒
Leaflets	☐	☒
Book Lists	☐	☒
Radio	☐	☒
Other: <u>Bulletin Bd Displays</u>		
6. Library started a phonograph record collection	☐	☒
7. Library provided book services to:		
7.1 Hospitalized readers	☒	☐
7.2 Older people who could not come to the Library	☒	☐
8. Library promoted educational film services	☐	☒
9. Library organized adult education classes in the library	☐	☒
10. Library made special exhibits in store windows, banks and other central points on current topics	☐	☒
11. Library organized or helped organize clinics for slow readers	☐	☒
12. Librarian met with club officers and helped plan programs in which library could help	☒	☐
13. Library provided regular story hours for children	☒	☐
14. Library staff gave book talks and book reviews to various groups	☒	☐
Number of such talks during year <u>2</u>		
15. Library used Traveling Libraries Collection	☒	☐

High Sch does this work

Sch. does this work

only Bk wk program

- | | Yes | No | | Yes | No |
|--|-------------------------------------|-------------------------------------|--------------------------------------|-------------------------------------|-------------------------------------|
| 16. Library during the past year: | | | | | |
| Obtained new lighting | ☐ | ☒ | Staff attended workshops | ☒ | ☐ |
| Painted interior of library | ☐ | ☒ | Staff attended professional meetings | ☐ | ☒ |
| Obtained new shelving | ☐ | ☒ | Celebrated Library Day | ☒ | ☐ |
| Installed new floor covering | ☐ | ☒ | Planned an American Heritage Program | ☒ | ☐ |
| Obtained new directional library signs | ☐ | ☒ | Moved to new quarters | ☐ | ☒ |
| Weeded the collection | ☒ | ☐ | Obtained a Bookmobile | ☐ | ☒ |
| Obtained new equipment: | | | | | |

Specify: Insulation over ceiling

17. Specify ways in which you cooperated with the schools:

Book wk program prepared by teachers who trained children
Art Club of Sch. prepares bulletin board displays

18. Myndersse Library Association
 A Friends of the Library group was active in 1951 ☒ ☐
19. Library was represented on a committee exploring State Aid for a county library service system. ☐ ☒

ENTER BELOW THE ACTIVITIES YOU HAVE PARTICIPATED IN
 BUT WHICH ARE NOT LISTED ABOVE

*

Pictures are Urgently Requested

- (1) 3 Troops of Brownies have visited the library with their leaders and have had its privileges explained by librarian. Result a number of new registrations, of library information
- (2) library prepares letter, distributed by welcome wagon hostess to new comers.
- (3) Girl Scouts held exhibition of work in Myndersse library
- (4) Prize Winner Art Dept of High Sch. Exhibited her pictures in library

ary.....

based on the calendar year

To the New York State Education Department

THE NEW YORK STATE LIBRARY

Division of Library Extension

GENERAL AND FINANCIAL

Name of library

1 (Mr Mrs Miss)

Mailing address of library

[Street]

[City or Village]

[County]

Name of president of library board (Mr Mrs Miss)

1 (1950 census)

Library is chartered to serve

[Teen, Village, City, County, School Dist.]

a part of a county or multi-county system, name the

erated branches (011)

it stations (012)

mobiles (013)

gistered branches

LIBRARY HOURS

Hours Open Winter Total Hours Open Summer Total

Total

Average hours open per week

winter (021)

summer (022)

year (029)

BOOK STOCK

Additions or withdrawals during the year)

Adult

Juvenile

Total

Early scheduled working hours per week

Staff members (831)

The majority of book stock

Borrowed on interlibrary loan

780

7 LIBRARY HOLDINGS ON DECEMBER 31, 1951

	Books	Periodicals	Photograph Records	Films	Pamphlets	Newspapers
Fiction	601	611				
Nonfiction	602	612				
Total	605	615	621	631	641	651
Fiction	606	616				
Nonfiction	607	617				
Total	608	618	622	632	642	652
Grand total	609	619	629	639	649	659

9 LIBRARY CIRCULATION (PERIOD JANUARY 1, 1951-DECEMBER 31, 1951)

	Books	Periodicals	Photograph Records	Films	Pamphlets	Other Materials
Fiction	701					
Nonfiction	702					
Total	703	723	740	750	760	
Fiction	704					
Nonfiction	705					
Total	706	726	741	751	761	
Rental collection	707					
Central library	708	727	743	753	763	
All branches	709	728	744	754	764	
Bookmobile	710	729	745	755	765	
Total	711	730	749	759	769	771
Grand total (all circulation)						779

