

FREE PUBLIC LIBRARY.

THIRTEENTH

ANNUAL REPORT

OF THE

FREE PUBLIC LIBRARY

OF THE

CITY OF ST. JOSEPH, MO.,

FOR THE

FISCAL YEAR ENDING APRIL 30, 1903.



Combe Printing Company, St. Joseph, Mo.
1903.

FREE PUBLIC LIBRARY

ST. JOSEPH, MO.

OFFICERS.

President J. W. Atwill
Vice-President H. K. White
Secretary-Treasurer Chas. A. Pfeiffer
Assistant Secretary Purd B. Wright

DIRECTORS.

Term expiring 1903	Term expiring 1904	Term expiring 1905
J. W. Atwill	Chas. P. Cargill	H. K. White
A. B. Weakley	*Brother Elzear	Chas. A. Pfeiffer
	Elliott Marshall	
John Michel	Clay C. Macdonald	James H. McCord

*Resigned on account of leaving city.

COMMITTEES.

LIBRARY—White, Atwill, McCord.
ADMINISTRATION—Cargill, Michel, Weakley.
BUILDINGS AND GROUNDS—McCord, Marshall, Macdonald.
FINANCE—Pfeiffer, Cargill, Weakley.
BY-LAWS—White, Macdonald, Michel.
ART—White, McCord, Macdonald.

LIBRARY STAFF.

Purd B. Wright, Librarian.
Lulu C. Senter, Assistant Librarian.
Assistants—Annie M. Perry, Eudora Martin, Maggie Elam, Minnie Peterman, Lillian Kerr.
Substitutes—Tillie Lohr, Jessie Gibson.
Messengers—Milton Myers, Joseph Mann.

CARNEGIE BRANCH.

Lulu C. Senter, Librarian in charge.
Assistant—Frank Weary.
Janitor—John Dougher.

PRESIDENT'S LETTER TRANSMITTING REPORTS.

To the Honorable Mayor and Members of the Common Council:

Gentlemen: It is with more than the usual degree of pleasure that I transmit for your consideration the reports of the officers, committees and librarian of the Free Public Library of the city of St. Joseph for the fiscal year ending April 30, 1903. This period embraces the first year of the library in the new quarters, and covers a sufficient length of time in the working of the branch library to give a fair idea of what may be accomplished by this extension of library work.

A gratifying increase is noted in the use of the library. The report of the librarian shows that over 24 per cent more books were issued for home use than the year before, while the use of the reading room and books for reference has more than trebled.

The slight increase in the money accorded for the year about covered the additional expense of maintaining the new quarters, hence the growth, aside from the accessions for the branch, was about the same as heretofore. With these added, the growth has been the most marked in the history of the library.

Use of Carnegie branch, which was opened Dec. 1, last, has demonstrated the value of placing books where they may be easily and readily obtained by would-be users. The library has for several years maintained a delivery station in the section where this branch is located, besides placing collections of books in two schools during the school term. The largest use thus secured, under the most favorable conditions, was about 1,800 volumes a year, while during the first five months of the existence of the branch five thousand volumes have been issued for home use, besides a large and constantly growing use of the reading and reference departments.

It is a matter of regret that the funds available for library purposes will not admit the establishment of two more branches, in the eastern and northern portions of the city. It will be some years, under existing library laws and resources, before sufficient funds can be provided for maintaining additional branches, even were the buildings supplied. It has been estimated that an endowment of \$50,000 would provide a proper building, furnish books and cover all operating expenses of a suitable branch library for either section of St. Joseph for a period of ten years, at the end of which time the city should be in position to maintain it. Citizens of other cities deem such an investment a wise one. I am sure the Board of Directors of the Free Public Library would deem it a pleasure to become responsible for the execution of such a trust.

It is pleasant to note that as a result of the increase in the assessed valuation of property, this institution will receive its proportion of the

PUBLIC LIBRARY REPORT.

additional taxes collected, which will permit of needed extensions in the work and some library improvements.

Directing your attention to the reports herewith, as they cover all the operations of the library, I am,

Very respectfully,

J. W. ATWILL,

President Board of Directors of the Free Public Library.

St. Joseph, Mo., April 30 1903.

 REPORT OF THE TREASURER.

To the Board of Directors of the Free Public Library, St. Joseph, Mo.

Gentlemen: I herewith submit the report of the treasurer, embracing all the receipts and expenditures of the library for the fiscal year ending this date.

