

REFERENCE  
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FOURTH ANNUAL REPORT

OF THE

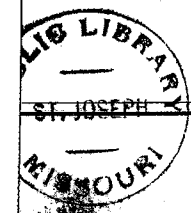
Board of Directors

OF THE

Free Public Library.

ST. JOSEPH, MO.

MISSOURI PUBLISHING CO.  
St. Joseph, Mo.,  
1894.



FOURTH ANNUAL REPORT  
OF THE  
Board of Directors  
OF THE  
Free Public Library.

ST. JOSEPH, MO.

1894.

FREE PUBLIC LIBRARY.

ST. JOSEPH, MO.

OFFICERS:

PRESIDENT.....REV. H. FOOTE.  
VICE PRESIDENT.....E. B. NEELY.  
TREASURER.....GEO. C. HULL.  
SECRETARY.....H. L. ELMENDORF.

DIRECTORS:

TERM EXPIRES 1895.  
GEO. C. HULL.  
C. M. SHULTZ.  
DR. BARTON PITTS.

TERM EXPIRES 1896.  
REV. H. L. FOOTE.  
E. B. NEELY.  
G. W. HENDLEY.

TERM EXPIRES 1897.  
JOHN DECLUE.  
B. NEWBURGER.  
W. H. GORDON.

H. L. ELMENDORF.....LIBRARIAN.  
LULU C. SENTER.....ASSISTANT LIBRARIAN.

ASSISTANTS:

CORNELIA L. RATHBUN,  
ANNIE M. PERRY.

ERLE H. MERRIMAN.  
KALLIOPE RITNER.

TO THE HONORABLE, THE COMMON COUNCIL OF THE CITY OF SAINT JOSEPH.

GENTLEMEN:—I hand you herewith the Fourth Annual Report of the Board of Directors of the Free Public Library, including the report of the Librarian and the different standing committees. Statistics of the use and growth of the Library and of receipts and expenditures, will be found in the Librarian's report.

The past year has been the most prosperous in the history of the Library, and I take pleasure in reporting every department in excellent order and condition.

Respectfully submitted for the Board of Directors,  
H. L. FOOTE.

STATE OF MISSOURI, }  
COUNTY OF BUCHANAN, } ss

Before me, J. C. Hedenberg, a Notary Public, in and for the 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 the Librarian's Annual Report relating to receipts and expenditures, contents of Library, and books added, are correct to the best of his knowledge and belief.

Given under my hand and seal, this 24th day of May, 1894.

J. C. HEDENBERG,  
Notary Public.

My commission expires November 13th, 1897.

TO THE BOARD OF DIRECTORS OF THE FREE PUBLIC LIBRARY.—GENTLEMEN:—  
I submit herewith the Fourth Annual Report of the Librarian, and the second I have had the honor of presenting. The last annual report showed the Library to contain 9,713 volumes. During the year there have been added 2188 volumes, as follows:

Donations .....	105
United States Government.....	525
Serials bound.....	198
Purchased.....	1,360
	<u>2,188</u>

Three hundred and eighty-nine books have been withdrawn, as follows:

Worn out.....	281
Duplicates returned to U. S. Government.....	88
Lost and paid for.....	18
Missing.....	2
	<u>389</u>

making the net increase for the year, 1,799.

The Library now contains 11,512 volumes, divided as follows:

Reference Department.....	863
Government Department.....	1,630
Circulating Department.....	9,019
	<u>11,512</u>

Books added are classified as follows:

Philosophy, Religion, Arts and Sciences.....	141
General Literature, Poetry and Drama.....	81
Travel and Description.....	55
Biography.....	66
History.....	130
Serials bound.....	198
German.....	134
General works in Reference Department.....	53
Fiction and Juveniles.....	805
Government Publications.....	525
	<u>2,188</u>

Thirty-five volumes in raised character for the blind have been purchased. There are said to be between twenty and thirty blind people in our city, and we have the names

of thirteen who can read and will avail themselves of this department of the Library. It will be possible to speak more certainly of the success of this venture in the next report, as the department was only opened in April.

