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YOUR LIBRARY

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

ANNUAL LIBRARY REPORT

1

FOR THE YEAR ENDING DECEMBER 31, 1955

Telephone number _____
of library _____

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

Salvatore's home 375W

Name of president of library board (Mr., Mrs., Miss) Mr. W. W. Eastman

Population served (1950 census) 6634

Area which the library is chartered to serve _____

[Town, village, city, county, school district]

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

Number of registered branches _____

Number of deposit stations _____

Number of bookmobiles _____

Number of unregistered branches _____

Average number of hours open per week 26

Number of regularly scheduled working hours per week
for full-time staff members Monday 28, Tuesday 15

LIBRARY HOLDINGS ON
DECEMBER 31 '55

	LIBRARY HOLDINGS ON DECEMBER 31 '55		BOOK STOCK (Additions or withdrawals during the year)	
	Fiction	Nonfiction	Adult	Juvenile
Fiction	4261	5066	158	111
Nonfiction	9327	2394	75	2
Total	1595	7499	233	113
			193	207
			Total materials borrowed on interlibrary loan. 31	
			Total materials lent on interlibrary loan.	
			Loan period for the majority of book stock. ... 2 wks.	

	Books	Periodicals	Phonograph Records	Films
Totals	11721	53		
	Pamphlets	Newspapers	Microfilm	Grand Total
	850	4		12628

REGISTRATION RECORD

(Total number registered on December 31)

	Books	Periodicals	Phonograph Records	Films
Fiction	3239			
Nonfiction	1404			
Total	4643			
Fiction	3496			
Nonfiction	657			
Total	4153			
Rental collection	946			
Central library				
All branches				
Bookmobile				

	Books	Periodicals	Phonograph Records	Films
Totals	9742	1175		
	Pamphlets	Microfilm	Other Materials	Grand Total
				10917

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.

LIBRARY HOURS

	WINTER Hours Open	Total	SUMMER Hours Open	Total	Average number of hours open per week:
Sunday					Winter 28 Summer 15
Monday	2-5 + 7-9 PM	5	7-9 PM	2	
Tuesday	2-5 + 7-9 PM	5	2-5 PM	3	
Wednesday	2-5 + 7-9 PM	5	7-9 PM	2	
Thursday	2-5 PM	3	2-5 PM	3	
Friday	2-5 + 7-9 PM	5	7-9 PM	2	
Saturday	2-5 + 7-9 PM	5	2-5 PM	3	
Total	28			15	

Number of weeks in schedule:

Winter 44
Summer 8

RECEIPTS

Unexpended balance from previous year.....	Code 10	1863.55
Local tax appropriation.....	11	
State grant.....	12	
Income from contract services.....	13	
Income as interest from endowment funds, trust funds, invested funds and bank deposits. 3/4.32 + 718.02	14	2879.54
Gifts— ^{338.75 + 73.15} not a part of trust or endowment funds.....	15	411.90
Income (rental collection).....	16	63.46
Income (other sources including fines, fees, membership)..... ^{145.00 + 154.09 + 18.00}	17	311.07
Total receipts (Do not include Code 10).....	18	374.53
Total receipts and balance (Code 10+18).....	19	3665.97
		5529.52

SOURCE OF LOCAL TAX APPROPRIATION

Unit	Code	Name of Unit	Population	Amounts
County or counties.....	91			
Town.....	92			
Village.....	93			
City.....	94			
School district...	98			

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's signature X

EXPENDITURES

Books (including other circulating library materials).....	Code 21	633.43
Rental collections.....	22	
Periodicals..... ^{8129.30 = 34.00}	23	148.80
Binding.....	24	80.89
Subtotal.....	28	863.12
Operating Expense		
Rent.....	31	
Utilities.....	32	326.60
Insurance.....	33	650.00
Library supplies.....	34	49.78
Publicity.....	35	
Other..... ^{224.80 + 50.10 + 2.00}	36	276.90
Subtotal.....	38	7182.8
Salaries..... ^{1386.00}		
Library staff..... ^{228.35}	Code 41	1972.35
Custodial staff.....	42	
Pensions.....	43	
Subtotal.....	48	1972.35
Capital Expenses		
Building (and major repairs).....	Code 51	146.00
Land.....	52	
Plant equipment.....	53	
Subtotal.....	58	146.00
Grand Total Expense.....	61	3699.75
Balance on hand December 31 (difference between Codes 61 and 19)	72	1829.77
Amounts invested in bonds or transferred to interest accounts.....	73	
Cash balance on hand (Code 72 minus Code 73).....	74	
Total and balance (Code 61 plus Code 72 = 88).....	88	5529.52

