

1939

Bangor Public Library Annual Report 1939

Bangor Public Library

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ANNUAL REPORTS

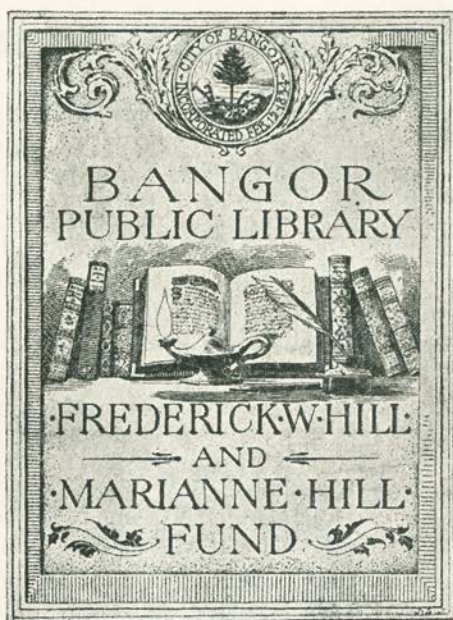
BANGOR
PUBLIC LIBRARY

FOR THE YEAR

1939



BANGOR, MAINE



Half-tone reproduction of the engraved

Bookplate of the
Frederick W. Hill and Marianne Hill Fund

The fund, bequeathed in 1920, is "for the purpose of purchasing books . . . and no part . . . for the erection or repair of any building or to purchase real estate". It is one of the several funds enjoyed by the Bangor Public Library. See page 5 of this report for descriptions of all. The bookplate was designed and engraved by Sidney Lawton Smith in 1921. It is one of seven bookplates by Smith and two by Elisha Brown Bird used in Bangor Public Library books in grateful memory of the donors of funds.

BANGOR PUBLIC LIBRARY
ANNUAL REPORTS

FOR THE YEAR

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BANGOR PUBLIC LIBRARY
BANGOR, MAINE
1940

BANGOR PUBLIC LIBRARY

ANNUAL REPORTS

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Origin, Organization and Endowments

Under terms of the will of Hon. Samuel F. Hersey, who died in 1875, the city of Bangor was left a certain part of his estate, to become available in 1900 as a fund whose income should be used "for the promotion of education, the health and good morals of the citizens." The sum of \$100,000 was accepted by the City in 1882 in full of all claims against the Hersey estate, and the City Government voted to use the entire sum for the establishment of a public library. The management of the legacy was entrusted to a board of five members, known as the "Trustees of the Income of the Hersey Fund," which now consists of the City Treasurer, ex-officio, and four citizens, one or more appointed biennially by the City Council to serve for terms of six years.

These Trustees agreed with the Bangor Mechanic Association, which had for many years maintained a library and reading room for its members, to combine interests and establish the Bangor Public Library, with the 20,000 volumes of the Mechanic Association as a nucleus, and the \$12,000 of its invested funds and the \$100,000 Hersey Fund as endowments. The Trustees of the Income of the Hersey Fund and four representatives chosen annually by the Bangor Mechanic Association constitute the Board of Managers of the Bangor Public Library.

When in 1893 the question of erecting a library building began to be agitated, the Board of Managers was incorporated under State law as the "Trustees of the Bangor Public Library" with power to acquire and hold real estate; the personnel of the two bodies being the same but their functions quite distinct.

The Bangor Mechanic Association, which was founded in 1828, maintains its organization, holds an annual meeting the second Tuesday in January and the President, Vice-President, Secretary and Treasurer elected at that time serve as members of the Board of Managers of the Bangor Public Library. The Association also administers funds, the income of which it pays to the Board of Managers of the Bangor Public Library, as follows: The Mechanic Association Fund of \$12,000, used for upkeep, and the Edward Ellison Fund of \$10,000. The Edward Ellison Fund, bequeathed in 1918 by Mary Harris Ellison Curran (Mrs. Nicholas F. Curran), Librarian from 1888 to 1913, in memory of her father, is "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."

The Trustees of the Bangor Public Library administer funds with a principal of \$834,923.86, as follows, and use them in accordance with the terms of the bequests or gifts:

The John F. Patten Fund of \$4,000 bequeathed by Grace D. Patten (Mrs. John F. Patten) in 1900 in memory of her husband, augmented by a \$2,000 bequest of Thomas Upham Coe in 1927, the income of both for "the purchase of books to make, or help make, entire some important department of the Library," now used for books on the fine arts.

