

table increase of business involved in the restoration of the pre-war appropriation for books as a consequence of the drive and of the radical growth of business involved in a five million dollars expansion of engineering and chemistry.

Office expenses. The amount expended last year on this account, which includes freight, express, postage, stationery, printing, typewriters, machinery, card trays, pamphlet cases and the like, was \$8,403.55. This includes a special expenditure of \$2,000 for printing which is necessary also this year. The reasons for suggesting increase in this amount up to \$10,000 are, *first*, the large scale supplies having doubled or trebled in expense; *second*, the increased quantity of cards, book-plates, etc., caused by increase in the number of items handled over the average of previous years; *third*, the increasing difficulty of keeping down the need of machinery, pamphlet cases and other supplies. About \$2,000 worth of printing and binding machinery and typewriters is needed at once.

Building. This matter is cared for by the Grounds and Buildings Committee outside the Library budget.

From the foregoing it would appear that the reasonable needs of this Department for the year ending July 31, 1920, are as follows:

<i>Books and Binding</i>	\$25,000
<i>Salaries</i>	40,000
<i>Office Expenses</i> , including increases in cost of materials, new machinery, etc.	10,000
<i>Buildings</i>	12,000
	<hr/>
Total	\$87,000

To meet this total there appears to be available for *books* the approximate sum of \$14,500 from endowment funds, balances from 1918-19 and unexpended gifts. There is also available for *salaries* \$1740, interest on endowment funds, and \$3,000 for student aid from the Graduate Council, making a total of \$4740. Receipts from fines and photostat profits will bring this total to approximately \$5,000. The estimated \$12,000 for Buildings is taken care of by special appropriation by the Committee on Grounds and Buildings. Deducting from the above total of \$87,000 the amounts thus otherwise provided for, namely: \$31,500, there is a balance required of \$55,500, which is respectfully called to the attention of your Committee.