The apportionment for library purposes for the fiscal year was \$10,500, of which amount \$2,500 was set aside for the maintenance of Carnegie branch. The city collections slightly exceeded the apportionment, for the main library the amount in excess being \$80.40, of which \$79.95 was expended, 45 cents being returned to the city treasury; the excess for the branch fund was \$25.07, also returned to the city treasury.

The statement following covers the entire receipts and expenditures including the petty or "special" library account.

Expenditures through the city departments are all accounted for in detail, on duplicate vouchers, endorsed by the finance committee of the Library Board, approved by its president as allowed, the originals of which are on file with the city auditor, the duplicates being kept at the library in the hands of the librarian and assistant secretary. Expenditures by the librarian from the petty or "special" account are reported monthly, itemized, to the Library Board and approved.

Respectfully submitted,

April 30, 1903.

CHAS. A. PFEIFFER, Treasurer.

State of Missouri, }
 County of Buchanan, } ss.

Before me, J. C. Hedenberg, a notary public in and for the county aforesaid, personally appeared Charles A. Pfeiffer, Treasurer of the Board of Directors of the Free Public Library of the City of St. Joseph, and made oath that the facts and figures above set forth are true to the best of his knowledge and belief. Given under my hand and seal this 11th day of May, 1903.

J. C. HEDENBERG, Notary Public.

My commission expires Nov. 11th, 1905.

BRARY REPORT.

will permit of needed extensions in the reports herewith, as they cover all
 Very respectfully,
 J. W. ATWILL,
 Directors of the Free Public Library.

THE TREASURER.

Free Public Library, St. Joseph, Mo.
 the report of the treasurer, embracing
 of the library for the fiscal year ending

purposes for the fiscal year was \$10,-
 set aside for the maintenance of Car-
 slightly exceeded the apportionment,
 an excess being \$80.40, of which \$79.95
 rned to the city treasury; the excess
 o returned to the city treasury.
 s the entire receipts and expenditures
 ary account.

departments are all accounted for in
 used by the finance committee of the
 resident as allowed, the originals of
 itor, the duplicates being kept at the
 and assistant secretary. Expenditures
 pecial" account are reported monthly,
 approved.

ted,
 HAS. A. PFEIFFER, Treasurer.

notary public in and for the county
 les A. Pfeiffer, Treasurer of the
 ic Library of the City of St. Joseph,
 ures above set forth are true to the
 Given under my hand and seal this

HEDENBERG, Notary Public.
 n, 1905.

TREASURER'S REPORT—MAIN LIBRARY.

RECEIPTS.			DISBURSEMENTS.		
General Fund, City Treasurer:			By General Fund warrants on City Treasurer:		
From City Apportionment.....	\$ 8,079 95		Books and Periodicals.....	\$ 1,607 73	
Deposit from Special Fund.....	540 00	\$ 8,619 95	Binding.....	1,203 58	
			Salaries, Librarian and Assistants.....	4,430 00	
			Printing and Stationery.....	116 30	
			Postage.....	25 00	
			Miscellaneous.....	199 73	
			Heat and Engineer.....	436 01	
			Furniture.....	37 10	
			Janitor Service.....	537 50	\$ 8,619 95

SPECIAL FUND ACCOUNT.					
RECEIPTS.			DISBURSEMENTS.		
Special Fund:			Deposited in General Fund by Board Treasurer.....	\$ 540 00	
Brought Forward, in hands Board Treasurer.....	\$ 42 48		Disbursements by Librarian:		
Brought Forward in hands Librarian.....	10 73		Freight and Express.....	\$ 35 86	
From Duplicates.....	199 40		Postage.....	18 67	
Penalties.....	456 60		Stationery.....	26 85	
Catalogues.....	10 85		Delivery Station Expenses.....	103 25	
Supplements.....	14 05		Books and Periodicals.....	17 78	
Miscellaneous.....	130 73	\$ 864 84	Miscellaneous.....	40 80	248 21
			Balances:		\$ 788 21
			In hands Board Treasurer.....	60 48	
			In hands Librarian.....	16 15	76 63
					\$ 864 84

RECAPITULATION.
TOTAL RECEIPTS AND EXPENDITURES—MAIN LIBRARY.

