

ANNUAL REPORTS

BANGOR

PUBLIC LIBRARY

FOR THE YEAR

1940



BANGOR, MAINE



Halftone reproduction of the engraved

**Bookplate of the
Stodder Fund**

The fund, bequeathed in 1924 by George T. Stodder, is for "the purchase of books, except that no fiction which has not been published two years at date of purchase shall be bought." It is used, at present, principally for the purchase of books of biography and travel. It is one of several funds enjoyed by the Bangor Public Library. See page 5 of this report for information about all.

The bookplate, finished in November 1929, was designed by Elisha Brown Bird and engraved by Sidney Alabaster. It is one of two bookplates by Elisha Brown Bird and seven by Sidney Lawton Smith used in Bangor Public Library books in grateful recognition of the generosity of the donors of funds.

BANGOR PUBLIC LIBRARY ANNUAL REPORTS

FOR THE YEAR

1940



BANGOR PUBLIC LIBRARY
BANGOR, MAINE
1941

1940 Organization

**Board of Managers and Trustees
of the
Bangor Public Library**

Consisting of the

Trustees of the Hersey Fund

Louise C. Blanchard (Mrs. Albert L. Blanchard), term expires January 1941

William F. Curran, term expires January 1943

Donald S. Higgins, term expires January 1945

Warren J. Moulton, term expires January 1941

Ralph L. Waymouth, *ex officio* as City Treasurer

and the

Officers of the Bangor Mechanic Association

Harry D. Benson

Franklin E. Bragg

George F. Eaton

Horace S. Stewart

Officers

President, Warren J. Moulton

Vice-President, Harry D. Benson

Treasurer, Horace S. Stewart

Secretary and Clerk, Louis Felix Ranlett

Committees

Auditing, Mr. Benson

Finance, Mr. Bragg, Dr. Moulton, and, *ex officio*, Mr. Stewart

Purchasing, Mr. Eaton, Mr. Benson, and Mrs. Blanchard

Building and Grounds, Mr. Benson, Mr. Bragg, and Mr. Stewart

Insurance and Property Values, Mr. Higgins, Mr. Curran, and Mr.
Waymouth

1940 Organization
Library Personnel

(Who worked at any time during 1940)

Librarian

Louis Felix Ranlett

Consulting Librarian

Elmar T. Boyd

Staff

(In order of first appointment to staff)

Carrie C. Mayberry, *Chief, Cataloging Department*
Eva E. Rand, *Chief, Accessions and Classification Department*
Olive M. Smythe, *Reference Librarian*
Dorothy M. Garey, *First Assistant, Cataloging Department*
Pauline E. Tartre, *Chief, Extension Department*
Alice M. Wetherell, *Children's Librarian*
H. Eola Mayo, *Librarian's Secretary*
Helen Washburn Yost, *Chief, Circulation Department, and Readers' Adviser*
Marion C. Cluff, *Assistant in Charge of Binding*
Edna D. Brown, *First Assistant, Circulation Department*
Ruth Meservey, *First Assistant, Reference Department*
Mary G. Bean, *First Assistant, Office*
Dorothea J. Goode, *First Assistant, Children's Department*
Robertta E. Smith, *Assistant, Circulation Department*
Ruth E. Dole, *Assistant, Circulation Department*

Substitutes and Extra Help

Natalie G. Barker	Isabel R. Carroll	Margaret Maxfield
Elizabeth B. Beal	Rebecca Dooley	Pearl B. Todd
Margaret E. Beal	Alden Goode	Freda M. Wilks
	Marjorie G. Higgins	

Care of Building

Omer J. Nadeau, *Janitor*

Elmer W. Gibbs, *Assistant Janitor* C. S. Barchard, *Engineer*
Stuart P. Quinn, *Assistant Janitor* Clyde E. Burton, *Substitute Janitor*
George N. Hall, *Janitor Forest Avenue Church Deposit*