The Luther H. Peirce Fund of \$75,000, bequeathed in 1915, the income for "the purchase of books or for any other purposes within the walls of said Library Building," now used for operating expenses, which is a part of

The Trustees Fund of \$208,193.20, the balance being an invested fund of which the income only is now used, and that for operating expenses.

The Frederick W. Hill and Marianne Hill Fund of \$580,998.66, bequeathed in 1920, "for the purpose of purchasing books . . . and no part . . . for the erection or repair of any building, or to purchase real estate."

The Stodder Fund of \$39,732, 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."

1939 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 and Mr. Curran

1939 Organization

Library Personnel

(Who worked at any time during 1939)

Librarian

Louis Felix Ranlett

Consulting Librarian

Elmar T. Boyd

Elected 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*
 Roberta E. Smith, *Assistant, Circulation Department*
 Ruth E. Dole, *Assistant, Circulation Department*

Substitutes and Extra Help

Natalie G. Barker	Cora M. Calvert	Dorothy M. Holway
Elizabeth B. Beal	Rebecca Dooley	Loraine F. Martin
Margaret E. Beal	Alden Goode	Ellen P. Richardson
Pearl P. Buck	Marjorie G. Higgins	Freda M. Wilks

Care of BuildingOmer J. Nadeau, *Janitor*

Elmer W. Gibbs, <i>Assistant Janitor</i>	C. S. Barchard, <i>Engineer</i>
Stuart P. Quinn, <i>Assistant Janitor</i>	Clyde E. Burton, <i>Substitute Janitor</i>

Music BranchAlice G. Bibber, *Assistant in Charge*

Report of the Trustees of the Income of the Hersey Fund

Bangor, January 23, 1940.

To the City Council of the City of Bangor:—

The Trustees of the Income 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
WILLIAM F. CURRAN
LOUISE C. BLANCHARD
RALPH L. WAYMOUTH

Trustees of the Income of the Hersey Fund

Report of the Librarian

To the Board of Managers of the Bangor Public Library:

The outstanding fact of the statistics for 1939 is that our circulation of 415,723 volumes issued for home use is 4% greater than our previous record year, 1933, and 7% greater than 1938, our second largest year.

The gain was in all departments. It, therefore, represents a trend rather than some unusual development in one department. The 1933 peak, shared by libraries throughout the Americas and Britain, was attributed to increased leisure time because of the depression. The 1939 figure cannot have the same cause.

PEOPLE READ MORE

There was no significant gain in the number of users of the Library. The same people read more, that is all. Their increased reading meant more work for us, but only as some of the increase is because we did that more work better, got more of the right books, and made the books we had better known and easier to get can we take credit in having shared the accomplishment with the readers.

WE TELL WHAT WE HAVE

We worked all the time at doing our job better. Staff meetings, begun in May, were held weekly, the emphasis being on avoidance of mistakes and upon increased knowledge of our own resources. More copies than ever of the most popular novels were bought. The number of children's story periods was increased from 51 to 60. Saturday evening hours were added for the children's room. Thirty-two broadcasts over WABI and 39 other book talks were given by the librarian and six other staff members. Newspaper articles, both by members of our staff and by the editors and staff writers of the "Bangor Daily Commercial" and "Bangor Daily News" to whom,

with WABI, we are most grateful, kept the public informed of every activity of the Library. It is a fact first realized by many citizens in 1939, though it has long been so, that the Library maintains collections not only in its Harlow Street building, Music Branch, and Forest Avenue Church Deposit, but also in 186 other locations.

We told more clubs that our lecture hall and historical room are free for free public meetings of an educational, literary, or scientific nature. More clubs made use of that knowledge, holding 146 public meetings in one or another of our rooms. We encouraged organizations to hold or sponsor exhibits here. Four exhibits were arranged by the Library; ten, by other organizations. We conducted 92 classes, with a total attendance of 2,505, in the use of the Library. We lent books not only over the desk in Bangor, but by mail to 142 individuals and 33 libraries in 109 other cities and towns. All this makes Bangor more favorably known.

THE BOOKS ARE HERE

Our book stock increased to 204,928, which means 7.13 books per capita, a figure probably unequalled anywhere in the country. Our losses are gratifyingly small, showing not only that our system is good, but also fine public appreciation of Bangor's unusual library privileges. Losses from all causes (lent and neither recovered nor paid for, missing, contagion, and fire and/or water) amounted only to 492, about one tenth of one percent of use, or two tenths of one percent of stock. Weeding of the collection and the sale and gift to other libraries of volumes not essential here did something to postpone the not-far-distant day when we shall need more room for book storage. Continual moving of books by an NYA employee, of whose work we are appreciative, enabled us to make the best use of our limited space. Fortunately the choral music, which bulks large in our accession figures, takes less space, both because of its size and because it is steadily in use, than the corresponding number of books would do.