RECEIPTS.			DISBURSEMENTS.		
From City Apportionment.....	\$ 8,079 95		By vouchers on City Treasurer, General Fund.....	\$ 8,079 95	
Special Fund.....	864 84	\$ 8,944 79	By Special Fund, transferred to General Fund.....	540 00	
			By Librarian.....	248 21	
			Balances:		
			In hands Board Treasurer.....	60 48	
			In hands Librarian.....	16 15	\$ 8,944 79

CARNEGIE LIBRARY.					
RECEIPTS.			DISBURSEMENTS.		
General Fund, City Treasurer:			By General Fund Warrants on City Treasurer:		
Brought Forward, Apportionment, 1901-1902.....	\$ 2,106 88		Books and Periodicals.....	\$ 2,454 00	
From Current Apportionment.....	2,500 00	\$ 4,606 88	Binding.....	317 59	
			Salaries.....	778 00	
			Printing and Stationery.....	109 02	
			Postage.....	5 00	
			Miscellaneous, including Sidewalks.....	463 09	
			Heating, coal.....	102 92	
			Electric Light.....	20 80	
			Insurance.....	82 52	
			Furniture.....	56 59	
			Janitor service.....	217 35	\$ 4,606 88

GENERAL RECAPITULATION.

RECEIPTS.			DISBURSEMENTS.		
General Fund { Main Library.....	\$ 8,079 95		General Fund { Main Library.....	\$ 8,079 95	
{ Carnegie Branch.....	4,606 88		{ Carnegie Branch.....	4,606 88	
Special Fund, Main Library.....	864 84	\$13,551 67	Special Fund, Main Library.....	788 21	
			Balances Forward.....	76 63	\$13,551 67

REPORT OF THE LIBRARIAN.

To the Board of Directors of the Free Public Library, St. Joseph, Mo.

Gentlemen: I have the honor to herewith submit to you, as required by the by-laws, the annual report of the librarian, being for the fiscal year ending April 30, 1903. It covers the thirteenth year of the existence of the library.

SUMMARY.

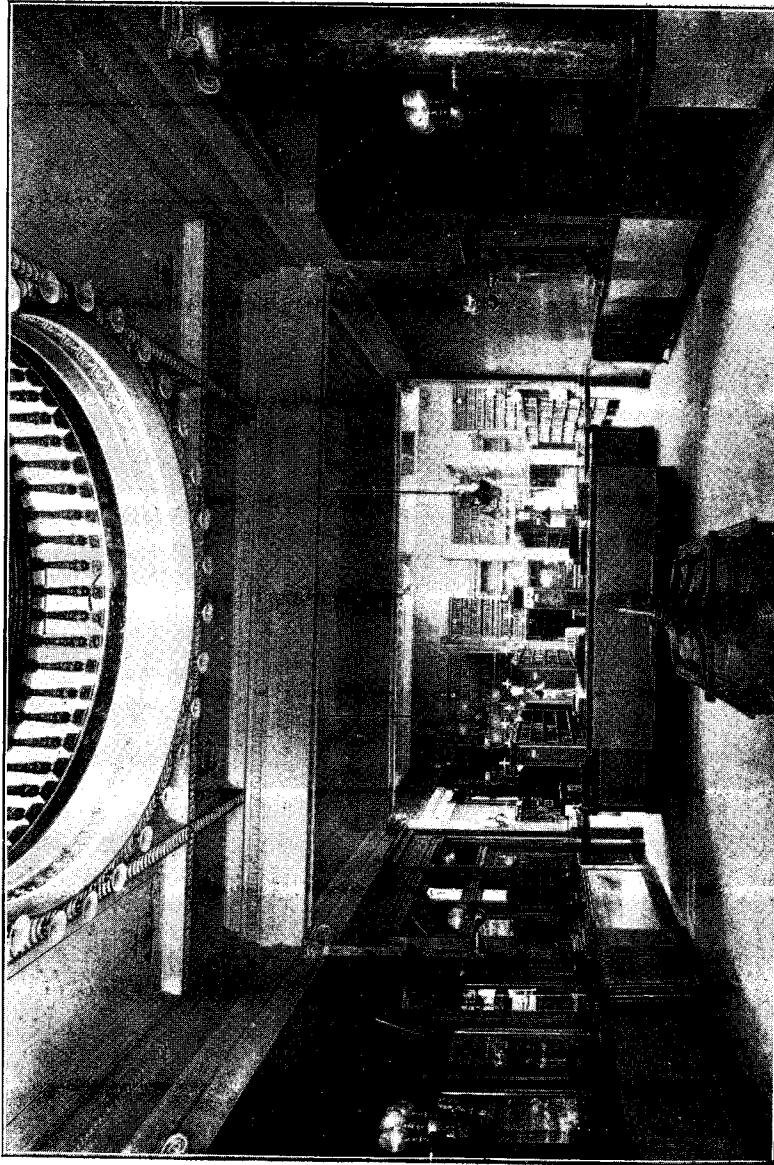
No. volumes in library, 25,435. Net gain for year, 3,916.
 Library use, total, 143,459; home use, 120,445; increase, 23,639, or 24.4 per cent. Fiction, 68.32 per cent of total use; 80.23 per cent of home use.
 No. of cardholders, 6,001. Increase, 1,223.

