

The Librarian presented his report as follows.

To the Trustees:

It is a wise provision of our by-laws that requires that once each year the progress and needs of the library be fully and explicitly set forth like this to give an adequate idea of the work which the library is doing. The statistics of books loaned for home use give some indication of this work, but a faint indication only as no record is made of the books used in the library building.

The following privileges not uniformly deemed expedient in library administration have been granted to patrons:

Free access to all books in the reference room.

Free access to the shelves in the circulating department.

The privilege of taking two books on one card.

The privilege extended to teachers of taking ten books on a school card and retaining the same one month.

This liberal policy in the administration of the library which the Trustees have uniformly sanctioned and encouraged has undoubtedly done much to increase the usefulness of the institution.

Accessions

During the year 846 volumes have been added to the library. 757 by purchase, 89 by donations. Among the more important works added may be named Heraldry in America, 1v; Standard Dictionary of the English language, 2 v; History for ready reference 5v; Columbian Historical novels 12 v; Johnson's Universal Cyclopaedia, New ed., 8v.

The public library performs its proper mission not by furnishing reading merely but by furnishing good reading.

The plan pursued in the purchase of new books has been to give precedence to books on subjects in which the library appears poorly equipped.

No attempt has been made to make collections upon special subjects, neither has it been deemed wise to encumber our shelves with government reports or with miscellaneous pamphlets to the neglect of works of more general interest.

It must be borne in mind that after a time quite a proportion of the sum available for the purchase of books must be devoted to replacing those which are worn out, although it is sometimes impossible and sometimes inexpedient to replace them.

The number of books missing is small as compared with the experience of other libraries granting the same privileges as our own, and shows that the confidence of the management in the integrity of the people who use the library is not misplaced.

There are now in the library 11,011 volumes.

Circulation

The circulation for 1895 was 50,358 and average of 4,196 books for each month; or 138 for each day of the year. There has been no marked decrease in the percentage of circulation of works of fiction the figures remaining 79 per cent., the same as in 1894.

The day of our largest circulation was Feb. 16th when 259 books were loaned – day of smallest circulation was July 4th when only 34 books were loaned.

MONTHLY CIRCULATION OF BOOKS BY CLASSES FOR 1895.

	0 General works	1 Philos- ophy.	2 Religion.	3 Sociol- ogy	4 Philol- ogy	5 Natural science..	6 Useful arts.	7 Fine arts.
Jan.	175	11	57	49	7	60	94	141
Feb.	221	19	50	48	5	47	76	56
Mar.	266	23	44	45	7	50	71	57
Apr.	214	20	32	37	6	45	71	50
May	192	5	30	25	4	33	51	31
June.	171	1	27	30	3	34	52	39
July	137	10	26	31	4	33	77	39
Aug.	115	17	36	21	7	31	64	45
Sep.	112	3	23	17	7	36	66	33
Oct.	152	4	36	37	1	53	46	33
Nov.	151	5	40	42	5	43	72	52
Dec.	171	12	38	31	4	54	73	60
	2077	130	441	413	60	520	808	599

MONTHLY CIRCULATION BY CLASSES CONTINUED.

	8 Literature	9 History.	Biography.	Fiction.	Circulation by Months.
Jan.	141	347	111	3838	4979
Feb.	137	316	113	3713	4801
Mar.	175	368	116	4237	5459
Apr.	129	250	89	3732	4676
May	118	226	90	3199	4004
June	108	204	84	2867	3620
July	92	166	71	3170	3856
Aug.	84	194	69	3040	3723
Sep.	82	163	75	3005	3622
Oct.	94	174	71	2921	3624
Nov.	112	177	71	3211	3991
Dec.	97	175	79	3209	4003
	1369	2760	1039	40142	50358

Total circulation, 50,358.

From the table the character of the circulation may be seen. After fiction which is most largely reading every public library, the subjects most in demand are, in their respective order, History; General works, periodicals, etc.; Literature; Biography; Useful Arts; Fine Arts; Natural Science, Religion; Sociology; Philosophy; Philology

Sunday Opening.

Sunday opening has continued to be a success. The following tabulated statement gives the number of books loaned each Sunday during the year.

SUNDAY CIRCULATION.

