

## SECRETARY'S REPORT.

WINDSOR, DECEMBER 28TH, 1897.

THE CHAIRMAN AND BOARD OF MANAGEMENT, WINDSOR PUBLIC LIBRARY :

*Gentlemen*,—I beg to present herewith the third annual report of the Secretary upon the financial and general workings of the Board.

The statement accompanying this report shows the revenue for the year (including the balance carried forward) as \$3417.79. The expenditures amount to \$2793.25, leaving a balance on hand of \$624.54. The question has been asked: "Why the necessity for so large a balance on hand at the end of December?" I explain that though the report of the Board of Management as presented to the public covers the period from January 1st to December 31st in each year, to conform with the city's financial year, yet the appropriations are made to cover the maintenance of the Library four months later, i. e., till the 30th April, the close of the year, upon which is based the report made by the Board to the Minister of Education in conformity with the statute governing public libraries.

The deficiency in the appropriation from the City Council in 1896 has been made good by the Council of 1897.

A statement of assets is included in my report. As a number of books have become so worn out as to be unfit for further circulation, I have made what I consider a fair deduction to cover this depreciation in the assets.

It will be observed that the expenditure for books in 1897 exceeds by some \$350 the payments on the same account for 1896. This is accounted for by the fact that a number of books ordered in 1896 and provided for in the appropriation for that year were not paid for till 1897.

During the year just ending the crowding of the books was somewhat relieved by additional space being taken from the reading room. Further accommodation will be required in this direction in the very near future.

The time has, I think, arrived when a card catalogue and cabinet should be provided for the proper cataloguing of all books in the Library—both by authors and subjects—except fiction and juvenile. If longer delayed the work will become burdensome and that care and exactness which must be taken in order to produce the best results, is liable to be sacrificed in a desire to hurry through the task. The introduction of the card catalogue will do away with the necessity for so frequently issuing printed catalogues of the general works.

More attention should be given to the collection and preservation of pamphlets and magazine articles, newspaper cuttings, etc. Some of the best thoughts given to the world to-day on scientific and other matters are in the form of newspaper or magazine articles or pamphlets. A cabinet or receptacle of some kind should be provided for the proper and systematic preservation of material of this sort.

The arrangement with the Town of Walkerville whereby the citizens of that corporation enjoy the privilege of the Library and reading room, in return for an annual grant, still prevails and is, I believe, mutually satisfactory.

The question of securing more commodious quarters will soon confront the Board. Before that time arrives I trust that some philanthropic and benevolent citizen may take the matter of providing a home for this excellent and popular educational institution into his serious consideration.

In closing I desire to place on record my thorough appreciation of the kindly treatment I have always received at the hands of the members of the Board since its organization, and to say that though my active official connection with your Board may cease yet my interest in the progress and welfare of the Library will continue as great as it has ever been.

Respectfully,

F. H. MACPHERSON, Secretary.

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