Total expenditures \$13,551.67

ACCESSIONS AND CONTENTS OF LIBRARY.

The library now contains 25,435 volumes, the growth for the year being 3,916. This is in excess of the growth of any one year, and is accounted for by the Carnegie branch, the funds for which were allowed to accumulate for eighteen months before purchases were made. Of these accessions, 2,974 were purchased, 46 transferred from special duplicate collection, 603 periodicals bound, 123 donations classified, 170 U. S. public documents. Withdrawals for the year aggregate 401 volumes, of which 369 were worn out, 17 lost and paid for, and 15 burned. An inventory, just completed, reveals the fact that 52 volumes are missing; 46 from the main stack room, 10 juvenile room, and 3 from the branch. A portion of these were undoubtedly stolen and will not be returned; the remainder, however, will be accounted for. The number of volumes missing is smaller than had been expected, judging from reports of other libraries under the open shelf system.

Following are the accessions and withdrawals, classified, with the net gain in each class, for the year:



ROTUNDA, LOOKING TOWARD STACK ROOM.

Class	Accessions	Withdrawals	Net Gain
General	91	5	86
Philosophy	31	0	31
Religion	64	3	61
Social science	200	0	200
U. S. public documents	170	0	170
Philology	13	0	13
Natural science	129	1	128
Useful arts	132	2	130
Fine arts	105	1	104
Literature	362	10	352
Travel	306	1	305
Biography	273	2	271
History	421	0	421
Periodicals, unclassified	603	0	603
Fiction	1,417	376	1,041
Total	4,317	401	3,916

CARD-HOLDERS.

A steady increase in the number of users of the library is noted, the total number of active card-holders being 6,001, of which 509 are patrons of Carnegie branch. This is 1,223 more than reported last year. The number of "active" cards is ascertained by deducting from the number of cards issued within two years all cards which have for any reason been cancelled. Teachers' cards to the number of 87 are in force, and 20 special cards.

USE OF THE LIBRARY.

A total use of 143,459 volumes for the year, 120,445 being issued for home use, makes a notable showing for the library. This is an increase of 23,639 in the number of volumes issued, as compared with last year, with a much larger percentage of growth in the use of books in the library. In the record now kept of library use, only those volumes left on the reference tables are counted, no effort being made to ascertain the number used at the shelves. Even this record is inaccurate, and the figures used are at best but estimates; but it is under, rather than over, the actual use.

Of the total use of the library, aside from periodicals in the reading room, of which no record is kept, 67.38 per cent was fiction; of home use, 80.23 per cent fiction. Adult use of fiction, 63 per cent; juvenile, 17.23 per cent. This percentage includes the use of the special duplicate collection, a large proportion of which is not the property of the library. Home use of library books proper was 77 per cent fiction. Carnegie branch has the record in this regard, the percentage of fiction circulated

being but 67 per cent. (For classified tables of circulation see Appendix A and report of Carnegie branch.)

CARNEGIE BRANCH.

Carnegie branch building was turned over to the library force in November. On the 26th of that month it was opened for inspection by business men. The people of South St. Joseph took possession, and a short program, arranged by them, consisting of brief addresses by prominent and interested citizens, was carried out. On the 28th a reception was tendered the women of that portion of the city, and the 29th was set aside as children's day. A large number of visitors were received, and all expressed themselves as pleased. The library was formally opened for the issue of books December 1. Application blanks had been distributed through the schools and placed in prominent places prior to the opening. The first cards were issued on children's day.

June 15, Miss Senter, assistant librarian, was detailed in charge of branch work, doing the cataloging and preparatory work. Printed cards from the congressional library were used as far as obtainable. When the library was opened everything practicable was in readiness. Total expenditure for salary for the branch for the year was \$788.

Some care has been given to beautifying the grounds, and the trees and shrubs are doing well. Within a few years the surroundings should be very attractive.

