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THIRD ANNUAL REPORT

OF THE

BOARD OF DIRECTORS

OF THE

St. Joseph
Free Public Library

1893



OFFICERS.

REV. H. L. FOOTE, President.

GEO. C. HULL, Treasurer.

H. G. GETCHELL, Secretary.

DIRECTORS.

REV. H. L. FOOTE.

JOHN DeCLUE.

E. B. NEELY.

GEO. C. HULL.

G. W. HENDLEY.

BARTON PITTS.

B. NEWBURGER.

C. M. SHULTZ.

H. G. GETCHELL.

H. L. ELMENDORF, Librarian.

LULU C. SENTER, First Assistant Librarian.

CORNELIA L. RATHBUN,

ANNIE M. PERRY,

MATTIE L. HENDLEY,

DAVID McKINNEY, Janitor.

} Assistant Librarians.

REPORT OF DIRECTORS OF FREE PUBLIC LIBRARY

To the Honorable Common Council of the City of St. Joseph.

GENTLEMEN: In presenting to you the annual report of the Board of Directors of the Free Public Library, I herewith hand you copies of the annual reports of the Standing Committees, the Treasurer and Librarian, making them part of this report.

I take pleasure in reporting every department of the Library in excellent order and condition.

The Librarian's report gives the statistics of the contents and the use of the Library during the year. The new books added have been carefully selected and are of a character to give permanent value to the collection. While our people read mostly for recreation and amusement, and while new books of fiction are added, and this department kept right up to date, the Library is not merely a collection of novels, but contains many of the best standard works in the arts, sciences, philosophy, history and biography. The educational influence of the Library is constantly borne in mind by those in charge of its affairs and every effort made to increase its usefulness in this direction.

I desire to call special attention to the concluding part of the Librarian's report and to emphasize his suggestions in regard to the improvement needed in the Library rooms.

You are doubtless aware that a proposition has been made by Dr. J. Francis Smith on his own behalf and that of the other Smith heirs to give to the city a quit-claim of Smith's Park for site for a library building and also offering to assist in a popular subscription for the purpose to which others have expressed a willingness to subscribe. The desirability of the location will, I feel sure, commend itself to your honorable body, as well as the great advantage to the public of a library building of its own suited to its work.

Your wisdom will suggest such action as will give this movement official sanction and secure the successful accomplishment of the desired result.

Respectfully submitted for the Board of Directors.

H. L. FOOTE,
President.

STATE OF MISSOURI }
COUNTY OF BUCHANAN, } ss.

Before me, the third day of June, 1893, a Notary Public in and for the State and County aforesaid, personally appeared H. L. Foote, President of the Board of Directors of the Free Public Library, and made oath that the figures in Librarian's Annual Report relating to receipts and expenditures, contents of library and books added are true and correct to the best of his knowledge and belief.

Given under my hand and seal this sixth day of June, A. D. 1893. My term expires 13 December, 1894.

[SEAL]

JOHN DONOVAN,
Notary Public.

LIBRARIAN'S REPORT.

To the Board of Directors Free Public Library:

GENTLEMEN:—At the close of the year, April 30, 1893, the library contained 9,713 volumes, as follows:

Circulating Department	7,812
Reference	708
Government	1,193
Total	9,713

There have been withdrawn during the year 110 books, as follows:

Worn Out	95
Lost and Paid for	12
Missing	3
Total	110

Sixteen hundred and ninety-two books have been added as follows:

By Donations	70
By Serials Bound	125
By Purchase	1,497
Total	1,692

Books added are classified as follows:

Philosophy, Religion, Arts and Sciences	167
General Literature, Poetry and Drama	148
Travel and Description	40
Biography	110
History	149
Bound Serials	125
German	46
Fiction and Juveniles	827
Reference Library	80
Total	1,692

The circulating department has been open every day during the year with the exception of Sundays and holidays, a total of 305 days. The total number of books drawn for home use was 92,713, a monthly average of 7,726, and a daily average of 304. Particulars of the circulation and classification of books drawn are given in Appendix A.