WE KEEP COSTS LOW

We added 13,465 items and withdrew 3,998 during the year, making a net gain of 9,202. The net cost of those bought, \$25,288.66, was paid wholly from trust-fund income. In 1938 8,812 items were acquired, those bought costing \$27,847.44. Every economy and service in buying was sought, but that has always been true. The reduction in cost is because choral music, which bulked large in the acquisition figure, costs less than a corresponding number of books.

GIFTS

All gifts to the Library were acknowledged individually. They were numerous statistically, totalling 6,309 items, many of them publicity pamphlets and magazine numbers, useful, but whose utility quickly passes. There were no gifts of funds. Some proffered or tentative gifts of books already represented here by other copies or not needed because they were obsolete were declined. Gifts of books, pamphlets, and magazines to the total of 1,133 were found sufficiently valuable to justify cost of cataloging and adding to the permanent collection.

EQUIPMENT

Our equipment was improved by the acquisition of 555 movable steel shelves for the bookstacks. Three extremely old typewriters and one adding machine were replaced. The lecture hall was refinished with a paint that can be washed and equipped, through the ingenuity of our janitor, with adjustable rods, for the easier hanging of displays. The pressure reducing valve on the water system wore out and was replaced. The building and all equipment was kept in good repair.

Full statistics for the year 1939 are found on pages 16 to 24 of the appendices to this report.

Respectfully submitted,

LOUIS FELIX RANLETT, *Librarian.*

Bangor, Maine, January 23, 1940.

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, 1939.....	\$ 5,880.36	
From invested funds	9,754.50	
		\$15,634.86

Disbursements

For Insurance.....	\$988.08	
Conventions and associations.....	316.88	
General Fund, for administration.....	6,246.00	
Safekeeping of securities.....	439.13	
Salaries.....	1,885.00	
Shelves, etc.....	381.15	
Miscellaneous.....	139.27	
Unexpended balance Dec. 31, 1939.....	5,239.35	
		\$15,634.86

General Fund

Receipts

Unexpended balance Jan. 1, 1939.....	\$144.32	
From Trustees Fund.....	6,246.00	
Mechanic Association.....	720.00	
Librarian: fines, fees, etc.....	2,400.00	
Hersey Fund.....	4,000.00	
City of Bangor.....	19,800.00	
		\$33,310.32

Disbursements

For Telephone.....	\$96.38	
Gas and electricity.....	453.45	
Heat.....	2,114.91	
Water and ice.....	124.10	
Salaries.....	25,928.22	
Furniture, fittings, etc.....	1,088.33	
Postage, stationery, etc.....	980.78	
Printing, etc.....	741.20	
Janitor's supplies.....	569.25	
Repairs, etc.....	483.98	
Library of Congress catalog cards.....	300.00	
Miscellaneous.....	301.54	
Unexpended balance Dec. 31, 1939.....	128.18	
		<hr/>
		\$33,310.32

Book Fund*Receipts*

Unexpended balance Jan. 1, 1939.....	\$23,010.43	
From State of Maine.....	200.00	
Income, Frederick W. and Marianne Hill Fund.....	24,119.54	
Income, George T. Stodder Fund.....	1,076.25	
Income, Edward Ellison Fund.....	457.00	
Miscellaneous.....	126.36	
		<hr/>
		\$48,989.58

Disbursements

For Books, pamphlets, etc.....	\$24,379.13	
Periodical subscriptions.....	2,589.84	
Binding and repairs.....	2,191.98	
Express, etc.....	1.28	
Maps, prints and music.....	732.89	
Unexpended balance Dec. 31, 1939.....	19,094.46	
		<hr/>
		\$48,989.58

John F. Patten Fund*Receipts*

Unexpended balance Jan. 1, 1939.....	\$479.49	
From Invested funds.....	284.75	
Sale and call of securities.....	5,309.50	
		<hr/>
		\$6,073.74

Disbursements

For Books, etc.....	\$175.36	
Purchase of securities.....	5,149.22	
Miscellaneous.....	7.50	
Unexpended balance Dec. 31, 1939.....	741.66	
		<hr/>
		\$6,073.74

Frederick W. Hill and Marianne Hill Fund*Receipts*

Unexpended balance Jan. 1, 1939.....	\$9,385.92	
From Sale, maturity and exchange of securities.	34,850.00	
Book Fund: Reimbursement of accrued interest.....	584.11	
		\$44,820.03

Disbursements

For Purchase and exchange of securities	\$36,313.37	
Miscellaneous.....	108.00	
Unexpended balance Dec. 31, 1939.....	8,398.66	
		\$44,820.03

The entire income of this fund, \$24,119.54, was credited to the Book Fund.