1 POSITION TITLE		4 POSITION TITLE (Alternate)		6 Number of Professional Full-Time Equivalent Positions in Library			8 SALARY RANGE		10 POSITION TITLE or FUNCTIONAL CATEGORY			12 No. of Nonprofessional Full-Time Equivalent Positions in Library			14 SALARY RANGE	
2 POSIT	3 the classification Based upon of the NYLA system of Personnel Committee	Write in comparable classes if library uses a different system		Filled	Vacant	Total	Entering Salary per Year	Maximum Salary per Year	Amount of Annual Increment	POSITION TITLE or FUNCTIONAL CATEGORY	Filled	Vacant	Total	Entering Salary per Year	Maximum Salary per Year	Amount of Annual Increment

DO NOT WRITE IN THIS BOX				
Junior librarian				
Senior librarian				
Senior librarian (spec. services)				
Asst. library director				
Library director				
Total professional				

DO NOT WRITE IN THIS BOX				
Clerical				
Building maintenance and operation				
Library technician				
Total nonprofessional				

RETIREMENT SYSTEMS

Designate the number of professional and nonprofessional employees covered by each type of retirement system listed below. Also designate the number not covered in the space provided.

	Social Security	State System	Other Systems	Not Covered
Number of professional employees				
Number of nonprofessional employees				
Total				

LIBRARY TRUSTEES

CHANGES IN PROFESSIONAL PERSONNEL

List trustees below. Designate whether Mr., Mrs., or Miss

[illegible]

Number of trustees' meetings held during the calendar year..

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
OFFICE OF EDUCATION
WASHINGTON 25, D. C.

Budget Bureau No. 51-R022.5.
Approval expires June 30, 1957.

PUBLIC LIBRARY STATISTICAL REPORT
(City, town, county, and regional)

Report for fiscal year ending December 31, 1955
(Month, day, year)

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

DO NOT WRITE IN THIS SPACE	
State	_____
Serial No.	_____
Type	_____
Size	_____
Vols.	_____

(POST OFFICE ADDRESS)

GENERAL

1. Name of library Mynderse Library Year of founding 1888
2. Name of chief librarian Mrs. Robert D. Merrill Date appointed January 1, 1943
3. Who appoints the chief librarian? _____
4. Check governmental unit(s), district(s), or area(s):
(a) OF SUPPORT: City ☐; town ☐; township ☐; school district ☐; county ☐; regional ☐; other ☐
(b) OF SERVICE: City ☐; town ☐; township ☐; school district ☐; county ☐; regional ☐; other ☐
5. If a county or regional library, check item(s) which apply:
(a) Part of county government ☐; (b) part of both city and county government ☐; (c) municipal or other library serving county by contract ☐; other ☐ specify _____
6. Population served (1950 United States census) 6634
If a later official estimate is available, please give that also, and indicate specific source 7500 Chamber of Com.
7. Size of area legally entitled to service (approximate number of square miles)
8. Terms of use: (a) Free for lending to residents of governmental units served (check) ☒
(b) Open only to paid subscribers or members of association or organization (check) ☐
9. Number of hours the central library is open per week: (a) For circulation _____ (b) For reading and study _____
10. Number of days central library is open during year _____ Number of days open per week _____

AGENCIES

- An agency is any place, such as central library, branch, subbranch, 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 subbranch is a small branch open fewer hours than the central library and the regular branches and giving only partial branch service.
A station is a place from which books are distributed but at which there is no permanent collection or library staff.
11. In the table below give the number of each kind of library agency you have according to the type of building in which it is housed. Do not report bookmobiles in this table; see item 12.

