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# Fifth Annual Report

of the

## Board of Directors

of the

# Free Public Library

Saint Joseph, Missouri.



1895  
Combe Printing Company  
St. Joseph, Mo



FIFTH ANNUAL REPORT  
OF THE  
BOARD OF DIRECTORS  
OF THE  
Free Public Library  
OF  
ST. JOSEPH, MO.  
May 1, 1895.

# FREE PUBLIC LIBRARY

ST. JOSEPH, MO.

## OFFICERS:

ACTING PRESIDENT ..... E. B. NEELY  
TREASURER ..... GEO. C. HULL  
SECRETARY ..... H. L. ELMENDORF

## DIRECTORS:

TERM EXPIRES 1895	TERM EXPIRES 1896	TERM EXPIRES 1897
GEO. C. HULL	E. B. NEELY	JOHN DeCLUE
C. M. SHULTZ	G. W. HENDLEY	B. NEWBURGER
DR. BARTON PITTS	REV. HENRY BULLARD	W. H. GORDON

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

## ASSISTANTS:

CORNELIA L. RATHBUN	ERLE H. MERRIMAN
ANNIE M. PERRY	KALLIOPE RITNER

## PRESIDENT'S REPORT.

*To the Honorable, The Common Council of the City of Saint Joseph :*

GENTLEMEN : It becomes my duty to submit to you the fifth annual report of the Board of Directors of the Free Public Library, including the report of the Librarian and the several standing committees.

The library year just closed has been one of great prosperity, and it gives me pleasure to report that the library is steadily increasing in usefulness and popularity. For a detailed account of its condition and operations, I refer you to the accompanying report of the librarian.

The library has experienced a great loss in the resignation and removal from the city of its President, Rev. Henry L. Foote. Mr. Foote was President of the Library Board from its organization until the date of his resignation, January 3rd, 1895. Very much of its efficiency and usefulness is due to his wise and able administration of its affairs. Possessed of great executive ability, liberal and progressive in his views and deeply interested in the success and prosperity of the Public Library, he devoted to it willingly and cheerfully a large portion of his time. His name and memory will be held in high honor for his public-spirited and noble work in promoting the interests of the Free Public Library of Saint Joseph.

Respectfully submitted for the Board of Directors.

E. B. NEELY,  
Acting President.

STATE OF MISSOURI }  
COUNTY OF BUCHANAN } ss.

Before me, Edward S. Douglas, a Notary Public in and for the County aforesaid, personally appeared E. B. Neely, Acting President of the Board of Directors of the Free Public Library of Saint Joseph, Missouri, and made oath that the facts and 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 22nd day of May, 1895.

EDWARD S. DOUGLAS,  
Notary Public.

[SEAL]

My commission expires Oct. 16, 1896.

## LIBRARIAN'S REPORT.

To the Board of Directors of the Free Public Library:

GENTLEMEN:—I submit the fifth annual report of the Librarian, and the third that I have presented.

May 1, 1895, the library contained 12,859 volumes, divided as follows:

Reference Department .....	1,031
Government Department .....	1,770
Circulating Department .....	10,058
	<u>12,859</u>

During the year 1,551 books were added, as follows:

Donations.....	55
Serials bound.....	136
U. S. Government.....	140
Purchased.....	1,220
	<u>1,551</u>

204 volumes were withdrawn, as follows:

Lost and paid for.....	15
Worn out.....	177
Missing.....	12
	<u>204</u>

The net increase was 1,347.

Books added are classified as follows:

Philosophy, Religion, Arts and Sciences .....	94
Literature, Poetry and Drama .....	99
Travel.....	16
Biography.....	35
History.....	141
Bound Magazines.....	136
German.....	101
General Works in Reference Department.....	42
Fiction and Juveniles.....	747
Government Publications.....	140
	<u>1,551</u>

Receipts and expenditures for the year have been as follows:

Balance in the City Treasurer, May 1, 1894 .....	\$ 392 82
City Appropriation .....	6,788 97
Salaries, Librarian and Assistants .....	\$ 3,695 00
Janitor.....	240 00
Stationery and Printing.....	118 79
Supplement to Catalogue.....	30 00
Postage and Express.....	16 50
Miscellaneous.....	117 30
Heating.....	176 10
Insurance.....	101 20
Rent.....	600 00
Repairs.....	38 80
Binding.....	458 25
Furniture.....	118 45
Books and Periodicals.....	1,432 76
Balance in the City Treasury May 1, 1895.....	35 64
	<u>\$ 7,181 79</u>
	<u>\$ 7,181 79</u>