George T. Stodder Fund*Receipts*

Unexpended balance, Jan. 1, 1939.....	\$1,240.00	
From sale of securities.....	17,700.00	
		\$18,940.00

Disbursements

For Purchase of securities	\$18,160.00	
Miscellaneous	48.00	
Unexpended balance Dec. 31, 1939.....	732.00	
		\$18,940.00

The entire income of this fund, \$1,076.25, was credited to the Book Fund.

Statement of Library Funds

As of December 31, 1939

Frederick W. Hill and Marianne Hill Fund....	\$580,998.66	
John F. Patten Fund.....	6,000.00	
Luther H. Peirce Fund	75,000.00	
George T. Stodder Fund	39,732.00	
Trustees Fund.....	133,193.20	
		\$834,923.86

Respectfully submitted,

HORACE S. STEWART, *Treasurer*

Bangor, Maine, January 23, 1940.

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, 1939. The cash income and expenditures of the year were found to be properly accounted for, and the cash on hand as of December 31, 1939 was confirmed by certification obtained by me directly from the Merchants National Bank of Bangor.

The securities owned by the Library are held for safekeeping 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 23, 1940.

Appendices to Librarian's Report

APPENDIX A

Books in the Library, 1939

By Class

Class and Class Number	In Library	Net	In Library
	Jan. 1, 1939	Additions 1939	Dec. 31, 1939
General works 000-099.....	12,438	196	12,634
Philosophy 100-199.....	3,014	107	3,121
Religion 200-299.....	5,625	149	5,774
Social sciences 300-399.....	39,025	1,155	40,180
Language 400-499.....	992	27	1,019
Pure science 500-599.....	7,696	234	7,930
Useful arts 600-699.....	18,101	701	18,802
Fine arts 700-799.....	22,123	3,036	25,159
Literature 800-899.....	15,823	217	16,040
Description 910-919.....	6,696	128	6,824
History 900-909, 930-999.....	17,875	337	18,212
Biography 920-929 & B.....	11,942	416	12,358
Fiction.....	34,376	2,499	36,875
Totals.....	195,726	9,202	204,928

By Location and Kind, Dec. 31, 1939

Location	Adult	Juvenile	Total
Central Library.....	161,047	14,949	175,996
Music Branch.....	11,886	11,886
Extension Department.....	8,863	8,183	17,046
Totals.....	181,796	23,132	204,928

Kind	Number	Percent
Adult Non-Fiction.....	154,755	76%
Adult Fiction.....	27,006	13%
Juvenile.....	23,167	11%
Totals.....	204,928	100%

APPENDIX B
Additions and Removals, 1939

<i>Sources of Additions</i>					
	New Titles	Added Copies	Replace- ments	Binding Serials	Totals
Purchase.....	3,730	5,498	2,405	383	12,016
Gift.....	562	506	7	58	1,133
Return after loss.....			48	48
Exchange.....			3	3
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Totals.....	4,292	6,004	2,463	441	13,200

Causes of Removals

Withdrawn:					
Worn out.....			2,644		
Obsolete.....			219		
Duplicate.....			82		
Accessioned by mistake.....			2		
Given away.....			361		
Sold.....			101		
Trade-in.....			8		
Exchange.....			3		
			<hr/>		
Total withdrawn.....					3,420
Lost:					
Charged out and not returned.....			156		
Missing in inventories.....			222		
Missing from classes not inventoried.....			88		
Lost and paid for.....			86		
Contagion.....			24		
Fire and/or water.....			2		
			<hr/>		
Total lost.....					578
					<hr/>
Total removed.....					3,998
					<hr/>
Net additions (Additions less removals).....					9,202

APPENDIX C
Binding and Repair, 1939

Sent to Bindery:				
Previously unbound:		Serials	Not Serials	Total
Volumes.....	491		190	681
Previously bound:		Rebound	Repaired	
Volumes.....	1,344		35	1,379
				<hr/>
Total sent to bindery.....				2,060
Repaired by Library.....				203

