

SECRETARY'S REPORT.

JANUARY 8TH, 1900.

THE CHAIRMAN AND BOARD OF MANAGEMENT,
WINDSOR PUBLIC LIBRARY.

Gentlemen:—I beg to present herewith the Fifth Annual Report of the Secretary, from which it will be seen that the finances of the Library are in excellent shape.

The recent circular from the Superintendent of Public Libraries, making the financial year for reporting to the Department end with the 31st of December, instead of the 30th of April, as heretofore, will prove very satisfactory, as such reports will co-incide with the figures submitted to the municipal auditors at the end of the year.

During the past year judicious and ample expenditures have been made in the purchase of books, magazines and newspapers, and we have kept abreast of new publications. Possibly it might be well to add to our files daily or weekly papers from Ottawa, Montreal, Quebec and Kingston.

I beg to suggest that work be at once commenced on a new catalogue. To Catalogue No. 1, issued in June, 1895, we now have three supplements; and the examination of all of these is somewhat unsatisfactory to those who are in search of a particular book, or studying a specific subject. Perhaps a regular alphabetical catalogue, to show the volumes under both book titles and authors, might prove more useful to the public than the present classification method, the classifying system, however, of course being continued in shelving the books as added to the Library.

I would remind the Board that our lease of the present building will expire the 1st day of September, this year. It will be observed from the accompanying financial statement that during 1899 we made no expenditures on the building or for repairs.

Respectfully,

ANDREW BRAID, Secretary.

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