Treasurer's Report shows:

Balance as per last report.....	\$ 855 76
Received from the Librarian.....	400 00
Interest on account.....	51 49
Balance on hand.....	<u>\$ 1,307 25</u>

May 1, 1894, Balance in Librarian's hands.....	17 09
Fines Collected.....	361 80
Catalogues Sold.....	66 55
Extra Volumes.....	7 50
Miscellaneous.....	100 32
Deposited with Treasurer.....	\$ 400 00
Incidental Expenses.....	130 27
Money Refunded on Lost Books Found.....	2 25
Balance on Hand.....	20 74
	<u>\$ 553 26</u>
	<u>\$ 553 26</u>

The circulation for home use was 108,882, an increase over the previous year of 7,958. The average monthly circulation was 9,074, and the daily average 357. The largest day's circulation was 823 volumes, Feb. 23, 1895, and the smallest 118 volumes, Oct. 18, 1894. Particulars of circulation and classification of books drawn are given in Appendix.

Total number of borrowers' cards in force at the end of the year 4,103, an increase of 237.

Six cards have been issued to blind people who have drawn books in raised character, which they are allowed to keep for four weeks. Not as many of this class have taken out cards as we had hoped would do so, but those who have expressed the pleasure and profit they have received, and the Board should feel well repaid for the small outlay made for books of this kind.

In January 40 books selected by the Librarian, with the assistance of the principal, were sent to the Neely School, to be drawn for home use by the scholars, under the supervision of their teachers. In February the same number of books were sent to the Steinacker school. Proper statistics of the use of the books were not secured till March 1st. Since that time the books at the Neely School have been drawn for home use 238 times, and those at the Steinacker school 300 times. I doubt if any other eighty books in the library have been as useful. The experiment made in these schools has proved so successful that I recommend that all the schools at a distance from the Library be supplied with small selections of books as rapidly as we can afford it, provided the co-operation of the teachers can be secured. The labor of keeping trace of the books is reduced to a minimum by the very simplest of records provided by the Library.

A large number of pictures accumulated in the Library have been mounted on stiff paper and sent in portfolios to the schools for the use of the younger scholars. These pictures serve to illustrate history and geography lessons, educate the taste of the little ones and give them pleasure in beautiful things, and have been highly appreciated by both teachers and scholars.

The use of the Reference department has been very gratifying. 915 books have been drawn from the Circulating department for reference use in the building. No other statistics can be given, as the shelves are open to the public without restriction.

The ladies of the Runcie Club have used the Library quite extensively in their studies in Grecian history during the winter. Special books have been purchased

for this course, and references looked up for the topic under consideration from week to week.

The reading room is supplied with 1 quarterly, 27 monthlies, 1 semi-monthly, 19 weeklies and 3 dailies, a list of which will be found in Appendix.

A second supplement to the finding list, containing about 1,300 titles, was issued in April. This will last, with the help of bulletins from time to time, until the close of the present year, when it will be necessary to publish a new list of all the books for circulation.

The "Library Record" was discontinued by the publisher, Mr. W. M. Shirley, in October. In place of it I have published a bulletin of the new books added about every two months. This costs about \$7.50 for each issue, and is much more satisfactory to the patrons of the Library than the Record, which printed with the list of books much matter they cared little for.

A list of 100 good novels published in December has been influential in improving the class of novels read.

The assistants have been faithful and efficient. Thanking the Board for its interest and support, and congratulating it on a successful year's work.

Respectfully Submitted,

H. L. ELMENDORF,  
Librarian.

TABLE OF CIRCULATION.

CLASSES	May	June	July	August	September	October	November	December	January	February	March	April	Total	Per Cent.
Philosophy, Religion, Arts and Sciences.....	304	261	284	271	252	274	264	285	325	348	325	311	3504	.082
General Literature, Poetry and Drama.....	261	281	201	240	217	250	280	292	369	326	319	259	3295	.030
Travel.....	147	119	124	106	130	148	135	131	167	104	171	154	1696	.015
Biography.....	143	104	75	74	105	149	140	126	149	177	185	196	1623	.014
History.....	167	150	160	172	122	189	181	175	209	230	266	217	2338	.022
Serials.....	328	342	300	321	266	318	336	339	377	345	377	332	3981	.036
German.....	250	253	243	267	267	260	250	326	371	332	301	239	3359	.023
Fiction and Juveniles.....	7389	7377	7989	8152	7552	6649	6691	7198	7799	7225	8224	6931	89176	.818
Total.....	8989	8887	9376	9603	8911	8237	8277	8872	9766	9147	10168	8639	108832	1.000
Days Open.....	26	26	25	27	23	27	25	25	26	23	26	26	305	

Daily average, 357.  
Monthly average, 9074.  
Largest day, February 23rd, 1895, 823.  
Smallest day, October 18th, 1894, 118.