Music Branch

Alice G. Bibber, *Assistant in Charge*

Endowment of the Bangor Public Library

Administered by the Trustees of the Bangor Public Library

- John F. Patten Fund**—Bequeathed by Grace D. Patten (Mrs. John F. Patten) in 1900 in memory of her husband, augmented by a bequest of \$2,000.00 by Thomas Upham Coe in 1927, the income of the whole for "the purchase of books to make, or help make, entire some important department of the Library."
\$6,000.00
- Luther H. Peirce Fund**—Bequeathed by Luther H. Peirce in 1915, the income for "the purchase of books or for any other purpose within the walls of said Library building." Carried on the books of the Treasurer as a part of the Trustees Fund.
\$75,000.00
- Frances A. Stetson Fund**—Bequeathed by Frances A. Stetson in 1918 "to be used as may seem to them [the Trustees] best." Carried on the books of the Treasurer as as a part of the Trustees Fund.
\$1,000.00
- Frederick W. Hill and Marianne Hill Fund**—Bequeathed by Frederick W. Hill in 1920 "for the purpose of purchasing books . . . and no part . . . for the erection or repair of any building."
\$577,919.56
- Stodder Fund**—Bequeathed in 1924 by George T. Stodder, "for the purchase of books, except that no fiction which has not been published two years at date of purchase shall be bought."
\$40,309.80

Thomas Upham Coe Bequest—Bequeathed in 1927 by Thomas Upham Coe “to be added to the Patten Fund so called, two thousand dollars.” See John F. Patten Fund.

Trustees Fund—Invested funds upon which there is no restriction as to the use of income. \$126,193.20

Administered by the Trustees of the Hersey Fund

Hersey Fund—Bequeathed in 1875 by Samuel F. Hersey and its income now, by provision of the City Ordinances, unalterably fixed at \$4,000.00 and devoted “to the perpetual maintenance of the Bangor Public Library.” \$100,000.00

Administered by the City of Bangor

Mechanic Association Fund—Conveyed to the City of Bangor in 1883 by the Bangor Mechanic Association (founded 1828) in pursuance of an agreement with the Trustees of the Hersey Fund “for the purpose of establishing and perpetually maintaining a Public Library in the City of Bangor.” \$12,000.00

Administered by the Bangor Mechanic Association

Edward Ellison Fund—Bequeathed by Mary Harris Ellison Curran (Mrs. Nicholas F. Curran) in 1918, in memory of her father, Edward Ellison, “for the purchase of books, other than works of fiction” of which only one copy is to be bought and that “may never be taken from the Library.” \$10,000.00

Total endowment	<u>\$948,422.56</u>
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Report of the Trustees of the Hersey Fund

Bangor, January 28, 1941.

To the City Council of the City of Bangor:

The Trustees of the Hersey Fund submit their annual report. They have received from the City Treasurer the sum of four thousand dollars (\$4,000) in quarterly payments, which have been paid to the Treasurer of the Board of Managers of the Bangor Public Library.

They also submit, herewith, the annual reports of the Treasurer of the Board of Trustees of the Bangor Public Library, and the Treasurer of the Board of Managers of said Library, and of the Librarian.

WARREN J. MOULTON
DONALD S. HIGGINS
RALPH L. WAYMOUTH
LOUISE C. BLANCHARD
WILLIAM F. CURRAN

Trustees of the Hersey Fund.

Report of the Librarian

To the Board of Managers of the Bangor Public Library:

During 1940 the Bangor Public Library operated not merely from its fine central building on Harlow Street, but from 190 other locations. This wide distribution of its work, which has been the rule for many years, deserves to be better known.

Bangor's total home use of library books in 1940 was 416,029, a record figure, yet only 306 higher than the total in 1939, its previous record year. Nineteen percent of this use was from collections of ours located elsewhere than in the central building. From collections in 157 public or private school rooms or school libraries 38,213 items were lent; from the Music Branch in Symphony House, 11,939; from the patients' book truck at the Eastern Maine General Hospital, 11,138; from the public sub-branch at the Forest Avenue Congregational Church, 10,050.