AGENCY	BUILDING USED SOLELY FOR LIBRARY PURPOSES		SCHOOL	INSTITUTION (Hospital, Prison, etc.)	COMMUNITY CENTER	OTHER	TOTAL
	Building Owned	Building Rented					
Central library	☒						
Branch							
Subbranch							
Station (exclude bookmobiles)							
TOTAL							

12. Bookmobiles:
(a) Number of bookmobiles operated for circulation purposes
(b) Number of different regularly scheduled service stops (i. e. physical locations at which stops are made—count each stop only once)
(c) Average number of days between visits to regularly scheduled service stops
13. Does your public library lend collections of library materials to individual schools for classroom collections? . Yes ☐; No ☒
To the centralized school libraries? Yes ☐; No ☒

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 single issue of a periodical is not to be considered a volume unless it has been cataloged separately.

	Adult	Juvenile	Total
14. Number of volumes at beginning of year	9246	2281	11527
15. Number of volumes added during year: (a) By purchase	158	111	269
(b) By other means	75	2	77
16. Number of volumes withdrawn from record during year	193	207	400
17. TOTAL number of volumes at end of year	9479		11721
18. Number of book titles added during year			

CIRCULATION AND USE OF BOOK STOCK*

In the table below give number of volumes according to definition under Book Stock.

Count one for each 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. Do not include circulation of miscellaneous stock here but enter in item 25 (d).

	VOLUMES CIRCULATED FROM—		TOTAL
	Agencies, Including Central Library (Exclude Bookmobiles)	Bookmobiles	
19. Number of volumes for adults lent for home use:			
(a) Nonfiction	1404		
(b) Fiction	3239	Rental 946	
(c) TOTAL	4643		
20. Number of volumes for children lent for home use:			
(a) Nonfiction	657	1175 Periodicals	
(b) Fiction	3496		10917
(c) TOTAL	4153		
21. TOTAL number of volumes lent for home use			

22. The period of loan for the majority of adult book stock is _____ days.
23. Number of interlibrary loans: Volumes lent _____; volumes borrowed _____
(An interlibrary loan is the loan of a book between libraries which are not integral parts of the same system.)
24. Number of reference and reading aid transactions _____
(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.)

NUMBER AND CIRCULATION OF MISCELLANEOUS STOCK

ITEM	UNCATALOGED PAMPHLETS	PHOTOS, PICTURES, PRINTS	MAPS	SLIDES, FILM-STRIPS	MICROFILMS ¹ (Titles)	FILMS ¹ (Titles)	SOUND RECORDINGS ¹ (Titles)	OTHER
25. (a) Number added during year								
(b) Number withdrawn during year								
(c) Total at end of year	850							
(d) Circulation								

¹ If another unit of measurement is used, please indicate.

26. Number of newspapers currently received excluding duplicates 4
27. Number of periodicals currently received excluding duplicates 53
- (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.)

REGISTRATION*

	Adult	Juvenile	Total
28. Total number of registered borrowers	1109	911	2020
29. Borrowers registered or reregistered during year	223	169	
30. Number of nonresident borrowers (included above)	5		
31. What annual fee is charged to nonresident borrowers?	\$2		
32. The length of the registration period is			3 years.

*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 21; for Registration in items 28-31; for Book Stock in items 14-18; for Expenditures for Books in item 74; and for Periodicals in item 75.

PERSONNEL

In the table below, enter the number of employees (or their full-time equivalent) in the various categories, in the appropriate columns. Follow definitions given below as indicated by superior figures. Make an estimate for columns 4 and 5 if a complete record is not available.

NAME OF POSITION ¹ (Count each person in only one of the categories below)	FULL-TIME	PART-TIME	FULL-TIME EQUIVALENT OF PART-TIME EMPLOYEES (4)	FULL-TIME EQUIVALENT OF ALL EMPLOYEES (Cols. 2 plus 4) (5)
(1)	(2)	(3)	(4)	(5)
33. Chief librarian or director				
34. Associate or assistant chief librarian				
35. Department and divisions heads ²				
36. Branch librarians ³				
37. First assistants ⁴				
Professional assistants: ⁵				
38. Order, accession, acquisition departments				
39. Catalog department				
40. Circulation department				
41. Reference department				
42. Children's department (include service to schools)				
43. Young people's department				
44. Other professional assistants				
45. TOTAL number of professional employees (items 33-44)				
(Number of men -----; number of women -----)				
46. Subprofessional assistants ⁶				
Other assistants:				
47. Administrative office assistants ⁷				
48. Clerical assistants, pages, shelvees, etc. ⁸				
49. Book menders and binding force				
50. TOTAL number of other assistants (items 47-49)				
51. Janitors, engineers, building force				
52. TOTAL number of employees (items 45, 46, 50, 51)				