Some comparison of our circulation with that of other libraries may be of interest, I quote from the second annual report of the Jersey City Free Public Library: "The circulation for home reading, 345,096, or nearly two volumes to each inhabitant, is larger in proportion to population than any other library in the United States. The nearest approach to these figures has been made at Minneapolis, Minn., where 1.7 volumes per inhabitant were distributed. Newark follows with 1.5 and Detroit with 1.3, while in Chicago and Baltimore, the rate was about 1 volume each." The rate for our library is 1.77 per inhabitant, thus placing it second from the figures given.

A comparison of the rates of number of volumes in the library to the total circulation gives us the same position, although the test may not be a fair one, as our number

of books is so much smaller than the other libraries named. The following figures are taken from the most favorable and latest reports now at hand and speak for themselves:

	Volumes	Circulation	Each Book Out
Jersey City, N. J	30,845	345,096	11.18
St. Joseph Mo	9,713	92,714	9.55
Allegheny, Penn	22,232	197,502	8.88
Los Angeles, Cal	29,389	233,363	7.82
Dayton, Ohio	30,996	96,200	3.11
Detroit, Mich.	115,661	315,888	2.73
Providence, R. I	62,776	86,891	1.38

January 1, 1893, a delivery station was opened at the office of the *Daily News*. This was done in an effort to extend the privileges of the library to some who found the present location inconvenient. It was rendered possible through the kindness of Mr. Clinton M. Shultz, who takes the books to and from the library each day, receives and delivers them without expense to the Board. This delivery station has been open 73 days, and a total of 812 books exchanged, a daily average of 11. The number is much smaller than was expected when the station was started, but as a careful count shows that about 150 different people take books in this way, it is thought to be of considerable advantage to the Library, and is conducted without expense. The books are returned to the Library at 12:30 p. m., exchanged and taken to the delivery station at 4 p. m. each day.

No account can be given of the number of books consulted in the reference department, as both room and shelves are open to the public without restriction. The number of borrowers' cards in force at the commencement of the year was 3,825; cards issued and renewed, 1,561; total 5,386; expired and cancelled, 1,546; total in force April 30, 1893, 3,840.

The receipts and expenditures for the year have been as follows:

Balance in City Treasury, May 1, 1892	\$ 889 36
City Appropriation	6,981 70
	\$ 7,871 06
Salaries, Librarians and Assistants	\$ 3,047 26
Janitor	240 00
Printing Catalogue	232 50
Stationary, Printing and Supplies	179 95
Postage and Express	24 91
Miscellaneous	99 25
Rent	600 00
Insurance	75 00
Repairs	70 49
Books	1,328 98
Periodicals	222 40
Binding	478 75
Furniture	140 64
	\$ 7,020 08
Balance in City Treasury May 1, 1893	\$ 850 98

Treasurer's report shows:

Balance April 30, 92	\$ 143 10	
Received from Secretary and Librarian	302 50	
		\$ 445 60
Balance on hand April 30, 1893.		\$ 445 60
May 1, 1892, Balance in Librarian's hands	\$ 5 58	
Received from Fines	309 19	
Extra Volumes	5 30	
Catalogues Sold	58 20	
Books Lost and Paid for	16 20	
Damaged Books, Extra Cards and all other Receipts	59 96	
	\$ 454 43	\$ 454 43
Deposited with Secretary and Treasurer	\$ 302 50	
Vouchers for Incidentals not yet paid by City	96 22	
Incidentals March 1893	12 90	
Incidentals April 1893	10 82	
	\$ 422 44	422 44
May 1, 1893, balance on hand		\$ 31 99

One hundred and twenty-five volumes of magazines have been bound, and eight hundred and four books rebound at an expense of \$458 75. This number is very large, but includes an accumulation from the year before.

A classified list of the books in the circulating department was published October 1, 1892, consisting of a single entry of each book under its proper class. Since this publication over a thousand books have been added to this department, and it will soon be necessary to issue a supplement.

The *Library Record*, published monthly independently of the Library by Mrs. L. O. Weakley, prints each month a list of the accessions and furnishes the Library with 1,000 copies for distribution to its patrons. A list of the new books is also printed in the *Daily News* each week.

The reading room is supplied with two daily papers, twenty-four weeklies, two fortnightly and thirty-three monthlies, a list of which is given in Appendix B. The use of this department has been very gratifying.