Microfilm — Indicate the number of microfilm (by titles):

Held by library

Circulated by library

FINANCIAL REPORT

RECEIPTS		EXPENDITURES		17 REGISTRATION RECORD (Total Number Registered on December 31, 1951)	
Code		Code		Adult	
110	Balance from previous year.....	201	Books (including other circulating library materials).....	517.48	301 Resident.....
120	Appropriation.....	202	Rental collections.....	25.50	302 Nonresident.....
130		203	Periodicals.....	87.69	309 Total adult.....
140	Contract services.....	204	Binding.....	XXXXXXX	Juvenile
150	955.32 Endowment funds, trust funds, in- and bank deposits.....	209	Subtotal.....	630.67	311 Resident.....
160	55.00 Part of trust or endowment funds.....		Operating Expenses		312 Nonresident.....
170	00 Membership.....	211	Rent.....	376.92	319 Total juvenile.....
180	Collection.....	212	Utilities.....	88.74	329 Grand total.....
190	sources.....	213	Insurance.....	38.15	(Add code 309 and 319)
199	pts.....	231	Library supplies.....	244.36	Period of registration.....
		232	Publicity.....	XXXXXXX	Fee for nonresident borrowers.....
		214	Other.....		
		219	Subtotal.....	748.17	

SOURCE OF LOCAL TAX APPROPRIATION

[illegible]

based on the calendar year 1951

certify that to the best of my knowledge and belief this is a true and

19.52

Part of

Salaries		Do Not Write In This Column	
221 } Library staff			BOOK STOCK
222 } Custodial staff			Vol. per cap. of pop. served
223 } Pensions			Vol. added per capita
229 } Subtotal			Per cent juvenile of total
			Per cent nf
Capital Expenses			CIRCULATION
240 } Building			Cir. per cap.
242 } Land			Cir. per cap. of reg. bor.
243 } Plant equipment			Per cent nf of total adult
249 } Subtotal			Per cent juve. of total
			Turnover of book collection
Grand total expense...			Per cent pop. reg.
Balance on hand December 31, 1951 (difference between codes 199 and 259).			FINANCE
			Total income per cap. of pop. served
			Total exp. per cap. pop.
			Tax per cap.
			Per cent exp. salaries
Total and balance (must equal code 199)			Per cent exp. B. P. B.

LIBRARY REPORT FOR YEAR ENDING DECEMBER 31, 1951

Form A
GENERAL AND FINANCIAL

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

Mynderse Library
in (Mr Mrs Miss) Ruth R. Merrill
Address of library 375 W (available only morning)
ed (1950 census) 6629 Village 7841 Township
Library is chartered to serve
[Town, Village, City, County, School Dist.]
a part of a county or multi-county system, name the

Mailing address of library 31-33 Fall St
[City or Village] Seneca Falls, NY
Name of president of library board (Mr Mrs Miss) Mr. Willard W. Eastman
LIBRARY HOLDINGS ON DECEMBER 31, 1951

	Books	Periodicals	Photograph Records	Films	Pamphlets	Newspapers
Fiction	4185	611				
Nonfiction	4454	612				
Total	8639	16				4
Fiction	1377	615	621	631	641	651
Nonfiction	678	616				
Total	2055	4	622	632	642	652
Grand total	10694	20	629	639	649	659

LIBRARY CIRCULATION (PERIOD JANUARY 1, 1951-DECEMBER 31, 1951)

	Books	Periodicals	Photograph Records	Films	Pamphlets	Other Materials
Fiction	4178	830				
Nonfiction	1133					
Total	5311	830				
Fiction	3228	45				
Nonfiction	390					
Total	3628	875				
Rental collection	1036	726	741	751	761	
Central library			742	752	762	
All branches		727	743	753	763	
Bookmobile		728	744	754	764	
Total	9995	875	745	755	765	
Grand total (all circulation)	10850	730	749	759	769	771

Microfilm — Indicate the number of microfilm (by titles):

	Winter	Summer	Total
Hours Open	5-7-9 PM	7-9 PM	2
Hours Open	5-7-9 PM	2-5 PM	3
Hours Open	5-7-9 PM	7-9 PM	2
Hours Open	5-7-9 PM	2-5 PM	3
Hours Open	5-7-9 PM	7-9 PM	2
Hours Open	5-7-9 PM	2-5 PM	3
Total	28	15	43