APPENDIX D

Registration, 1939

(Registration period is three years)

	Adult	Juvenile	Total
Card holders, Jan. 1, 1939	14,747	3,108	17,855
Registrations removed because of failure to renew, change of residence, death, etc., 1939.....	1,894	699	2,593
	<hr/> 12,853	<hr/> 2,409	<hr/> 15,262
New registrations, 1939.....	1,989	653	2,642
	<hr/> 14,842	<hr/> 3,062	<hr/> 17,904
Card holders, Dec. 31, 1939.....	14,842	3,062	17,904
Including registrations renewed, 1939.....	2,299	325	2,624

APPENDIX E

Classes of Borrowers, 1939

	Adult	Juvenile, 3rd-8th Grade	Juvenile, "Mothers' " Cards	(Total Juvenile)	Total
A. Bangor residents....	13,737	2,531	515	(3,046)	16,783
B. "Teachers' " cards..	164	164
C. Non-resident indi- viduals who paid \$1.25 a year (ju- venile \$0.65).....	732	10	5	(15)	747
D. Special borrowers who made a de- posit.....	104	104
E. Libraries outside of Bangor.....	67	67
I. Visitors who made a deposit of \$2.00..	37	37
J. Non-resident groups	1	1	(1)	2
Totals.....	<hr/> 14,842	<hr/> 2,542	<hr/> 520	<hr/> (3,062)	<hr/> 17,904

APPENDIX F
Circulation, 1939

Entire Library

	Adult Non- Fiction	Adult Fiction	Juvenile	Total
Central Library—				
General works, including unbound periodicals 000-099.....	26,308	1,083	27,391
Philosophy 100-199.....	3,394	40	3,434
Religion 200-299.....	2,608	916	3,524
Social sciences 300-399.....	8,055	15,928	23,983
Language 400-499.....	541	83	624
Pure science 500-599.....	2,621	1,575	4,196
Useful arts 600-699.....	9,018	2,135	11,153
Fine arts 700-799.....	8,284	1,327	9,611
Literature 800-899.....	10,128	1,775	11,903
Description 910-919.....	5,613	892	6,505
History 900-909, 930-999.....	7,810	1,065	8,875
Biography 920-929 & B.....	10,506	1,208	11,714
Fiction.....	178,261	27,871	206,132
Total, Central Library.....	94,886	178,261	55,898	329,045
Music Branch.....	18,787	18,787
Total, Central Library and Music Branch.....	113,673	178,261	55,898	347,832
Extension Department.....	3,974	19,881	44,036	67,891
Total, entire Library.....	117,647	198,142	99,934	415,723
Percent.....	28%	48%	24%	100%

Extension Department

	Adult Non- Fiction	Adult Fiction	Juvenile	Total
Bangor grade schools (public & parochial).....	30,600	30,600
Bangor suburban schools.....	21	526	3,036	3,583
Bangor High School.....	1,505	1,875	3,380
John Baptist High School.....	473	1,857	2,330
Orrington schools.....	3,944	3,944
Veazie school.....	956	956
Bangor Anti-Tuberculosis Association Sanatorium.....	20	177	197
Bangor Theological Seminary.....	425	7	432
B. P. W. Club.....	40	231	271

E. M. G. Hospital, Patients' Library.	1,133	5,856	2,272	9,261
Eastern Corporation	23	1,876	1,899
Forest Avenue Church Deposit.....	199	5,246	2,521	7,966
Good Samaritan Home.....	11	118	129
Hammond St. Congregational Church	11	103	114
Home for Aged Men in Bangor.....	20	553	573
Home for Aged Women in Bangor...	11	830	841
King's Daughters Home.....	12	233	245
St. Michael's Orphanage.....	220	220
Summer camps.....	12	125	487	624
Teachers' sets.....	50	261	311
Women's United Society.....	8	7	15
Totals.....	3,974	19,881	44,036	67,891

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, and (2) Juvenile books, Y. M. C. A., Y. W. C. A., Eastern Maine General Hospital (1) Doctors' Library, (2) Nurses' Professional Library, (3) Orthopaedic Clinic.