The circulating department has been open every day during the year, with the exception of Sundays and holidays, a total of 305 days. 100,924 volumes have been drawn for home use, an increase of 8,211 over the circulation of the previous year. The monthly average has been 8,410, and the daily average 331. Particulars of circulation, and classification of books drawn are given in Appendix A.

With the large increase in circulation, the percentages show that while fiction forms a very large part of the reading of the public, the proportion of more solid works, instead of diminishing, has slightly increased. The most popular books have been "The Prince of India," of which we have ten copies, and "The Heavenly Twins," of which we have eight copies.

There has been a marked increase in the attendance in our reference rooms. No statistics can be given, as the books and shelves are, as heretofore, open to the public without restriction. One of the most attractive and useful features of this department is the bound magazines, made available by Poole's Index and its continuations. Large additions have been made to our files this year, and persistent efforts will be made to complete them. Our Government Department has had a thorough overhauling, and the books have all been checked and arranged by the "List of Congressional Documents," prepared by J. G. Ames, Superintendent of Documents, Department of the Interior. A list of the publications wanted has been sent to the department, and the deficiencies are being supplied as fast as possible.

Our reading rooms are supplied with 1 quarterly, 27 monthlies, 1 semi-monthly, 17 weeklies and 2 dailies, a list of which is given in Appendix B.

The circulation is very large in proportion to the number of books in the Library, and the wear and tear from actual use has been enormous, it has been necessary to have 774 books rebound. Books damaged by accident or carelessness have been charged for and in most cases the damages cheerfully paid by the borrower. It has been necessary to call on guarantors in four cases to make good loss of books, and in each instance the amount has been promptly paid.

Receipts and expenditures for the year have been as follows:

Balance in the City Treasury May 1, 1893.....		\$ 850 98
Deposited by Librarian.....	\$.....	96 22
City Appropriation.....		<u>6,926 91</u>
Salaries, Librarian and Assistants.....	\$3,583 86	
Janitor.....	240 00	
Catalogue.....	42 50	
Stationery and Printing.....	85 80	
Postage.....	10 00	
Miscellaneous.....	129 85	
Rent.....	600 00	
Light and Heat.....	192 95	
Insurance.....	97 55	
Repairs.....	23 50	
Furniture.....	278 55	
Binding.....	564 40	
Books and Periodicals.....	1 631 43	
Balance in City Treasury.....	392 82	
		<u>\$7,874 11</u>
		<u>\$7,874 11</u>

PUBLIC LIBRARY REPORT

The Treasurer's Report shows:

Balance on hand, May 1, 1893.....	\$ 445 60	
Received from Librarian.....	375 00	
Interest on account.....	35 16	
	<hr/>	
	\$ 855 76	
May 1, 1893, balance in Librarian's hands.....	\$ 31 99	
Received from City Treasurer for incidentals.....	96 22	
Received from fine collections.....	271 90	
Received from catalogues sold.....	71 10	
Received from extra volumes.....	8 25	
Received from rents.....	118 00	
Received from books lost and paid for.....	18 90	
Received from security deposits.....	15 00	
Miscellaneous.....	19 55	
Deposited with City Treasurer.....		\$ 96 22
Deposited with Treasurer.....		375 00
Incidental expenses.....		144 85
Security deposits returned.....		15 00
Books reported lost, returned.....		3 25
May 1, 1894, balance on hand.....		17 09
	<hr/>	
	\$ 650 91	\$ 650 91

In October, 1893, a supplement to the Finding List was issued, containing about 1,200 titles, and forming, with the Finding List, a complete, single entry, author catalogue of the circulating department. It will be necessary to publish another supplement during the present year.

The card catalogue furnishes a complete index to the Library with author, title and subject entries.

The "Library Record," published each month by Mr. W. M. Shirley, prints a list of the new books added, and furnishes 1,500 copies for gratuitous distribution at the delivery counter. This is without expense to the Board, and the Library is responsible for none of the contents of the paper, with the exception of the book list. The "Daily News" also prints a list of new books, with numbers, every two weeks.