BOOKS EVERYWHERE

From 23 collections in such places as the Home for Aged Women in Bangor, the Eastern Corporation, St. Michael's Orphanage, the Bangor Osteopathic Hospital, and Camp Jordan 8,762 books were lent. Seven considerable collections are in locations such as the Penobscot Bar Library Association and the Doctors' Library at the Eastern Maine General Hospital where the books are consulted on the premises and not lent for home use.

While 80,102 books were being lent from these widely distributed agencies of ours, supervised, except for the Music Branch, by Miss Pauline E. Tartre, 335,927 books were issued from the central library building.

Our total circulation of 416,029 is so close to the 1939 figure of 415,723 as to represent a virtual levelling off of

our circulation totals at a point about 19,000 higher than the previous peak in 1933.

The cost to Bangor people of each book borrowed for home use was less than five cents. This figure is based on the city appropriation of \$19,800.00 plus the State grant of \$200.00. From the income of endowment \$48,550.73 was used. The total operating expense of the library was the total of these three figures, \$68,550.73. Of the \$48,550.73 used from endowment income, \$31,495.12 was spent for books.

END OF A LEGEND

Each year since 1934 we have spent from our book funds more than the income. The popular legend that "the Library has more money for books than it can use" has not been true in all that time. The city appropriation of \$23,000.00 requested for 1941 is the bare minimum necessary to supplement that small part of income of endowment that can be used for salaries, care of books, and building maintenance.

Because of budget limitations many improvements have to be put off from year to year. The important items of building maintenance and improvement that it was possible to accomplish in 1940 were the renovation of the catalog room, the installation of lights on the public catalog, the painting of the walls of the rotunda and main staircase, the refinishing of some chairs and tables, a new connection of the catalog room radiator, and the replacement of all defective parts in the heating system. This latter work, done by the janitor and deserving much praise, is the culmination of a series of renovations in the heating system that have reduced our heating cost from \$2,527.52 in 1936 to \$1,825.67 in 1940.

The things omitted were much more numerous. It would have helped Bangor readers had we kept our children's room open six evenings a week instead of one, ex-

panded our reading rooms, increased our book space in the public part of the central building, added two branches in rented quarters in parts of the city remote from the central building, and obtained a book automobile for service to farm areas within the city limits. It would have helped, too, in improving the building and the service, had we been able to equip the book stack with a book-lift, set off the librarian's office from the secretarial office, install inter-office telephones, print more booklists, and install rails on the lower steps of the entrance. These things have been omitted, too, from our budget for 1941, only even more vital ones of a like sort having been included.

Our acquisition, as a gift from the Bangor Mechanic Association, of a Recordak library film reader, model C, which was set up in October, put off for at least five years the time when our book storage room will have reached capacity. It did so by enabling us to preserve newspapers on film at a saving of 95% of the space occupied by newspapers in their original form. The machine gave us other advantages, too: greater permanence for the newspapers, greater ease of handling, and economy in labor through the discontinuance of our file of scrapbooks of newspaper items.

Though the Library could not do in 1940 all it aspires to, it did much. The year was one of healthy growth. Bangor people take satisfaction in their Library. Those who want to learn more about it than is told above can find much in the statistical tables appearing on pages 16 to 24 of the appendices to this report, or, best of all, by using the Library more and more.

Respectfully submitted,

LOUIS FELIX RANLETT,
Librarian.

Bangor, Maine, January 28, 1941.

Report of the Treasurer

To the Board of Managers and Trustees of the Bangor Public Library:

As Treasurer, I submit reports of the various funds of the Bangor Public Library as follows:

Trustees Fund

Receipts

Unexpended balance Jan. 1, 1940.....	\$ 5,239.35
From invested funds.....	11,324.51
Sale of securities.....	53,943.75
	\$70,507.61

Disbursements

For Insurance	\$851.42
Conventions and associations.....	236.39
General Fund, for administration.....	5,800.00
Safekeeping of securities.....	389.63
Salaries	1,885.00
Purchase of securities.....	48,603.54
Miscellaneous	1,331.16
Unexpended balance Dec. 31, 1940.....	11,410.47
	\$70,507.61