At the request of the City Council a change was made in the hours of the circulating department, taking effect February 1, 1893. The hour for opening was changed from 10 o'clock to 9 o'clock a. m. At present all departments of the library open at 9 a. m. and close at 9 p. m., except on Sundays when the reading and reference department only are open from 2 to 6 p. m.

The intimate relations existing between the public schools and the Library is a matter for congratulation. Both teachers and scholars, particularly those of the High School, avail themselves of the privileges of the Library to a very large extent. As soon as school closes our delivery and reference rooms are filled with pupils, eager to obtain books recommended by their teachers and to look up subjects given them for study. The location of the library in the immediate vicinity of the High School is of great advantage to both. Some of the teachers have consulted with the Librarian before assigning reading for their scholars, and some have furnished him with lists of books needed for consultation in the studies being pursued. In the latter case such

books as were not already in the Library were promptly purchased by the Board. Every assistance possible is given scholars and teachers by the employes of the Library. The Librarian has invited the co-operation of the teachers in making the library useful and allows them to draw all necessary books for their own use, and in case the number needed exceeds that allowed by the rules, issues the excess on special cards for the purpose in his own name.

Many changes have been made in the system and arrangement of the Library which tend to accuracy in the records and promptness in waiting on the public.

Our reference and reading rooms should be so located as to be under the eye of the library force. Situated as they now are and with the present number of assistants, at all busy times these rooms have to be left entirely alone. It is therefore impossible to maintain that order and quietness which should at all times exist and guard the library property against improper usage. If our present building could be altered by taking out some partitions, it would remove this difficulty as far as the reference department is concerned, besides giving more case room, which will very soon become a necessity. Should the board ever acquire the property for its own, an addition on the North would make space for the circulating department, and the present delivery and case room could be used for reference and reading rooms, and all under proper supervision.

This is an age of great public benefaction, and from all parts of the country come reports of large gifts to public institutions, and among the most prominent are those to free public libraries. The facts and figures in this report show something of the benefit our library is to our people, and I trust that the day is not far distant when some of our wealthy and generous citizens will give the Library a building of its own which will be a credit to our city and a lasting monument to the name and public spirit of the donor.

In conclusion I desire to thank the board, one and all, for the hearty support and encouragement which they have at all times given me in my work.

Respectfully submitted,

H. L. ELMENDORF,
Librarian.

REPORT OF DIRECTORS OF PUBLIC LIBRARY.

APPENDIX A—CIRCULATION.

Classes	May	June	July	August	September	October	November	December	January	February	March	April	Total	Per Cent
Philosophy, Religion, Arts and Science ..	257	232	240	231	209	249	261	221	319	288	297	224	3,008	.082
General Literature.....	344	271	229	260	204	204	253	291	277	268	336	292	3,329	.085
Travel.....	215	176	142	152	130	144	159	169	217	212	239	163	2,118	.023
Biography.....	126	96	119	138	88	91	114	116	156	157	161	106	1,463	.016
History.....	154	138	137	129	106	143	171	143	141	160	226	165	1,813	.020
Serials.....	211	184	176	200	175	195	209	211	214	244	281	241	2,491	.027
German.....	206	166	140	129	117	101	141	149	195	219	227	186	1,976	.021
Fiction.....	6,432	6,135	6,195	7,198	5,974	5,562	6,084	6,097	6,806	6,629	7,159	6,509	76,676	.826
Total.....	7,945	7,398	7,384	8,437	6,698	6,689	7,392	7,397	8,355	8,177	8,896	7,806	92,714	.100
Library on Days.....	25	26	26	27	25	25	25	26	25	23	27	25	305	
Monthly Average				7,726										612
Daily Average				304										108
Largest Day, February 11, 1893														
Smallest Day, December 7, 1892														

APPENDIX B—GIFTS TO THE LIBRARY.

