

THE UNIVERSITY OF THE STATE OF NEW YORK

THE STATE EDUCATION DEPARTMENT

THE NEW YORK STATE LIBRARY

DIVISION OF LIBRARY EXTENSION

ALBANY

INSTRUCTION SHEET

FOR THE ANNUAL REPORT OF PUBLIC LIBRARIES

1952

YOUR ANNUAL REPORT IS DUE FEBRUARY 1, 1953

Please note the following changes in the general instructions:

Average hours open per week. Code 021: Multiply hours open per day in summer by number of weeks in summer schedule. Do same for winter schedule. Add the two and divide by total weeks the library is open.

Financial Report. Receipts. Codes 611-615: Change to Codes 691 to 695.

Personnel Report. Item 6: Add (Code 029) after first paragraph. Change "less than" to "more than" in third paragraph.

If you have other questions about the Annual Report, not answered in the instructions, write to the Library Extension Division.

YOUR ANNUAL REPORT IS DUE FEBRUARY 1, 1953

Mynderse Library

Seneca Falls N.Y.

48-120-1-1638-2

THIS COPY
TO BE KEPT IN
YOUR LIBRARY

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

ANNUAL LIBRARY REPORT

FOR THE YEAR ENDING DECEMBER 31, 1952

Telephone number
of library

Name of librarian (Mr, Mrs, Miss) *Mrs. Robert A. Merrill*

2nd Librarian (available mornings 3:30-4:30)

Name of president of library board (Mr, Mrs, Miss) *Mrs. William H. Goshorn*

Population served (1950 census) *Seneca Falls 7500 (Census figures not available)*

Area which the library is chartered to serve *Seneca Co. Pub. Office*

If the library is a part of a county or multi-county system, name the system

001.....

Number of registered branches 011.....

Number of deposit stations 012.....

Number of bookmobiles 013.....

Number of unregistered branches 014.....

Average number of hours open 021 *25.74*

Number of regularly scheduled working hours per week

for full-time staff members 029.....

REGISTRATION RECORD

(Total Number Registered on December 31, 1952)

Adult resident	101	<i>1127</i>
Adult nonresident	102	<i>4</i>
Juvenile resident	103	<i>632</i>
Juvenile nonresident	104	<i>1</i>
Total	199	<i>1764</i>

Period of registration	<i>3 yrs</i>	XXXXXX XXXXXX
Fee for nonresident borrowers	<i>\$ 2</i>	XXXXXX XXXXXX

BOOK STOCK

(Additions or withdrawals during the year)

	Adult	Juvenile	Total
Purchases.....	<i>152</i>	<i>110</i>	<i>262</i>
Gifts.....	<i>142</i>	<i>7</i>	<i>149</i>
Purchases and gifts	<i>294</i>	<i>117</i>	<i>411</i>
Withdrawals.....	<i>71</i>	<i>52</i>	<i>123</i>
Total materials borrowed on interlibrary loan.....			<i>5</i>
Total materials lent on interlibrary loan.....			<i>2 wks.</i>

Loan period for the majority of book stock

LIBRARY HOLDINGS ON DECEMBER 31, 1952

	Code	Books	Periodicals	Photograph Records	Films	Pamphlets	Newspapers	Total
Fiction.....	301	<i>4265</i>						
Nonfiction.....	302	<i>4698</i>						
Total.....	303	<i>8963</i>						
Fiction.....	304	<i>1432</i>						
Nonfiction.....	305	<i>699</i>						
Total.....	306	<i>2131</i>	<i>58</i>		<i>349</i>	<i>670</i>	<i>369</i>	<i>399</i>
Grand Total.....		<i>11094</i>	<i>329</i>	<i>339</i>				<i>11826</i>

LIBRARY CIRCULATION (PERIOD JANUARY 1, 1952-DECEMBER 31, 1952)

	Code	Books	Periodicals	Photograph Records	Films	Pamphlets	Other Materials	Total
Fiction.....	401	<i>3062</i>	<i>1044</i>					
Nonfiction.....	402	<i>1259</i>						
Total.....	403	<i>4261</i>						
Fiction.....	404	<i>3167</i>	<i>26</i>					
Nonfiction.....	405	<i>458</i>						
Total.....	406	<i>3625</i>						
Rental collection	411	<i>946</i>						
Central library..	412							
All branches....	413							
Bookmobile....	414	<i>419</i>	<i>429</i>	<i>439</i>	<i>449</i>	<i>459</i>	<i>469</i>	<i>499</i>
Grand Total.....		<i>8832</i>	<i>1070</i>					<i>9962</i>