General Fund

Receipts

Unexpended balance Jan. 1, 1940.....	\$ 128.18
From Trustees Fund.....	5,800.00
Mechanic Association	720.00
Librarian: fines, fees, etc.....	2,400.00
Hersey Fund	4,000.00
City of Bangor.....	19,800.00
Miscellaneous	10.00
	\$32,858.18

Disbursements

For Telephone	\$ 98.01	
Gas and electricity	573.52	
Heat	1,825.67	
Water and ice	126.10	
Salaries	26,263.57	
Furniture, fittings, etc.	282.21	
Postage, stationery, etc.	843.90	
Printing, etc.	647.80	
Janitor's supplies	677.28	
Repairs, etc.	546.87	
Library of Congress catalog cards.....	300.00	
Miscellaneous	171.28	
Unexpended balance Dec. 31, 1940.....	501.97	
		\$32,858.18

Book Fund*Receipts*

Unexpended balance Jan. 1, 1940.....	\$19,094.46	
From State of Maine.....	200.00	
Income, Frederick W. and Marianne Hill Fund	23,023.45	
Income, George T. Stodder Fund.....	1,131.11	
Income, Edward Ellison Fund.....	439.00	
Miscellaneous	181.33	
		\$44,069.35

Disbursements

For Books, pamphlets, etc.....	\$24,815.19	
Periodical subscriptions	3,042.33	
Binding and repairs	2,732.46	
Express, etc.	18.94	
Maps, prints and music.....	738.21	
Unexpended balance Dec. 31, 1940.....	12,722.22	
		\$44,069.35

John F. Patten Fund*Receipts*

Unexpended balance Jan. 1, 1940.....	\$741.66	
From Invested funds	194.58	
Sale of securities	2,082.50	
		\$3,018.74

Disbursements

For Books, etc.	\$147.99	
Miscellaneous	5.80	
Unexpended balance Dec. 31, 1940.....	2,864.95	
		\$3,018.74

Frederick W. Hill and Marianne Hill Fund

Receipts

Unexpended balance Jan. 1, 1940.....	\$ 8,398.66	
From Sale, maturity and call of securities.....	236,732.50	
		<u>\$245,131.16</u>

Disbursements

For Purchase of securities.....	\$236,762.50	
Miscellaneous	649.72	
Unexpended balance Dec. 31, 1940.....	7,718.94	
		<u>\$245,131.16</u>

The entire income of this fund, \$23,023.45, was credited to the Book Fund.

George T. Stodder Fund

Receipts

Unexpended balance, Jan. 1, 1940.....	\$ 732.00	
From Sale or call of securities.....	28,880.00	
		<u>\$29,612.00</u>

Disbursements

For Purchase of securities.....	\$20,250.00	
Miscellaneous	52.20	
Unexpended balance Dec. 31, 1940.....	9,309.80	
		<u>\$29,612.00</u>

The entire income of this fund, \$1,131.11, was credited to the Book Fund.

Statement of Library Funds

As of December 31, 1940

Frederick W. Hill and Marianne Hill Fund.....	\$577,919.56	
John F. Patten Fund.....	6,000.00	
Luther H. Peirce Fund.....	75,000.00	
Frances A. Stetson Fund.....	1,000.00	
George T. Stodder Fund.....	40,309.80	
Trustees Fund	126,193.20	
		<u>\$826,422.56</u>

Respectfully submitted,

HORACE S. STEWART, *Treasurer.*

Bangor, Maine, January 28, 1941.

Certification

To the Board of Managers and Trustees of the Bangor Public Library:

I have examined the accounts of Horace S. Stewart, Treasurer of the Bangor Public Library, for the year ended December 31, 1940. The cash income and expenditures of the year were found to be properly accounted for, and the cash on hand as of December 31, 1940 was confirmed by certification obtained by me directly from the Merchants National Bank of Bangor.

The securities owned by the Library are held for safe-keeping by the Merchants National Bank of Bangor. They were produced for my inspection by an officer of that bank; all were accounted for and found to be in proper order.