LIBRARY HOURS

	Winter	Summer	Total
Hours Open	5-7-9 PM	7-9 PM	2
Hours Open	5-7-9 PM	2-5 PM	3
Hours Open	5-7-9 PM	7-9 PM	2
Hours Open	5-7-9 PM	2-5 PM	3
Hours Open	5-7-9 PM	7-9 PM	2
Hours Open	5-7-9 PM	2-5 PM	3
Total	28	15	43

BOOK STOCK

	Adult	Juvenile	Total
Adult	162	117	279
Juvenile	62	82	144
Total	224	199	423
Early scheduled working hours per week	35+41	60+22	95
staff members (831)	28	28	56
the majority of book stock	28	28	56

(Additions or withdrawals during the year)

	Adult	Juvenile	Total
Adult	162	117	279
Juvenile	62	82	144
Total	224	199	423
Early scheduled working hours per week	35+41	60+22	95
staff members (831)	28	28	56
the majority of book stock	28	28	56

FINANCIAL REPORT

RECEIPTS		EXPENDITURES		17 REGISTRATION RECORD	
	Code		Code	(Total Number Registered on December 31, 1951)	
ance from previous year.....	110	1212.87	Books (including other circulating library materials).....	201	517.48
ppropriation.....	120	119.18	Rental collections	202	
.....	130		Periodicals	203	25.50
.....	140		Binding	204	87.69
contract services	150	2861.34	Subtotal	209	630.67
53.32 ndowment funds, trust funds, in- and bank deposits.....	160	430.00	Operating Expenses		
art of trust or endowment funds...	170	309.36	Rent	211	
.....	180	69.75	Utilities	212	376.92
collection).....	190	3.05	Insurance	213	88.74
sources).....	199	5005.55	Library supplies	231	38.15
pts			Publicity	232	
			Other	214	247.36
			Subtotal	219	748.17

SOURCE OF LOCAL TAX APPROPRIATION

Name of Unit	Population	Amounts
--------------	------------	---------

Salaries		
Library staff	221	1670.50
Custodial staff	222	
Pensions	223	
Subtotal	229	1670.50
Capital Expenses		
Building	241	318.00
Land	242	
Plant equipment	243	
Subtotal	249	318.00
Grand total expense...	259	3367.34

ased on the calendar year 1951

rtify that to the best of my knowledge and belief this is a true and

Balance on hand December 31, 1951 (difference between codes 199 and 259) .

FINANCE
Total income per cap. of pop. served
Total exp. per cap. pop.
Tax per cap.
Per cent exp. salaries

17 REGISTRATION RECORD
(Total Number Registered on December 31, 1951)
Adult
Resident 1091
Nonresident 0
Total adult 1091
Juvenile
Resident 695
Nonresident 0
Total juvenile 695
Grand total 1786
(Add code 309 and 319)
Period of registration 345
Fee for nonresident borrowers \$2

Do Not Write In This Column
BOOK STOCK
Vol. per cap. of pop. served
Vol. added per capita
Per cent juvenile of total
Per cent nf
CIRCULATION
Cir. per cap.
Cir. per cap. of reg. bor.
Per cent nf of total adult
Per cent juve. of total
Turnover of book collection
Per cent pop. reg.

FINANCE
Total income per cap. of pop. served
Total exp. per cap. pop.
Tax per cap.
Per cent exp. salaries

LIBRARY TRUSTEES

List trustees below. Designate whether Mr Mrs or Miss

NAME	24 POSITION TITLE	CERTIFICATION Type of certificate held (Check one)	26 WORK STATUS (Check one)
supplementary sheet if additional space is needed)		Professional	Full-Time
		Qualifying Provisional Certificate	Part-Time

Name	Home Address	Office Held	Date of Expiration of Term
Mr. Vincent W. Clarke	110 State St.		June 1, 1953
Mr. John C. Davis	104 State St.		June 1, 1953
Mr. Hubert Gushman	226 Fall St.		June 1, 1953
Mr. Harry W. Nash	33 Cottage St.		June 1
Mr. Jas. W. Camp	117 Cottage St.		June 1
Dr. R. L. G. Woodland	805 120 State St.		June 1
Mr. F. J. Mathews	16-1 Park St.		June 1, 1952
Mr. James Brannett	3 Maple St.		June 1
Mr. Thos. P. Baines	61 Cottage St.		