The report to me of Miss Senter, librarian in charge, is submitted in its entirety, covering, as it does, details of the work which are most interesting. It follows this report. The interest shown by Miss Senter in the work incident to installing the library, her plans for interesting the people therein, are to be commended.

In this connection I cannot refrain from referring to the good accomplished by the placing of books, even in comparatively small collections, where they are readily accessible to the people. With delivery stations and two collections in school houses, the best circulation the library had heretofore obtained in the southern portion of the city, had been less than 1,800 yearly; this not counting, of course, the few books taken from the library by people who used it direct. From an experience of five months, it is safe to estimate that between twelve and fifteen thousand volumes will be issued for home use the coming year, besides a large use of the library for reference and reading purposes.

There is need at this time for more branches, in the northern and eastern portions of the city. From the standpoint of reaching and benefiting the masses, the duplication of books that are suitable for the many through branches is preferable to piling up on shelves in the main library books valuable only to the few.

SPECIAL DUPLICATE COLLECTION.

An experiment with the special duplicate collection did not result as satisfactorily as anticipated. A contract was made with a concern circu-

lating books for supplying 125 volumes, subject to six changes yearly, for a stipulated sum, payable quarterly. The use the library was to make of the volumes thus secured was explained, the necessity for new titles only being imperative. On the first order sent in, but one-half the titles asked for were furnished, the remainder being old or books not considered worthy of library circulation. The contractor declined to remedy the matter and finally, by mutual agreement, the contract was annulled. At a total expense of \$132.92, the library received in return \$199.40; 93 volumes were added to the collection, and through it the free collection has, or will soon, be benefitted to that extent. In addition, the library patrons have had the use of sixty other volumes, besides those in the collection at the first of the year. The duplicate collection has long since demonstrated its popularity, and in the future will be increased. It relieves the library to a great extent from an investment of its regular funds in popular fiction. My observation is that it increases the use of fiction. However, the people who use these books would secure them some place, and by supplying them from the library a hold is maintained on the readers that would otherwise be lost. If this class of readers cannot secure the better popular novels at the library when they wish them, they permit their library cards to lapse, and, as a result, practically cease reading anything but fiction. Here they will, more often than may generally be supposed, take class books; but observation of the 2-cent a day libraries and others reveals the fact that fully 99 per cent is fiction.

THE OPEN SHELF SYSTEM.

The open shelf system, adopted on occupying the new quarters, has proven satisfactory in every way. As was anticipated, the books have worn more, and some have been stolen; but what has been lost to the library in any way has been more than made up by the increase in the popularity among the people and the satisfaction expressed by them. Of the missing volumes, some were possibly overlooked in the inventory, others will be returned, having been taken inadvertently or through mistake.

DELIVERY STATIONS.

Stations five, six and seven have been discontinued; the first on account of the opening of the branch, the others because it was found that the people preferred coming to the library for their book service. Stations 1 to 4 continue as heretofore, and through them 6,665 volumes were circulated.

WORK IN GENERAL.

During the year 3,500 cards from the congressional library have been used by the cataloging department, the work on the branch being greatly

facilitated thereby. The cost was but \$25.00. These cards are also used for all new titles added to the main library, and for all older ones when obtainable.

Work of reclassifying fiction in the main library progresses, and it is hoped soon to have it completed. The Cutter-Sanborn author numbers are being used. Fiction in the branch is so classed.

The expense of rebinding books increases in direct ratio with the increased use of the library.

While the accessions to the library have been printed as heretofore in the Daily Gazette, but two bulletins were published. A change in the measure of the columns of the newspaper was made, which makes it impracticable to use the slugs in an annual supplement. It will be necessary to arrange for this publication as a distinct proposition.

On account of insufficient books, and the large use at the library, no attempt was made to continue the placing of small libraries in school houses in the suburbs. The branch library supplies four such schools, however, much more satisfactorily than could be done from school boxes. An attempt is to be made this fall to resume the plan in at least six schools. I am satisfied, from investigation, that four additional school libraries would be used largely if provided.

Taken as a whole, the work of the library for the year has been satisfactory. With the additional funds which will accrue to the library as a result of the increased assessment, a great deal can be accomplished during the ensuing year.

For classified table of circulation, list of donors, and report of Carnegie branch, see appendices following.

In closing I wish to acknowledge the hearty co-operation of the members of the library staff, and to express thanks to the members of the library board for kindly consideration at all times.

Respectfully submitted,

PURD B. WRIGHT, Librarian.

St. Joseph, Mo., April 30, 1903.