HARRY D. BENSON, *Auditor.*

Bangor, Maine, January 28, 1941.

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APPENDIX B

Additions and Removals, 1940

<i>Sources of Additions</i>					
	New Titles	Added Copies	Replaces- ments	Binding Serials	Totals
Purchase	4,571	4,836	786	272	10,465
Gift	432	479	22	84	1,017
Return after loss.....			34		34
Exchange			4		4
Totals.....	5,003	5,315	846	356	11,520

<i>Causes of Removals</i>					
Withdrawn:					
Worn out				1,489	
Obsolete				1,582	
Duplicate				5	
Accessioned by mistake				3	
Given away				81	
Sold				441	
Exchange				4	
Total withdrawn					3,605
Lost:					
Charged out and not returned.....				114	
Missing in inventories.....				321	
Missing from classes not inventoried.....				90	
Lost and paid for.....				110	
Contagion				14	
Fire and/or water.....				1	
Total lost					650
Total removed					4,255
Net Additions (Additions less removals).....					7,265

APPENDIX C

Binding and Repair, 1940

Sent to Bindery:			
Previously unbound:			
Volumes of serials		398	
Volumes not serials		208	
Previously bound:			
Volumes to be rebound.....		1,475	
Volumes to be repaired.....		28	
Total sent to bindery.....			2,109
Repaired by Library			244

APPENDIX D

Registration, 1940

(Registration period is three years)

	Adult	Juvenile	Total
Card holders, Jan. 1, 1940.....	14,842	3,062	17,904
Registrations removed because of failure to renew, change of residence, death, etc., 1940	1,720	498	2,218
	13,122	2,564	15,686
New registrations, 1940	1,568	605	2,173
	14,690	3,169	17,859
Card holders, Dec. 31, 1940.....	1,968	358	2,326
Including registrations renewed, 1940			

APPENDIX E

Classes of Borrowers, 1940

	Adult	Juvenile 3rd-9th Grade	Juvenile "Mothers'" Cards	(Total) (Juvenile)	Total
A. Bangor residents.....	13,616	2,690	461	(3,151)	16,767
B. "Teachers'" cards.....	178				178
C. Non - resident indi- viduals who paid \$1.25 a year (ju- venile \$0.65).....	706	13	5	(18)	724
D. Special borrow- ers who made a deposit	80				80
E. Libraries outside of Bangor	69				69
I. Visitors who made a deposit of \$2.00	37				37
J. Non-resident groups	4				4
Totals.....	14,690	2,703	466	(3,169)	17,859

APPENDIX F

Circulation, 1940

Entire Library

	Adult Non- Fiction	Adult Fiction	Juvenile	Total
Central Library—				
General works, including unbound				
periodicals 000-099	27,158		1,203	28,361
Philosophy 100-199	3,287		45	3,332
Religion 200-299	2,670		726	3,396
Social sciences 300-399	8,589		16,433	25,022
Language 400-499	501		64	565
Pure science 500-599	2,765		1,595	4,360
Useful arts 600-699	9,688		2,598	12,286
Fine arts 700-799	9,324		1,595	10,919
Literature 800-899	9,192		1,722	10,914
Description 910-919	4,713		791	5,504
History 900-909, 930-999	8,225		1,095	9,320
Biography 920-929 & B	10,242		1,532	11,774
Fiction		180,271	29,903	210,174
Total, Central Library	96,354	180,271	59,302	335,927
Music Branch	11,939			11,939
Total, Central Library and Music				
Branch	108,293	180,271	59,302	347,866
Extension Department	4,261	22,793	41,109	68,163
Total, entire library	112,554	203,064	100,411	416,029
Percent	27%	49%	24%	100%
Circulation per capita				13.95

Extension Department

	Adult Non- Fiction	Adult Fiction	Juvenile	Total
Bangor grade schools (public and private)			25,856	25,856
Bangor suburban schools (Jan.-June)	5	211	1,226	1,442
Bangor High School	1,853	2,470		4,323
John Bapst High School	335	1,646		1,981
Fifth St. Junior High (Sep.-Dec.)			2,293	2,293
Garland St. Junior High (Sep.-Dec.)			1,540	1,540