Number of trustees' meetings held during the calendar year 1951

VACATIONS

Is the employees' annual vacation fixed for a definite number of days? If so, indicate the number of days a year for each of the following:

Professional..... Clerical..... Custodial.....

If vacation period is based upon a formula instead of a fixed number of days, indicate below how it is derived.

SICK LEAVE

If for a definite number of days, indicate the number of days a year for the following:

Professional..... Clerical..... Custodial.....

If sick leave is determined by a formula, state how it is derived.

Is sick leave cumulated for the year only or for a longer period? State which

.....
This report is based on the calendar year

I hereby certify that to the best of my knowledge and belief this is a true and accurate report.

PERSONNEL REPORT

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

Mynderse library

Name of librarian (~~Mr~~ Mrs Miss)

Ruth D. Merrill

Library 31-33 Fall St., Seneca Falls [City or Village]
[Street]

Seneca
[Country]

Area served

Seneca
[Country]

375 W (available mornings)

Population served (1950 census) *Village 6629*

Township 7841

PROFESSIONAL PERSONNEL (By Position Title)

POSITION TITLE	4 POSITION TITLE (Alternate)	6 NUMBER OF EMPLOYEES			8 RETIREMENT SYSTEMS				10 SALARY RANGE			12 CERTIFICATION						
		Full-Time	Part-Time*	Actual Number of Persons	Social Security	Local System	State System	Not Covered	Entering Salary Per Year	Maximum Salary Per Year	Amount of Annual Increment	Number of New York State Public Librarians' Certificates Held						
												Professional		Provisional		Qualifying		
												FT	PT	FT	PT	FT	PT	
proposed classification LA Personnel Committee	Write in comparable classes if library uses a different system																	
1 (interne).....																		
1																		
1 I																		
1 I (spec. services)																		
1 II																		
1 II (spec. services)																		
1 III																		
1 III (spec. services)																		
1 y director I.....																		
1 y director II.....																		
1 y director III.....																		
1 I.....																		
1 II.....																		
1 III.....																		
1 IV.....																		
1 V.....																		
	(Code)	800	801	809	811	812	813	814				821	822	824	825	828		
of full-time. line — PT = Part-time.		Grand Total														823	826	829
		NUMBER OF LIBRARY PERSONNEL (By functional categories)																

Total expenditures reported for salaries and pensions (code 229) on Form A of the 1951 report

Number of regularly scheduled working hours per week for a full-time staff member:

LIBRARY TRUSTEES

List trustees below. Designate whether Mr Mrs or Miss

[illegible]

Name	Home Address	Office Held	Date of Expiration of Term
Mr. Stewart M. Clark	110 State St. Seneca Falls		June 1, '53
Mr. T. C. Davis	104 State St. Seneca Falls		June 1, '53
Mrs. Willard W. Eastman	266 Fall St. Seneca Falls		June 1, '53
Mr. Henry W. Koch	33 Cayuga St. Seneca Falls		June 1, '54
Mr. James H. McComb	117 Cayuga St. Seneca Falls		June 1, '54
Robert J. Howland R. A. S.	120 State St. Seneca Falls		June 1, '52
Mr. Frederick J. Madden	16 N. Park St. "		June 1, '52
Mrs. Warren E. Wornath	3 Maple St. "		June 1, '52
Mr. Thomas P. Berins	61 Cayuga St. "		June 1, '54

Number of trustees' meetings held during the calendar year 1951

VACATIONS

28

Is the employees' annual vacation fixed for a definite number of days? If so, indicate the number of days a year for each of the following:

Professional..... Clerical..... Custodial.....

If vacation period is based upon a formula instead of a fixed number of days, indicate below how it is derived.

30

SICK LEAVE

If for a definite number of days, indicate the number of days a year for the following:

Professional..... Clerical..... Custodial.....

If sick leave is determined by a formula, state how it is derived.

Is sick leave cumulated for the year only or for a longer period? State which

This report is based on the calendar year 1951

I hereby certify that to the best of my knowledge and belief this is a true and accurate report.

761-51953

Rev. D. Merrill

Disputed Population

Seven Tola

Village 6629

Township 7841

Mr. Huntington has presented to both Federal and State authorities but both have refused to change the figure or to accept any figure arrived at by another Census.

6629 - village

7841 - Township