Donor	Location	Volumes	Pamphlets
American Unitarian Association	Boston, Mass.....	41	
Apprentices Library	Philadelphia, Pa.....		2
Bronson Library	Waterbury, Conn.....		2
Brooklyn Library	Brooklyn, L. I.....		3
Campbell, C. L.....	St. Joseph, Mo.....	16	12
City of St. Joseph	St. Joseph, Mo.....		1
City Library Association.....	Springfield, Mass.....		1
Crunden, Fred M.....	St. Louis, Mo.....		1
Dayton Public Library.....	Dayton, Ohio.....		1
Detroit Public Library	Detroit, Mich.....		1
Enoch Pratt Free Library.....	Baltimore, Md.....		1
Free Public Library.....	Council Bluffs, Ia.....		1
Free Public Library.....	New Haven, Conn.....		1
Free Public Library.....	Taunton, Mass.....		1
Gordon, H. L.....	Chicago, Ills.....	1	
Joseph Lodge I. O. B. B.....	St. Joseph, Mo.....	2	
Lawrence Public Library	Lawrence, Mass.....		1
Library Company	Philadelphia, Pa.....		1
Los Angeles Public Library	Los Angeles, Cal.....		1
Mercantile Library.....	Milwaukee, Wis.....		2
Michau, J. T.....	St. Joseph, Mo.....		1
Minneapolis Public Library.....	Minneapolis, Minn.....		1
Penick, Mrs. W. R.....	St. Joseph, Mo.....		12
Providence Public Library	Providence, R. I.....		1
Public Library	Columbus, Ohio.....		1
Robinson, Ernest G.....	St. Joseph, Mo.....	8	
Rock, C. F.....	St. Joseph, Mo.....	2	
Scranton Public Library	Scranton, Pa.....		1
St. Louis Public Library	St. Louis, Mo.....		1
Toledo Public Library	Toledo, Ohio.....		1
Toronto Public Library.....	Toronto, Canada.....		1
University of Denver.....	Denver, Col.....		1
Wilmington Institute	Wilmington, Del.....		1
Warden Public Library	Springfield, Ohio.....		1

Bohemian Voice, Omaha, Neb., one copy weekly paper.
 Campbell, C. L., St. Joseph, Mo., a very large number of unbound magazines.
 Jewish Messenger, New York, one copy weekly paper.
 Omaha Daily Bee, Omaha, Neb., one copy daily paper.
 Robinson, E. G., St. Joseph, Mo., a number of years of the London Illus. News.
 St. Joseph Daily News, two copies of daily paper.
 St. Joseph Saturday Argus, one copy of weekly paper.

APPENDIX C—PERIODICALS TAKEN BY LIBRARY.

QUARTERLIES	No. Copies	BI-MONTHLIES	No. Copies
Quarterly Review of Current History.....	1	Revue des Deux Mondes.....	1
		Literary World.....	1
MONTHLIES		WEEKLIES	
American Teacher.....	1	Bohemian Voice. Gift of Pub.....	1
Art Interchange.....	1	Forest and Stream.....	1
Atlantic Monthly.....	3	Frank Leslie's.....	1
Arena.....	1	Harper's Bazar.....	1
Blackwood's Magazine.....	1	Harper's Young People.....	1
Book-Chat.....	1	Harper's Weekly.....	1
Carpenter and Builder.....	1	Illustrated American.....	1
Century.....	4	Illustrated London News.....	1
Cosmopolitan.....	2	Journal of Education.....	1
Current Literature.....	1	Jewish Messenger. Gift of Pub.....	1
Educational Review.....	1	Judge.....	1
Eclectic.....	1	Life.....	1
Forum.....	1	Literary Digest.....	1
Good Housekeeping.....	1	Littell's Living Age.....	1
Goldthwaite's Geographical Mag.....	1	Nation.....	1
Harper's Monthly.....	4	Notes and Queries.....	1
Library Journal.....	1	Publishers Weekly.....	1
Literary News.....	1	Puck.....	1
Lippincott's.....	3	School Journal.....	1
McMillan's Magazine.....	1	Scientific American.....	1
New England.....	2	Scientific American, Supplement.....	1
North American Review.....	3	Youth's Companion.....	1
Outing.....	1		
Overland Monthly.....	1	DAILIES	
Popular Science Monthly.....	2	St. Joseph Daily News. Gift of Pub....	2
Review of Reviews.....	2	Omaha Daily Bee. Gift of Pub.....	1
St. Nicholas.....	3		
Scribner's.....	4		
Short Stories.....	1		
Teacher's Institute.....	1		
Wide Awake.....	1		

ANNUAL REPORT OF THE LIBRARY COMMITTEE.