						Circulation by months
Jan.	116	140	142	150		546
Feb.	157	156	154	158		625
Mar.	163	174	181	157	164	839
Apr.	125	106	124	153		508
May	150	142	152	118		562
June	103	100	104	199	124	530
July	114	123	99	99		435
Aug.	112	97	119	88		416
Sep.	111	106	106	104	129	556
Oct.	98	116	97	113		424
Nov.	165	113	121	98		497
Dec.	145	153	133	129	134	694
					Total	6634

Average 127 for each day.

Periodicals.

The reading room has been well supplied with leading periodicals. It should be the aim of every public library to make available to the public information of practical value. In order to do this publications of the highest class must be kept on file. Some of the magazines today contain the best contributions to literature and science, and in connection with the modern methods of indexing hold a high rank as permanent reference books.

There are now 83 periodicals on our list divided as follows: 1 quarterly; 33 monthlies; 39 weeklies; and 10 dailies. The committee decided to discontinue the Boston Post, also the following – engineer; Engineering and Building Record; Garden and Forest; Inland Architect; Literary World; Longman's Magazine; Pall Mall Magazine; Power.

To take the place of those discontinued the following have been added to our list – Boston Daily Globe; Littell's Living Age; Season; Short Stories; Bearings; Paving and Municipal Engineering.

The contract for supplying the periodicals for 1896 was awarded to R. H. Taber of New Bedford, for \$271.10, he being the lowest bidder.

Registration.

In my last annual report I called attention to the fact that 2204 persons had received cards up to Jan. 1st 1894, and i observed that the list of applicants for the privilege of the library would not be much increased during the next few years as nearly every family in town had one or more cards. It was a surprise then that 335 names were added to the list during 1895, making a total registration of 2539 to Jan. 1st 1896.

Binding.

So great is the damage to books which are in constant circulation, that the amount of money necessary to maintain the library in good condition increases from year to year. The bills for binding are also increased by the number of periodicals received from the reading room; 529 volumes were rebound during the year at a cost of \$180.72.

Fines.

The income from fines was \$184.41. The "seven day rule" now applied to a portion of the fiction has slightly increased the amount received over previous years. I have paid the Treasurer the following sums: -- June 1st \$25. Aug. 6th \$30. Dec 2nd \$55. Dec. 3rd \$19.44. Total \$129.44.

TABLE SHOWING AMOUNT OF FINES SINCE Feb. 1st, 1893

	1893	1894	1895
Jan.	-----	12.87	12.11
Feb.	1.86	12.36	12.14
Mar.	5.96	10.48	12.66
Apr.	8.49	13.75	11.96
May	11.69	15.51	15.86
June.	11.67	15.73	17.76
July	12.00	17.55	15.96
Aug.	10.35	14.97	16.48
Sep.	9.90	11.57	17.64
Oct.	11.47	11.46	18.05
Nov.	11.46	15.67	14.63
Dec.	12.10	14.27	19.15
	106.95	169.17	184.41

Amount of fines collected since Feb. 1st, 1893. \$460.53

Card Catalogue.

A card catalogue of all the fiction in the library has been completed, and the work for the coming year will be in the direction of supplying as soon as possible a catalogue of the additions in the other departments of the library since the printing of ht efinding-list.

Leaflets, four in number, have been printed during the year and distributed to patrons free of charge. This has proved a convenient method of bringing new books to the attention of the public.

Additional Book Stacks.

The available space for the shelving of books is fast being occupied, and it will be necessary in the near future, particularly in the reference room, to provide additional book racks. In the stack room we are already crowded in some departments, and it has been necessary to place books on the shelves out of their regular order in the classification. I would suggest that the House Committee take into consideration the matter of providing additional book cases for the reference room, also that estimates be procured of the cost of increasing the capacity of the stack room according to plans made some years ago

Cataloguing Room.

One of the essentials for a public library is a room where the work of cataloguing can be carried on without interruption. Unless some such room is provided it is plain that in a library like this, where the public is allowed access to every part, much inconvenience will come to those whose work it is to prepare the books for circulation. I believe that a suitable room can, and should be, finished off in the basement under the present reading room where this work can be done. I hope the Trustees will take some action at an early date.

Nothing more need be said regarding the work which the library is doing for the people of the town. That its privileges are heartily appreciated and that its influences are immeasurably for good is clearly evidenced by the extent and diversity of its patronage.

Respectfully submitted,

(signed) D. C. Stevens