Orrington schools			2,798	2,798
Veazie school			1,202	1,202
Bangor Anti-Tuberculosis Associa- tion Sanatorium	8	257		265
Bangor Osteopathic Hospital (Oct.-Dec.)	5	75		80
Bangor Theological Seminary.....	487	23		510
B. P. W. Club (Jan.-June).....	12	129		141
Eastern Corporation	18	1,777		1,795
E. M. G. Hospital, Patients' Library	1,250	7,315	2,573	11,138
Forest Avenue Church Sub-Branch	174	7,114	2,762	10,050
Good Samaritan Home	5	99		104
Hammond St. Congregational Church	17	89		106
Home for Aged Men in Bangor.....	11	570		581
Home for Aged Women in Bangor....	6	694		700
King's Daughters Home		32		32
St. Michael's Orphanage			242	242
Summer camps	29	48	617	694
Teachers' sets	35	233		268
Women's United Society (Jan.-June)	11	11		22
Totals.....	4,261	22,793	41,109	68,163

The Extension Department also maintains deposits, as follows, whose books do not circulate: Penobscot County Bar Library Association, York St. Clinic (1) Adult reference books, (2) Juvenile books, Y. M. C. A., Eastern Maine General Hospital (1) Doctors' Library, (2) Nurses' Professional Library.

APPENDIX G

Growth and Circulation, 1921-1940

Year	Books in Library	Circulation
	Dec. 31	
1921.....	81,082	124,446
1922.....	84,121	137,209
1923.....	90,427	146,548
1924.....	95,260	174,728
1925.....	103,385	219,989
1926.....	111,849	248,074
1927.....	119,455	269,828
1928.....	128,467	293,646
1929.....	136,294	308,235
1930.....	145,452	311,620
1931.....	152,333	338,179
1932.....	158,385	376,566

1933.....	164,946	397,015
1934.....	168,439	378,448
1935.....	174,162	388,089
1936.....	180,397	389,363
1937.....	186,914	384,801
1938.....	195,726	389,785
1939.....	204,928	415,723
1940.....	212,193	416,029

APPENDIX H

Miscellaneous Statistics, 1940

Postal card notices for overdue books.....	7,436
Second notices for overdue books.....	685
Reference questions answered, adult.....	10,352
Reserves for home use.....	22,550
Discarded books given away.....	869
Radio programs given.....	34
Lectures given outside library.....	26
Classes instructed in Library by staff:	
Number of classes	78
Total attendance	2,056
Children's story periods given in library by staff:	
Number of periods	63
Total attendance	2,247
Average attendance	35.6
Exhibits in lecture hall:	
Library's own property	3
By invitation of the library	10
Offered	5
Public meetings (by 27 organizations).....	131
Mail service to 128 individuals and 34 libraries in 111 cities or towns, total books.....	3,075
Borrowed from 8 libraries, books.....	26
Newspapers currently received:	
Titles	17
Duplicates	3
Other periodicals currently received:	
Titles	598
Duplicates	192
Adult books missing in inventory of classes 100, 200, 400, 500, 600, 700 and fiction	204
Juvenile books missing in inventory of all classes.....	44
New cards filed in public catalog.....	29,338

APPENDIX I

American Library Association, Public Library Statistical
Report, 1940

Report for fiscal year ending.....Dec. 31, 1940
City of Bangor, Penobscot County, Maine.

1. Name of library, Bangor Public Library. Date of founding, 1883
2. Name of librarian, Louis Felix Ranlett. Date appointed, Jan. 1, 1937
3. Chief librarian appointed by, The Board of Managers of the
Bangor Public Library.
4. Governmental unit of support, City. Population served
(1940 U. S. Census).....29,822
5. Terms of use: a. Free for lending to residents of Bangor.
Lends to others for a fee or deposit.
6. Central library is housed in a building owned by the library.