## LIST OF PERIODICALS TAKEN BY THE LIBRARY.

QUARTERLY.	SEMI-MONTHLY.
1 Cyclopædic Review of Current History.	1 Dial.
MONTHLY.	WEEKLY.
1 American Teacher.	1 Catholic Review (Gift)
2 Arena.	1 Harper's Bazar.
1 Art Interchange.	1 Harper's Weekly.
3 Atlantic.	1 Harper's Young People.
1 Blackwood's.	1 Illustrated American.
6 Century.	1 Illustrated London News
4 Cosmopolitan.	1 Journal of Education.
2 Current Literature.	1 Judge.
1 Eclectic.	1 Leslie's Weekly.
1 Educational Review.	1 Life.
2 Forum.	1 Littell's Living Age.
1 Good Housekeeping.	1 Nation.
6 Harper's.	1 Perris New Era (Gift of Pub.)
1 Ladies' Home Journal.	1 Publishers' Weekly.
1 Library Journal.	1 Puck.
3 Lippincott's.	1 School Journal.
1 Macmillan's.	1 Scientific American.
3 Munsey's.	1 Scientific American Supplement.
2 New England.	1 Young People's Weekly (Gift of Pub.)
2 North American Review.	1 Youth's Companion.
1 Outing.	DAILY.
1 Overland.	2 Daily News (Gift of Pub.)
2 Review of Reviews.	1 Omaha Bee (Gift of Pub.)
3 St. Nicholas.	1 West Superior Leader (Gift of Pub.)
4 Scribner's.	
1 Der Techniker (Gift of Pub.)	

## GIFTS TO THE LIBRARY.

Donor	Location	Vols.	Pamphlets.
Apprentices' Library Company	Philadelphia, Pa.		1
Bohemian Benevolent Society		1	
Brooklyn Library	Brooklyn, N. Y.		2
Buchanan County Clerk	St. Joseph, Mo.	1	
Campbell, C. W.	St. Joseph, Mo.	1	
City Comptroller	St. Joseph, Mo.	1	1
City Library Association	Springfield, Mass.		2
Cliff, Miss F. H.	St. Joseph, Mo.	9	
DeBarthe, Joseph	St. Joseph, Mo.	1	
Enoch Pratt Free Library	Baltimore, Md.		3
Fletcher Free Library	Burlington, Vt.		1
Foote, Rev. H. L.	St. Joseph, Mo.	7	3
Free Public Library	Jersey City, N. J.		11
Free Public Library	New Haven, Conn.		2
Free Public Library	Paterson, N. J.		1
Friends' Association	Philadelphia, Pa.		1
Grand Rapids Public Schools	Grand Rapids, Mich.		1
I. O. B. B., Joseph Lodge	St. Joseph, Mo.	3	
Illinois State Historical Ass'n			1
Indian Rights Association	Philadelphia, Pa.		14
Keener, Dr. H. N.	St. Joseph, Mo.	1	
Leonard, Dr. P. I.	St. Joseph, Mo.		1
Library Association	Portland, Ore.		18
Library Company	Philadelphia, Pa.		1
Mercantile Library	Philadelphia, Pa.		4
Mercantile Library	New York City, N. Y.		1
Missouri State Departments	Jefferson City, Mo.	13	6
National Association of Letter Carriers, Branch 195	St. Joseph, Mo.	1	
Neumaerker, Rev. R.	St. Joseph, Mo.	1	
Peabody Institute	Danvers, Mass.		1
Pitts, Dr. Barton	St. Joseph, Mo.	10	
Public Library	Boston, Mass.		1
Public Library	Chicago, Ill.		2
Public Library	Cleveland, O.		1
Public Library	Council Bluffs, Ia.		1
Public Library	Dayton, O.		1
Public Library	Detroit, Mich.		1
Public Library	Indianapolis, Ind.		2
Public Library	Lawrence, Mass.		4
Public Library	Lynn, Mass.		2
Public Library	Milwaukee, Wis.		4
Public Library	Minneapolis, Minn.		1
Public Library	Providence, R. I.		3
Public Library	St. Louis, Mo.		1
Public Library	St. Paul, Minn.		1
Public Library	Salem, Mass.		1
Public Library	Scranton, Pa.		3
Public Library	Toronto, Ont.		1
Public Free Library	St. Louis, Mo.		1
Ringler, M. J.	St. Joseph, Mo.	1	
Robinson, C. N.	St. Joseph, Mo.	2	
St. Joseph Fair Association	St. Joseph, Mo.		1
Union Pacific R. R.			1
United States Government	Washington, D. C.	140	86
Warren County Library	Monmouth, Ills.		1
Wisconsin Public Schools	Madison, Wis.		2
Y. M. C. A. Training School	Chicago, Ills.		1