State of Missouri, }
County of Buchanan, } ss.

Before me, R. R. Calkins, a notary public in and for the county aforesaid, personally appeared Purd B. Wright, librarian of the Free Public Library of the City of St. Joseph, and made oath that the facts and figures herein are correct to the best of his knowledge and belief.

Given under my hand and seal this 9th day of May, 1903.

R. R. CALKINS, Notary Public.

My commission expires April 11, 1905.

APPENDIX A—CLASSIFIED TABLE OF CIRCULATION.

CLASS	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	TOTAL
General	34	50	67	73	83	67	63	57	67	74	91	86	812
Philosophy	56	37	44	44	30	39	34	34	33	55	68	66	545
Religion	73	53	56	38	65	108	74	80	111	122	125	108	1,005
Sociology	60	61	66	66	73	73	61	69	96	87	104	98	968
Philology	4	5	3	4	8	3	6	4	7	5	7	6	62
Natural science	82	102	84	62	76	97	82	93	133	120	135	151	1,232
Useful arts	51	50	57	57	46	46	59	62	90	80	99	76	1,735
Fine arts	61	107	37	73	48	52	58	83	100	90	104	69	955
Literature	237	246	213	204	191	226	291	293	350	297	354	300	3,202
Poetry and drama	151	76	101	101	83	142	132	138	170	161	163	178	1,636
Travel	280	260	252	223	187	227	219	234	340	340	365	283	3,275
Biography	228	200	137	138	148	187	187	230	263	259	307	237	3,273
History	279	218	187	171	212	257	254	256	325	354	370	293	3,114
Current magazines	266	258	284	271	272	303	262	252	375	341	390	334	3,608
Fiction, adult and juvenile	7,982	8,653	8,319	8,221	7,105	7,236	7,249	7,307	9,119	7,878	9,040	8,093	96,711
Total home use	9,865	10,382	10,518	9,751	8,642	9,062	9,031	9,241	11,603	10,283	11,722	10,355	120,445
*Reference use	1,960	1,809	1,701	1,416	1,669	2,180	1,921	1,963	2,132	2,016	2,288	2,089	23,014
Total use	11,825	12,201	12,219	11,367	10,311	11,222	10,952	11,203	13,736	12,279	14,010	12,435	143,459
Days open	26	25	26	25	23½	27	24	26	26	24	26	26	304½
Average daily use	455	488	470	452	439	419	456	433	528	511	538	477	471
Average daily circulation	379	416	404	390	388	338	376	365	447	395	450	398	393

*See report

PUBLIC LIBRARY REPORT.

APPENDIX B.—DONATIONS.

Vols.	Nos.	Pamp.	Donor
...	...	2	American Library Association.
...	...	1	American Sports Publishing Co.
11	Atwill, J. W., Secretary.
1	Bass, Mr., St. Joseph, Mo.
...	5	...	Boston Book Co.
2	Boston, (Mass.) City of.
3	Bullard, Rev. Henry.
...	...	4	Canada Department of Agriculture.
...	...	1	Chase & Sanborn, Chicago, Ill.
1	4	...	City of Chicago, Ill.
...	Citizens of St. Joseph (Mo.), 2 oil paintings.
...	...	1	Continental Press, N. Y.
...	Druckmiller, Paul P., St. Joseph, Mo.
38	44	...	Edgar, T. B., St. Louis, Mo.
...	...	1	Ehrlich, F., New York.
1	Fox, Charles O., St. Joseph, Mo.
...	...	4	Grogg, Sylvester, St. Joseph, Mo.
2	Harriman E. M., New York.
1	Hegir, Robert, Saxton, Mo.
1	Hills Genealogical Society.
...	36	...	Hohl, Mrs. John, St. Joseph, Mo.
...	Huggins, L. & W., Marble Statue.
...	...	4	Indian Rights Association.
...	...	4	Iowa Library Commission.
2	Joseph Lodge No. 73, I. O. B. B.
1	Kansas State Historical Society.
...	...	1	Lake Mohonk Arbitration Conference.
1	Lawson, Thos. W.
...	...	1	League of American Municipalities.
...	...	1	Lee, Lieut.-Gov. John A., St. Louis, Mo.
1	Lemon, Mrs. John S., St. Joseph, Mo.
22	McCabe, Mrs. M. J., St. Joseph, Mo.
1	McDonald, Mrs. A. C.
1	McMahon, Joseph H., New York.
...	...	4	Merchants' Exchange, New York.
...	...	12	Minnesota Library Commission.
...	...	12	Missouri Historical Society, St. Louis, Mo.
...	...	1	Missouri State Historical Society, Columbia, Mo.
...	...	3	Missouri Society Sons of Revolution.
1	12	...	Morton, Dr. Daniel F., St. Joseph, Mo.
2	Neville, John Crmond.
...	Ohio State Library, Columbus, Ohio.
...	...	1	Palmer, H. R., New York.
...	...	1	Pennsylvania Prison Society.
33	Pfeiffer, Charles A., St. Joseph, Mo.