It is the duty of this committee, month by month, to report on the lists of books prepared by the Librarian as suitable and desirable to purchase for the Library. It is hardly necessary to recapitulate these reports. They are in a large measure summed up in the report of the Librarian.

We speak with satisfaction of the very favorable contract made with the binder. It has resulted in giving us good repairs on our worn books, and very choice additions to Periodical Literature.

(Signed)

H. L. FOOTE,
BARTON PITTS,
GEO. C. HULL,
Library Committee.

ANNUAL REPORT OF THE ADMINISTRATION COMMITTEE.

To the President and Members of the Free Public Library, St. Joseph, Mo.:

GENTLEMEN:—Your Committee on Administration would respectfully submit the following as the annual report required by Art. XII of the By-Laws.

On the 1st of May, 1892, Mr. Culver sent in his resignation as Librarian very unexpectedly, leaving his work in a very unsatisfactory and incomplete condition. There were over 800 volumes in the Accession Room waiting to be catalogued and numbered, and rendered available for public use.

Miss Senter was then appointed Acting Librarian by the Directors, and held that position over two months. During this time, with the assistance of the President, the records were written up, as full a report as possible was prepared for the Board at its annual meeting, and about two hundred books were catalogued and placed on the shelves.

On the first of July, 1892, the Board elected its present Librarian, Mr. H. L. Elmendorf. He assumed the duties of his position July 10, and since that time a distinct advance in the usefulness and efficiency of the Library has been made. The number of new books which had accumulated during the term of office of the preceding librarian has been entirely disposed of. The more valuable of the magazines received at the Reading Room have been bound and placed in the Reference Room. Much has been done to render the Government books of service to the investigator. Order and system have been introduced into the methods of borrowing and delivering books. Complaints of delay on the part of patrons of the Library have ceased. And it is no mean tribute to the executive ability and courtesy to our Librarian to say, that while he has been exacting in discipline, his best friends are his assistants.

In the latter part of May, Miss Susie Douglas was engaged as a substitute or sub-assistant at \$10.00 per month. On the 1st of July Miss Douglas was advanced to the position of regular assistant at \$25.00 per month, to serve while the other assistants were allowed their vacations. On the 1st of September Miss Douglas resumed the position and salary of sub-assistant, and on the 1st of December her services were dispensed with, because no longer needed.

A Finding List of all books in the circulating department of the Library was issued during the year, and has been placed on sale at the nominal price of ten cents per copy. No extra force was employed for this work. The Finding List (it hardly deserves the name of catalogue) has proved to be very correct, and, with supplements, will serve the Library for some time.

The books in the Library and its records are in excellent condition, and all new books are now received, catalogued and placed on the shelves without delay.

It gives us pleasure to speak a word of approval of the Assistant Librarians. They have given the Librarian their cheerful and efficient support, are prompt and obliging to the public, and have made a distinct gain in proficiency in their duties and their knowledge of books which enables them to help the reader and student. Each year of experience has added to their value and usefulness to the Library.

Respectfully submitted,

(Signed) E. B. NEELY,
C. M. SHULTZ,
B. NEWBURGER,
Committee on Administration.

ANNUAL REPORT OF THE FINANCE COMMITTEE.

President and Directors, Free Public Library:

Your Finance Committee respectfully report the examination of the Librarian and Acting Secretary's accounts for the fiscal year ending May 1, 1893. We find the books kept in a clear, concise manner, and correct in balances. We also find a large increase in collections for fines and lost books.

(Signed) JOHN DeCLUE,
Finance Committee.

ANNUAL REPORT OF THE BUILDINGS AND GROUNDS COMMITTEE.

President and Directors, Free Public Library:

Your Committee on Buildings and Grounds report a decided improvement in the appearance of the grounds through the kindness of the Park Commissioners, in furnishing plants, and the energy of the Librarian and Janitor devoting their spare time to cleaning up and embellishing them.

We also report the improved condition in the arrangement of book cases, desks and work-rooms. We have added eighteen chairs, seven oak and three pine book cases and will soon require more. We have increased the heating capacity, and have endeavored to make the employes and public comfortable when in the building.

We are receiving \$10.00 per month from rents, thus reducing the Board's rent to \$40.00 per month.

(Signed) JOHN DeCLUE,
G. W. HENDLEY,
B. NEWBURGER,
Buildings and Grounds Committee.