The value of the Library as a part of the educational system of the city has greatly increased. One hundred and six of the teachers in the Public Schools have cards in the Library, and many have testified to the benefit they have derived from it. The following letter from the Principal of the High School is made part of this report to give some idea of the intimate relations existing between the High School and the Library:

MR. H. L. ELMENDORF, LIBRARIAN, PUBLIC LIBRARY.—DEAR SIR.—In reply to your inquiry regarding the extent to which the pupils of the High School have availed themselves of the advantages afforded by the Public Library, I would say that both teachers and pupils are under the greatest obligation to yourself and to your corps of assistants for aiding them in their studies and researches by placing at their disposal all the resources of the Library. In several instances, when it has been necessary for the members of an entire class or division to consult the same books of references, the Board of Directors has facilitated their labors by providing as many as six or eight copies of the same work.

Not the least among our obligations I consider your kindness in delivering several interesting and instructive lectures on literary and historical subjects.

One of the most tangible and clearly observed results of your co-operation with the teachers of the school is to be seen in the fact that the students are reading a better class of books. Standard works of literature have almost entirely replaced the trivial and trashy works of fiction, in which immature minds sometimes indulge.

PUBLIC LIBRARY REPORT

Again thanking you for past courtesies, and congratulating you for the progress of the Library under your management, I am  
Yours truly,

(Signed) C. E. MILLER.

Two hundred and sixty-four pupils in the High School have Library tickets, and the teachers are allowed all the books they need.

Our shelves and case room are becoming very much crowded, and it will soon be necessary to make some alterations in our Delivery and Reference rooms, to accommodate the increasing number of both books and visitors. Our Reference and Reading rooms are still without the supervision they should have, but it is hoped that the proposed changes in arrangement will bring the Reference Department under the constant care of an assistant, without increasing the force.

With commendation to the staff for faithful and efficient services, and thanks to the Board for sympathy and support, of which I trust I shall merit a continuance,

Respectfully submitted, H. L. ELMENDORF, Librarian.

APPENDIX B.

LIST OF PERIODICALS TAKEN BY THE LIBRARY.  
SEMI-MONTHLIES.  
QUARTERLY.

- |            |                                      |          |                                       |
|------------|--------------------------------------|----------|---------------------------------------|
| 1          | Current History.                     | 1        | Revue des Deux Mondes.                |
| MONTHLIES. |                                      |          |                                       |
| 1          | Arena.                               | 1        | Frank Leslie's                        |
| 1          | American Teacher.                    | 1        | Harper's Bazar.                       |
| 1          | Art Interchange.                     | 1        | Harper's Weekly                       |
| 3          | Atlantic Monthly.                    | 1        | Harper's Young People.                |
| 1          | Blackwood's.                         | 1        | Illustrated American.                 |
| 5          | Century.                             | 1        | Illustrated London News.              |
| 5          | Cosmopolitan.                        | 1        | Journal of Commerce. (Gift of Pub.)   |
| 2          | Current Literature.                  | 1        | Journal of Education.                 |
| 1          | Educational Review                   | 1        | Judge.                                |
| 2          | Forum.                               | 1        | Life.                                 |
| 1          | Goldthwaite's Geographical Magazine. | 1        | Littell's Living Age.                 |
| 1          | Good Housekeeping.                   | 1        | The Nation.                           |
| 5          | Harper's                             | 1        | Perris New Era. (Gift of Pub.)        |
| 1          | Ladies' Home Journal.                | 1        | Publisher's Weekly.                   |
| 1          | Library Journal.                     | 1        | Puck.                                 |
| 1          | Lippincott's.                        | 1        | School Journal.                       |
| 1          | Macmillan's.                         | 1        | Scientific American.                  |
| 2          | New England.                         | 1        | Scientific American Supplement.       |
| 2          | North American Review.               | 1        | Youth's Companion.                    |
| 1          | Outing.                              | DAILIES. |                                       |
| 1          | Overland.                            | 1        | Omaha Bee. (Gift of Pub.)             |
| 1          | Popular Science Monthly.             | 2        | St. Joseph Daily News. (Gift of Pub.) |
| 2          | Review of Reviews.                   |          |                                       |
| 3          | St. Nicholas.                        |          |                                       |
| 5          | Scribner's.                          |          |                                       |
| 1          | Der Techniker. (Gift of Publisher).  |          |                                       |

APPENDIX A—CIRCULATION.