TRANSACTION NUMBERS

If the library uses a photo or audio charger or any charging involving a transaction number, indicate the total number of transactions for the year (599)

RECEIPTS

	Code 610	
Unexpended balance from previous year	610	16382.1
Local tax appropriation	601	
State grant	602	
Income from contract services	603	
Income from endowment funds, trust funds, in- vested funds and bank deposits	604	
Gifts—not a part of trust or endowment funds	605	2957.87
Fines, fees, membership	606	1646.53
Income (rental collection)	607	421.70
Income (other sources)	608	52.16
Total receipts (Do not include Code 610)	609x	16.00
Total receipts and balance (Code 610 + 609x)	619x	6732.47

SOURCE OF LOCAL TAX APPROPRIATION

Unit	Code	Name of Unit	Population	Amounts
County or counties	691			
Town	692			
Village	693			
City	694			
School district	695			

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.

EXPENDITURES

	Code 721	
Books (including other cir- culating library materials)	721	534.82
Rental collections	722	
Periodicals	723	135.30
Binding	724	129.00
Subtotal	729x	798.62
Operating Expense		
Rent	731	
Utilities	732	332.13
Insurance	733	65.00
Library supplies	734	27.40
Publicity	735	
Other	736	236.00
Subtotal	739x	660.53
Salaries		
Library staff	741	1747.50
Custodial staff	742	
Pensions	743	
Subtotal	749x	1747.50
Capital Expenses		
Building	751	53.00
Land	752	
Plant equipment	753	
Subtotal	759x	53.00
Grand total expense	760x	3259.65
Balance on hand December 31, 1952 (difference be- tween codes 760x and 619x)	770	3472.82
Total and balance (must equal code 619x)	780x	6732.47

PROFESSIONAL PERSONNEL (By Position Title)

[illegible]

* In fraction of full-time.
† $IT = Full-time - PT = Part-time$.

[illegible]

VACATIONS (901)

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 (901)

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

[illegible]

Number of trustees' meetings held during the calendar year 1952		LIBRARY HOURS			
		Winter		Summer	
		Hours Open	Total	Hours Open	Total
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
		Total		Total	
		Average hours open			
		Winter.....			
		Summer.....			

FINANCIAL REPORT 1952 Name of Library.....

RECEIPTS

	Code
Unexpended balance from previous year.....	610
Local tax appropriation.....	601
State grant.....	602
Income from contract services.....	603
Income from endowment funds, trust funds, invested funds and bank deposits.....	604
Gifts—not a part of trust or endowment funds.....	605
Fines, fees, membership.....	606
Income (rental collection).....	607
Income (other sources).....	608
Total receipts (Do not include Code 610).....	609x
Total receipts and balance (Code 610+609x).....	619x

SOURCE OF LOCAL TAX APPROPRIATION

Unit	Code	Name of Unit	Population	Amounts
County or counties...	691			
Town.....	692			
Village.....	693			
City.....	694			
School district....	695			

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.

Date

Librarian

EXPENDITURES

	Code	Books (including other circulating library materials)
	721	
Rental collections.....	722	
Periodicals.....	723	
	724	
Subtotal.....	729x	XXXXXXXXXXXXXXXXXXXX
Operating Expense		
Rent.....	731	
Utilities.....	732	
Insurance.....	733	
Library supplies.....	734	
Publicity.....	735	
Other.....	736	
Subtotal.....	739x	XXXXXXXXXXXXXXXXXXXX
Salaries		
Library staff.....	741	
Custodial staff.....	742	
Pensions.....	743	
Subtotal.....	749x	XXXXXXXXXXXXXXXXXXXX
Capital Expenses		
Building.....	751	
Land.....	752	
Plant equipment.....	753	
Subtotal.....	759x	XXXXXXXXXXXXXXXXXXXX
Grand total expense.....	760x	XXXXXXXXXXXXXXXXXXXX
Balance on hand December 31, 1952 (difference between codes 760x and 619x).....	770	XXXXXXXXXXXXXXXXXXXX
Total and balance (must equal code 619x).....	780x	XXXXXXXXXXXXXXXXXXXX

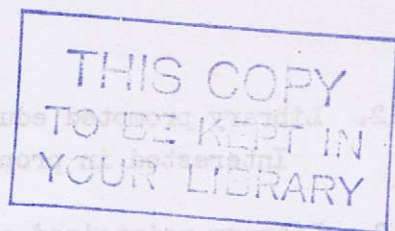
OFFICIAL COPY
TO DEPARTMENT OF
LIBRARY EDUCATION DIV.
STATE LIBRARY
ALBANY 1, N.Bldg.