53. If available, give number of unpaid volunteer workers included in item 52

54. Number of regular working hours per week for a full-time staff member 28 hrs

55. In your governmental unit (see item 4), how many public library employees are under a Civil Service system? Please check item which applies: All ☐; some ☐; none ☒

If your answer is "some," please specify which positions are covered, e. g., "all clerical"; "all janitorial"; etc. -----

PERSONNEL DEFINITIONS

(Approved by A. L. A. Board on Personnel Administration)

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

² 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.

³ 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.

⁴ 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.

⁵ 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.

⁶ 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.)

⁷ 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.

⁸ 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.

FINANCE

56. Source of tax support if not from direct levy for library none

57. Total endowment, trust, and invested funds, exclusive of building funds, \$ 68551.42 Total additions to endowment during year, \$ none

58. Unexpended balance from previous year . \$ 1863.55

RECEIPTS

(Make entries in terms of dollars only; omit cents)

59. City or town levy or appropriation . . . \$ none

60. County levy or appropriation . . . none

61. Township levy or appropriation . . . none

62. School district levy or appropriation . . . none

63. For contract service:

(a) From school board . . . \$ none

(b) From county or other library . . . none

64. State grants:

(a) For books (whether purchased by State or by local library from State funds) . . . none

(b) For salaries of local librarians . . . none

65. Income from endowment, trust, and invested funds . . . 2879.54

66. Gifts (money only, do not include principal of endowment gifts) . . . 411.90

67. Petty cash (fines, fees, memberships, etc.)¹ 311.07

68. Rental book collection² . . . 63.46

69. Other sources (enumerate):

70. TOTAL receipts . . . \$ 3665.97

71. TOTAL balance and receipts . . . \$ 5529.52

EXPENDITURES

(Make entries in terms of dollars only; omit cents)

OPERATING EXPENSES:

72. Salaries: Library staff . . . \$ 1972.35

73. Salaries: Building staff . . . none

74. Books: (a) Adult³ . . . \$ 633.43

(b) Juvenile³ . . . 148.80

75. Periodicals:

(a) Adult . . . 80.89

(b) Juvenile . . . none

76. Binding and rebinding, repairing and mending⁴ . . . 326.60

77. Audio-visual materials (films, recordings, etc.) . . . 65.00

78. Rent . . . 472.68

79. Heat, light, power, water . . . 3699.75

80. Insurance (all types) . . . 492.50 + 224.80 + 50.10 + 2.00 + 14.60 = 774.00

81. Other operating expenses . . . 3699.75

82. TOTAL operating expenses . . . \$ 3699.75

83. Transfers of funds for contract service . . . none

84. CAPITAL EXPENSES: BUILDINGS, SITES, ADDITIONS, ETC. . . none

85. GRAND TOTAL EXPENDITURES . . . \$ 3699.75

86. Balance on hand at end of fiscal year . . . \$ 1829.77

87. TOTAL expenditures and balances . . . \$ 5529.52

¹ If petty cash receipts are turned into the treasury of the appropriating unit, state amount collected here but omit in table . . . \$ none

² If rental collection receipts are turned into the treasury of the appropriating unit, state amount collected here but omit in table . . . \$ none

³ Include amounts spent by the State from State funds for books furnished the local library.

⁴ If the library operates a bindery, or repairing and mending department, give amount spent for salaries of bindery force last fiscal year . . . \$ none

REPORT OF PROGRESS

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

DATE _____ SIGNATURE _____

Title of officer reporting _____

U. S. GOVERNMENT PRINTING OFFICE: 1955-O-345875

For sale by the Superintendent of Documents, U. S. Government Printing Office, Washington 25, D. C.