PUBLIC LIBRARY REPORT.

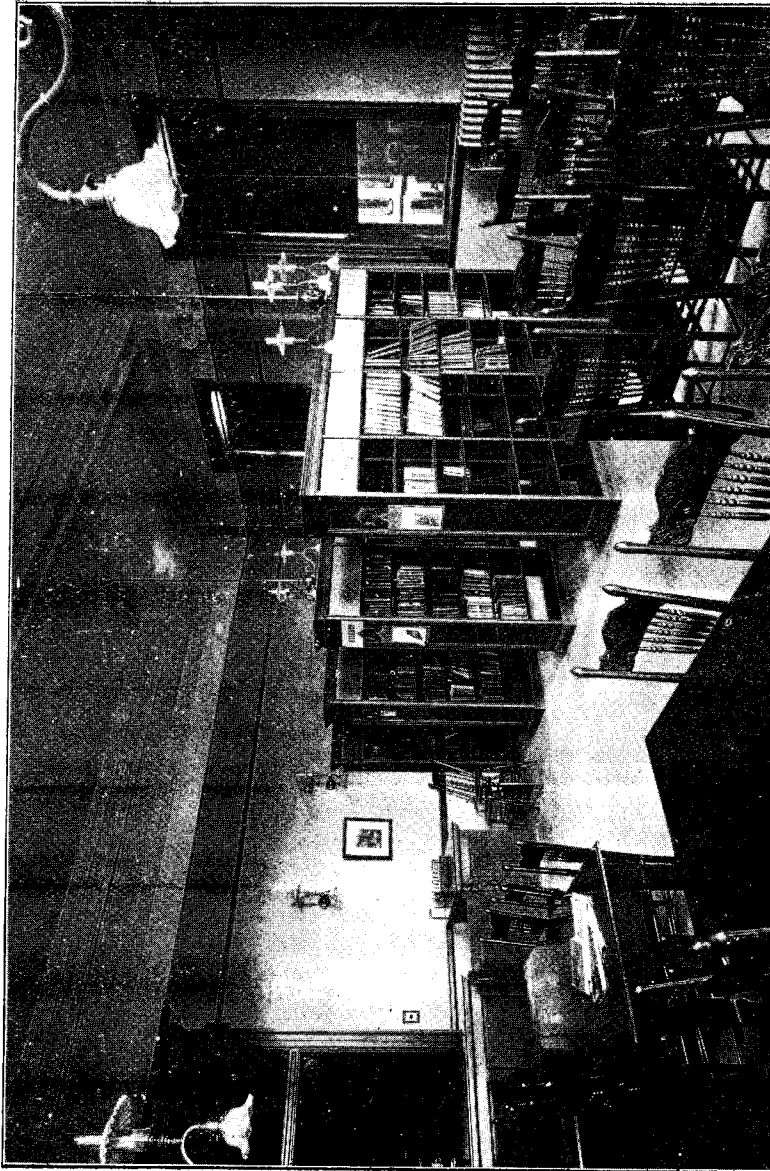
Vols.	Nos.	Pamp.	Donor
...	...	1	Porrier, Lydia N., Duluth, Minn.
1	Randolph, Lewis.
1	Ransom, Daniel, St. Joseph, Mo.
35	Ransom, F. Thomas, St. Joseph, Mo.
2	St. Joseph, Mo., Theosophical Society.
1	...	1	Santa Fe R. R. Co.
1	Smith, G. Hutchinson.
...	300	...	Sturgis, J. H., New York.
1	Super, Chas. W.
1	Universalist Pub. Co.
...	...	3	University of Missouri.
...	...	10	Wisconsin Free Library Commission.
16	...	12	Wright, Mrs. Purd B., St. Joseph, Mo.

LIBRARY EXCHANGES.

Bulletins, Reports, Special Lists, Etc.