Daily Schedule (Central Library)

7. Open for circulation, reading, and study, Mon. 9-9, Tue. 9-9,
Wed. 9-9, Thur. 9-9, Fri. 9-9, Sat. 9-9, Sun. 2-6. Total
hours open per week, 76. Closed Sundays Apr.-Oct.
8. Number of days open during year, 325. Entirely closed on
holidays, Jan. 1, Feb. 22, Apr. 19, May 30, July 4, Sept. 2,
Nov. 11, Nov. 28, Dec. 25.

Agencies

- | | |
|--|-----|
| 9. Central library | 1 |
| 10. Number of branches and sub-branches: | |
| c. In other than library buildings or schools..... | 2 |
| 11. Number of stations: a. In schools | 164 |
| b. Other | 18 |
| 12. Other agencies | 6 |
| 13. Total agencies | 191 |

- | | <i>Circulation and Use</i> | <i>Percentage
of Total
Circulation</i> |
|---|----------------------------|--|
| | <i>Volumes</i> | |
| 15. Number of volumes of adult non-fiction
lent for home use | 112,554 | 27% |
| 16. Number of volumes of adult fiction lent
for home use | 203,064 | 49% |
| 17. Number of books for children lent for
home use | 100,411 | 24% |
| 18. Total number of volumes lent for home use.. | 416,029 | 100% |
| 19. Period of loan for the majority of adult book stock is 28 days. | | |

20. Number of interlibrary loans:	
Volumes lent	856
Volumes borrowed	26
21. Number of reference questions answered (adult)	10,352

Registration

	Adult	Juvenile	Total
22. Total number of registered borrowers.....	14,690	3,169	17,859
23. Borrowers registered or reregistered.....	3,536	963	4,499
24. Number of non-resident borrowers (in- cluded above)	896	18	914
25. Annual fee for non-resident borrowers	\$1.25	\$0.65	
26. The length of the registration period is 3 years for residents and 1 year for non-residents.			

Book Stock

27. Number of volumes at beginning of year	181,796	23,132	204,928
28. Number of volumes added during year.....	9,078	2,442	11,520
Total.....	190,874	25,574	216,448
29. Number of volumes withdrawn from record during year	2,896	1,359	4,255
30. Total number of volumes at end of year	187,978	24,215	212,193
31. Number of newspapers currently re- ceived excluding duplicates.....			17
32. Number of periodicals currently re- ceived excluding duplicates.....			598

Personnel

47. Full time equivalent of all employees.....	24.84
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Finance

48. Assessed valuation of city.....	\$28,366,513.00
49. The appropriation for the library is a specific total and not any predetermined percentage of the tax levy.	

Receipts

52. City appropriation	\$19,800.00
57. State grants	200.00
58. Incomes from endowment, trust, and in- vested funds	40,832.65
60. Petty cash: Fines, fees, memberships, etc.....	2,400.00

62. Other sources:

Sale of securities	7,422.71
Miscellaneous	191.33

63. Total \$70,846.69

64. Unexpended balance from previous year..... 25,203.65

Total \$96,050.34

*Expenditures**Operating Expenses*

65. Salaries: Library staff \$23,430.72

66. Salaries: Building staff 2,832.85

67. Books 25,720.33

68. Periodicals 3,042.33

69. Binding, repairing and mending..... 2,732.46

70. Rent 100.00

71. Heat, light, power, water..... 2,525.29

72. Insurance (all types)..... 851.42

73. Other operating expenses..... 7,315.33

74. Total operating expenses..... \$68,550.73

75. Capital expenses 0.00

76. Grand total \$68,550.73

77. Balance on hand at end of fiscal year..... 27,499.61

Total \$ 96,050.34

Total endowment 948,422.56

APPENDIX J

Gifts to the Library During 1940

A total of 5,924 gifts, consisting of 2,251 books or pamphlets, 3,619 numbers of serials, and 323 other items, were received. 155 of these items were from donors who did not make their identity known. Of the 404 donors who identified themselves 81 were individuals or estates and 323, organizations.