CLASSES.	May	June.	July	August	September	October	November	December	January	February	March	April	Total	Per Cent
Philosophy, Religion, Arts, Sciences	198	160	210	258	201	221	226	230	313	320	363	313	3,022	.030
General Literature, Poetry, Drama	272	158	187	210	189	201	228	265	355	318	378	329	3,090	.031
Travel	159	116	123	164	130	126	155	193	213	200	194	141	1,914	.019
Biography	144	83	69	83	100	128	151	142	165	165	204	149	1,583	.016
History	150	106	91	118	113	200	186	182	233	326	320	176	2,201	.022
Serials	277	166	202	241	244	276	277	292	343	306	342	291	3,257	.032
German	162	121	131	151	149	175	215	245	287	302	317	270	2,525	.025
Fiction and Juveniles	6,656	6,428	6,442	7,267	5,955	5,794	6,383	6,927	7,674	7,748	8,640	7,418	83,332	.825
Total	8,018	7,347	7,455	8,492	7,081	7,121	7,821	8,476	9,583	9,685	10,758	9,087	109,924	1.000
Days Library Open	26	26	24	27	25	26	25	25	26	23	27	25	305	

Monthly Average, 8,410.

Daily Average, 331.

Largest Circulation in one day, February 10, 1894, 737.

Smallest Circulation in one day, September 4, 1893, 131.

APPENDIX C.

GIFTS TO THE LIBRARY.

DONOR.	LOCATION.	Vol.	Pam.
American Printing House for the Blind	Louisville, Ky.		1
Apprentices' Library	Philadelphia, Pa.		2
Boston Public Library	Boston, Mass.		2
Broadhurst, Prof. C. N.	Independence, Mo.	2	
Brooklyn Library	Brooklyn, N. Y.		1
Chicago Public Library	Chicago, Ills.		3
Christ Church Parish	St. Joseph, Mo.	1	
City Library Association	Springfield, Mass.		1
Civil Service Reform Association	New York City, N. Y.		1
Dayton Public Library	Dayton, O.		1
Detroit Public Library	Detroit, Mich.		1
Eldridge, D.	Boston, Mass.		1
Enoch Pratt Free Library	Baltimore, Md.		1
Fletcher Free Library	Burlington, Vt.		1
Free Public Library	Council Bluffs, Ia.		2
Free Public Library	Lawrence, Mass.		5
Free Public Library	Jersey City, N. J.		1
Free Public Library	New Haven, Conn.		1
Free Public Library	Patterson, N. J.		1
Foote, Rev. H. L.	St. Joseph, Mo.		3
Grand Rapids Public Schools	Grand Rapids, Mich.		1
Harvard University	Cambridge, Mass.		1
Iowa State Library	Des Moines, Ia.	1	
Indian Rights Association	Philadelphia, Pa.		6
Joseph Lodge, I. O. B. B.	St. Joseph, Mo.	3	
Library Association	Portland, Ore.		2
Library Company	Philadelphia, Pa.		1
Los Angeles Public Library	Los Angeles, Cal.		4
Mercantile Library	New York City, N. Y.		2
Mercantile Library	Philadelphia, Pa.		3
Merriman, E. H.	St. Joseph, Mo.	2	
Milwaukee Public Library	Milwaukee, Wis.		5
Minneapolis Public Library	Minneapolis, Minn.		1
Missouri State Geological Survey	Jefferson City, Mo.	3	
Missouri Secretary of State	Jefferson City, Mo.	1	
Newton Free Library	Newton, Mass.		2
Offner, Jules E.	St. Joseph, Mo.	1	
Omaha Public Library	Omaha, Neb.		1
Peabody Institute	Danvers, Mass.		1
Perry, Annie M.	St. Joseph, Mo.	1	
Pollard, J. Percival	Chicago, Ills.		1
Public Library	Cleveland, O.		2
Public Library	Taunton, Mass.		2
Schwab, Dr. Isaac	Scranton, Pa.	56	
Scranton Public Library	Scranton, Pa.		1
St. Louis Mercantile Library Association	St. Louis, Mo.		1
St. Louis Public Library	St. Louis, Mo.		1
St. Joseph Public Schools	St. Joseph, Mo.		1
Salem Public Library	Salem, Mass.		1
Toronto Public Library	Toronto, Canada		1
Turner, Miss Annie	St. Joseph, Mo.	1	
Warren Co. Public Library	Monmouth, Ills.		2
Weakley, Mrs. L. O.	St. Joseph, Mo.	32	
United States Government	Washington, D. C.	525	30
Y. M. C. A. Training School	Chicago, Ills.		1
Der Techniker, Philadelphia, Pa., one copy monthly paper.			
Diegenbaum, Miss Mary, St. Joseph, Mo., a large number of unbound magazines for the blind			
Motter, Mrs. W. D. B., St. Joseph, Mo., a large number of unbound magazines.			
Omaha Bee, Omaha, Neb., one copy daily paper.			
Perris New Era, Perris, Cal., one copy weekly paper.			
St. Joseph Daily News, St. Joseph, Mo., two copies daily paper.			
St. Joseph Journal of Commerce, one copy weekly paper.			