Bittinger, Hon. J. L., St. Joseph, Mo., 251 Numbers, Unbound Magazines,  
2½ years' file St. Joseph "Herald."

Cliff, Miss F. H., St. Joseph, Mo., 30 Numbers Unbound Magazines.

Fiegenbaum, Miss Mary, St. Joseph, Mo., 12 Numbers, Magazine for the  
Blind.

Omaha Bee, Omaha, Neb., 1 copy Daily Paper.

Perris New Era, Perris, Cal., 1 copy Weekly Paper.

St. Joseph Daily News, St. Joseph, Mo., 2 copies Daily Paper.

Superior Leader, Superior, Wis., 1 copy Daily Paper.

Der Techniker, Philadelphia, Pa., 1 copy Monthly Paper.

### TREASURER'S REPORT.

GEO. C. HULL, TREASURER, IN ACCOUNT WITH THE FREE PUBLIC  
LIBRARY.

	DR.
Balance as per last report .....	\$ 855 76
Received from Librarian .....	400 00
Interest .....	51 49
Balance on hand .....	\$ 1,307 25

Above account examined and found correct.

ST. JOSEPH, May 2, 1895.

JNO. DECLUE,  
W. H. GORDON.

### ADMINISTRATION COMMITTEE REPORT.

*To Board of Directors of the Free Public Library:*

GENTLEMEN:—In accordance with the requirements of the 12th article of your by-laws, it becomes the duty of your Committee on Administration to submit at your regular meeting in May a report as to matters under their supervision.

Your committee desire to say briefly that a careful and thorough examination of the library shows everything to be in good condition. The books are properly classified and conveniently arranged, and are in as good a state of preservation as their constant use will permit. The Librarian, Mr. H. L. Elmen-dorf, the Assistant Librarian, Miss Lulu C. Senter, and the other assistants, Miss Cornelia L. Rathbun, Miss Annie M. Perry, Miss Kalliope Ritner, and Mr. Erle H. Merriman have shown themselves courteous, capable and accommodating, and have performed their respective duties to the satisfaction of your committee, and, we believe, the public generally. The excellent order and perfect condition of every department of the library attest their fidelity and efficiency.

Respectfully submitted,

E. B. NEELY,  
B. NEWBURGER,  
Administration Committee.

### FINANCE COMMITTEE REPORT.

*To the Board of Directors of the Free Public Library:*

GENTLEMEN:—Your committee on Finance respectfully report that they have examined the books and accounts of the Treasurer and Secretary and find them correct.

Receipts and expenditures for the year will be found in the Librarian's report.

GEO. C. HULL,  
W. H. GORDON,  
JNO. DECLUE.  
Finance Committee.

### BUILDING AND GROUNDS COMMITTEE REPORT.

*To the Board of Directors of the Free Public Library:*

GENTLEMEN:—The committee on Building and Grounds respectfully report that during the year necessary cases for the Library have been put in. An office for Librarian has been furnished. This room is also used for registry desk, and as it adjoins the Reference Room, gives supervision of that department without the employment of extra assistants.

Our thanks are due to the Park Commissioners, who appropriated flowers and plants for the decoration of our grounds, and to the St. Joseph Light and Fuel Co. for lighting the building without expense to the city.

JNO. DECLUE,  
B. NEWBURGER,  
G. W. HENDLEY.  
Building and Grounds Committee.

### LIBRARY COMMITTEE REPORT.

*To the Board of Directors of the Free Public Library:*

GENTLEMEN:—Your Library committee has carefully examined and approved the list 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.

GEO. C. HULL,  
BARTON PITTS.  
Library Committee.

ST. JOSEPH, Mo., APRIL 20, 1895.