Sims Falls, New York

Place

Myndome Library

Name of Library



PROGRESS REPORT - 1952

Yes No

1. Library was represented on a committee exploring State Aid for a county library service system. ☐ Yes ☒ No
2. Trustees attended: N.Y.L.A. Trustees Section Meeting ☐ Yes ☒ No
- County-wide planning committee ☐ Yes ☒ No
- A.L.A. Trustee's Section Meeting ☐ Yes ☒ No
3. List any trustee activities which contributed to library progress in your community or county. _____
4. A Friends of the Library group: was started ☐ Yes ☒ No
- Friends of Myndome Library Assn was active ☒ Yes ☐ No
5. Library Staff members attended: professional meetings ☒ Yes ☐ No
- library workshops ☐ Yes ☒ No
- formal classes ☐ Yes ☒ No
6. Library moved to new quarters ☐ Yes ☒ No
- Erected directional signs ☐ Yes ☒ No
- Acquired a bookmobile ☐ Yes ☒ No
- Installed new shelving ☐ Yes ☒ No
- Redecorated interior ☐ Yes ☒ No
- Provided book return box ☒ Yes ☐ No
- Acquired other new equipment new book
7. Library organized or helped to organize adult education classes ☐ Yes ☒ No
8. Librarian met with club officer and helped plan programs in which library could help. ☒ Yes ☐ No
9. Library staff gave book talks and book reviews ☐ Yes ☐ No
- Number of such reviews or book talks given during year _____
10. Library arranged book exhibits at community meetings ☒ Yes ☐ No
- Number of meetings at which exhibits were displayed 2
11. Library provided meeting rooms for community groups ☒ Yes ☐ No
- Number of meetings held 2

Put Sol
dies this

	Yes	No
12. Library promoted educational film services	☐	☒
Interested in proposed State film circuit plan	☐	☒
13. Library maintained a phonograph record collection.	☐	☒
14. Library publicity included:		
Regular newspaper items	☒	☐
Radio	☐	☐
Television	☐	☐
Book Lists	☒	☐
Leaflets	☐	☐
Other <i>Book list program Annual info</i>		
15. Library arranged special exhibits in store windows, banks and other central points on current topics.	☒	☐
16. Library gave instruction in the use of books and libraries	☒	☐
17. Library held regular story hours for children	☐	☒
18. Telephone reference service was offered	☒	☐
19. Library provided book services to older people and shut-ins	☒	☐
20. Ways in which library cooperated with hospitals and correctional institutions:		

21. Ways in which the library cooperated with the schools: <i>Bulletin Bd exhibits</i>		
<i>Ref material granted for special subjects & study</i>		
22. Library organized or helped to organize clinics for slow readers	☐	☐
23. Library used New York State Library:		
Traveling Libraries collection	☐	☐
Loan Desk	☒	☐
24. Book collection was weeded	☒	☐

This list only suggests the type of activities we would be interested in hearing about. Please list any others in which you have participated during the past year. Use additional sheets if necessary.

Book list Program put on by Girl Scouts and Broomer held in Library
Reserve list kept and would be furnished in form by telephone
Many memorial gift books presented to library during year.

PICTURES OF YOUR LIBRARY OR OF LIBRARY ACTIVITIES
 ARE URGENTLY REQUESTED

There are no professionally trained Librarians employed at Mynderse Library.

We serve a population of 7500, or more, and therefore do not come under directive #6 on instruction sheet.

We do have one uncertified Librarian who administers the Library affairs as Head Librarian.

We do have two assistants, one working five hours a week and the other two hours on a hourly basis of payment. (55¢ an hour) These hours vary according to demand.

The Librarian's salary was changed in November ¹⁹⁵² to \$115. a month.

1940 Census 6452

1950 Census - Still in question
Federal Census Takers had
some of the papers and
have not seen fit to
correct mistakes nor to
accept other figures
taken locally.

Estimated population 1950
7500

Should I use village + township
figures given here? Or some outside
of township.