TO THE PRESIDENT AND BOARD OF DIRECTORS OF THE FREE PUBLIC LIBRARY;

GENTLEMEN—The twelfth article of your by-laws makes it the duty of the Committee on Administration to submit at the regular meeting of the Board in May of each year a report as to matters under their supervision.

Your committee would, therefore, beg leave to report briefly as follows:

The Librarian and his assistants have discharged their respective duties with fidelity and promptness; the patrons of the Library, although their numbers have been largely increased, have been waited upon promptly and courteously; the students of the High School and of other schools have been afforded special privileges in the selection and use of books, and every effort has been put forth to make the Library of the greatest service possible to the public at large. Your Committee would further report that they have made a special and thorough examination of the Library. They have examined each case and its contents separately, and the arrangements for the circulation of the books and periodicals. The cases and books are in good condition, the books being in as good a state of preservation as their constant use will permit, and the arrangements for the circulation of the books and periodicals are those adopted and in use in the best modern libraries.

Your Committee would report that Mrs. Mattie Foote, one of the assistant librarians, tendered her resignation on the 20th of last February, and at a meeting of the Board held February 22d, Mr. Erle H. Merriman, a sub-assistant, was promoted to the position of regular assistant, and Miss Kalliope Ritner was made sub-assistant.

Respectfully submitted,

E. B. NEELY,  
C. M. SHULTZ,  
B. NEWBURGER,  
Administration Committee.

TO THE BOARD OF DIRECTORS OF THE FREE PUBLIC LIBRARY:

GENTLEMEN—The Committee on Building and Grounds respectfully reports that they have furnished nine oak and three pine cases, and the continual growth of the Library will require more very soon.

We are greatly indebted to the Park Commissioners for an appropriation of plants, which enabled us to beautify the grounds.

We have received \$10.00 a month in rents, thus reducing the monthly rental of the Library to \$40.00.

Respectfully submitted,

JOHN DECLUE,  
B. NEWBURGER,  
G. W. HENDLEY.

TO THE BOARD OF DIRECTORS OF THE FREE PUBLIC LIBRARY:

GENTLEMEN—Your Committee on Finance respectfully reports that they have examined the books of the Librarian and Acting Secretary, and find them to be correct. The receipts and expenditures for the year will be found in the Librarian's report.

GEO. C. HULL,  
JOHN DECLUE,  
Finance Committee.

*PUBLIC LIBRARY REPORT*

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TO THE BOARD OF DIRECTORS OF THE FREE PUBLIC LIBRARY:

GENTLEMEN—The Committee on Library has carefully examined and approved the lists of books prepared monthly by the Librarian for purchase. Statistics of the growth and use of the Library will be found in the Librarian's report.

Respectfully submitted,

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

ANNUAL REPORT TREASURER FREE PUBLIC LIBRARY, ST. JOSEPH, MO.

St. Joseph, Mo., April 30. 1894.

Balance as per last report.....	\$445 60
Received from Librarian.....	375 00
Interest on account.....	35 16
Balance.....	<u>\$855 76</u>

GEO. C. HULL, Treasurer.