APPENDIX G

Growth and Circulation, 1920-1939

Year	Books in Library	Circulation
	Dec. 31	
1920.....	76,512	103,285
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

APPENDIX H

Miscellaneous Statistics, 1939

Postal card notices for overdue books.....	7,599
Second notices for overdue books.....	691
Reference questions answered, adult.....	10,236
Reference questions answered, juvenile (incomplete figures)...	841
Reserves for home use.....	21,772
Discarded books given away.....	2,368
Radio programs given.....	33
Lectures given outside library.....	38
Classes instructed in Library by staff:	
Number of classes.....	92
Total attendance.....	2,505
Children's story periods given in library by staff:	
Number of periods.....	60
Total attendance.....	2,668
Average attendance.....	44.4
Exhibits in lecture hall:	
Arranged by library.....	4
Arranged by others.....	10
Public meetings.....	146
Mail service to 142 individuals and 33 libraries in 109 cities or towns, total books.....	3,150
Borrowed from 11 libraries, books.....	54
Newspapers currently received:	
Titles.....	17
Duplicates.....	4
Other periodicals currently received:	
Titles.....	591
Duplicates.....	185
Adult books missing in inventory of classes 000, 300, 800, 900, & fiction.....	177
Juvenile books missing in inventory of all classes.....	38
New cards filed in public catalog.....	28,916

APPENDIX I

U. S. Office of Education, Public Library Statistical Report, 1939

Report for fiscal year ending.....Dec. 31, 1939

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 (1930 U. S. Census) 28,749
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, Jan. 2, Feb. 22, Apr. 19, May 30, July 4, Sept. 4, Nov. 11, Nov. 30, 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	162
b. Other	17
12. Other agencies	7
13. Total agencies	189

Circulation and Use

	Volumes	Percentage of Total Circulation
15. Number of volumes of adult non-fiction lent for home use	117,647	28%
16. Number of volumes of adult fiction lent for home use	198,142	48%
17. Number of books for children lent for home use	99,934	24%
18. Total number of volumes lent for home use	415,723	100%
19. Period of loan for the majority of adult book stock is 28 days.		
20. Number of interlibrary loans:		
Volumes lent		792
Volumes borrowed		54
21. Number of reference questions answered (adult)		10,236

Registration

	Adult	Juvenile	Total
22. Total number of registered borrowers.	14,842	3,062	17,904
23. Borrowers registered or reregistered	4,288	978	5,266
24. Number of non-resident borrowers (in- cluded above).	941	16	957
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

	Adult	Juvenile	Total
27. Number of volumes at beginning of year	173,626	22,100	195,726
28. Number of volumes added during year.	10,054	3,146	13,200
Total	183,680	25,246	208,926
29. Number of volumes withdrawn from re- cord during year.	1,884	2,114	3,998
30. Total number of volumes at end of year	181,796	23,132	204,928
31. Number of newspapers currently received excluding duplicates.			17
32. Number of periodicals currently received excluding duplicates.			591

Personnel

47. Full time equivalent of all employees	24.25
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Finance

48. Assessed valuation of city	\$28,313,400.00
49. The appropriation for the library is a specific total and not any predetermined percentage of the tax levy	
50. City appropriation for fiscal year of 1939 for all city purposes	\$1,269,887.00

Receipts

52. City appropriation	\$19,800.00
57. State grants	200.00
58. Incomes from endowment, trust, and in- vested funds	40,572.32
60. Petty cash: Fines, fees, memberships, etc.	2,400.00
62. Other sources: Miscellaneous	126.36
63. Total	\$63,098.68
64. Unexpended balance from previous year	29,514.60

Total \$92,613.28

Expenditures	
Operating Expenses	
65. Salaries: Library staff.....	\$23,135.49
66. Salaries: Building staff.....	2,792.73
67. Books.....	25,288.66
68. Periodicals.....	2,589.84
69. Binding, repairing and mending.....	2,191.98
70. Rent.....	50.00
71. Heat, light, power, water.....	2,692.46
72. Insurance (all types).....	988.08
73. Other operating expenses.....	7,299.24
74. Total operating expenses.....	\$67,028.48
75. Capital expenses.....	381.15
76. Grand total.....	\$67,409.63
77. Balance on hand at end of fiscal year.....	25,203.65
Total.....	\$92,613.28
Total endowment.....	\$956,923.86

APPENDIX J

Gifts to the Library During 1939

A total of 6,309 gifts, consisting of 2,065 books or pamphlets, 3,885 numbers of serials, and 359 other items, were received. 324 of these items were from donors who did not make their identity known. Of the 493 donors who identified themselves 81 were individuals or estates and 412, organizations.