Agullar Free Library, N. Y.; Allegheny (Pa.) Carnegie Free Library; Bellevue (Neb.) College Library; Bradford (Pa.) Carnegie Public Library; Brooklyn (N. Y.) Libraries, consolidated bulletins; Buffalo (N. Y.) Public Library; Atlanta (Ga.) Carnegie Library; Carnegie Library, Nashville, Tenn.; Carnegie Library, Pittsburg, Pa.; Chicago (Ill.) Public Library; Cleveland (O.) Public Library; Cossitt Library, Memphis, Tenn.; Council Bluffs (Ia.) Public Library; Detroit (Mich.) Public Library; East St. Louis (Ill.) Public Library; Enoch Pratt Free Library, Baltimore, Md.; Evanston (Ill.) Public Library; Forbes Library, Northampton, Pa.; Gloversville (N. Y.) Public Library; Haverhill (Mass.) Public Library; Hartford (Conn.) Public Library; Helena (Mont.) Public Library; Indianapolis (Ind.) Public Library; Iowa State Library, Des Moines, Iowa; Jersey City (N. J.) Free Public Library; Joliett (Ill.) Public Library; Kansas City (Mo.) Public Library; Kansas State Historical Society; Topeka, Kan.; Los Angeles (Calif.) Public Library; Library Association of Portland, Ore.; Library Co. of Philadelphia, Pa.; Library of Congress; Mercantile Library Association, St. Louis, Mo.; Milwaukee (Wis.) Public Library; Newark (N. J.) Public Library; New Haven (Conn.) Public Library; New Orleans (La.) Public Library; Newton (Mass.) Public Library; New York (N. Y.) Public Library; Omaha (Neb.) Public Library; Paterson (N. J.) Public Library; Peabody Institute, Danvers, Mass.; Peoria (Ill.) Public Library; Pratt Institute Library, Brooklyn, N. Y.; Providence (R. I.) Libraries, consolidated bulletins; Quincy (Ill.) Public Library; St. Louis (Mo.) Public Library; St. Louis (Mo.) Mercantile Library Association; Salem (Mass.) Public Library; San Francisco (Calif.) Public Library; Scranton (Pa.) Public Library; Sedalia (Mo.) Public Library; Syracuse (N. Y.) Public Library; Toronto (Can.) Public Library; Tufts Library, Weymouth, Mass.; Warren County (Ill.) Library and Reading Room Association; Worcester (Mass.) Free Public Library.

CARNEGIE BRANCH.



CORNER OF CHILDREN'S ROOM.

To the Librarian:

I respectfully submit the first annual report of the work of the Carnegie Branch of the Free Public Library of St. Joseph for the latter part of the fiscal year ending April 30, 1903.

On the first of December, 1902, the Carnegie Branch was opened for the distribution of books. At that time the volumes in the library numbered 2651, all catalogued and ready for use. Cards had been written for the card catalogue, also a portion of the guides and subject-headings. The first work done after the opening of the library was to finish the card catalogue. Since that time 464 volumes have been added, making the total number of volumes now in the library 3,115 (minus 4 volumes, three of which are missing and one damaged and paid for). Of this number, 562 volumes belong to the reference department and 2,552 to the circulating department. A table showing the number of books in each class will be given elsewhere in this report. These books were all classified and numbered at the main library, leaving only the shelf-listing and card writing to be done at the branch, which work was done as soon after the books were received as the other work of the library would permit.

An effort has been made to interest the patrons of the library in various branches of reading. With this end in view, reading lists have been prepared and those suitable for young people placed in the children's department, while others have been placed in conspicuous places about the library; the books themselves being arranged on a shelf near the list for convenience. These lists have been preserved and are being carefully indexed by subject, the cards made like all subject cards and alphabetized into the card catalogue. It will save much time and duplication of work to have this material readily accessible, and they can be easily added to as we receive new material.

Special effort has been made to interest the children in books on nature and animals, attractive books on those subjects being selected and placed on the tables where they would attract the little ones, and a few pictures of animals and flowers arranged on a canvas stretched for that purpose. At another time books on great Americans were placed on the table. And another day books of voyages and travel were displayed. Three beautiful maps recently placed in the library are frequently used by the children. It seems necessary for some of our young readers who have younger brothers and sisters entrusted to their care to bring them to the library. It is almost impossible to keep these little ones in a pleasant humor while the older ones are reading or making their selections without giving them books or pictures to look at. It seems unwise to give them bound books to use, as they can not handle them without

injuring the book to a certain extent, and our store of pictures for such young people is very limited; therefore I would suggest getting a few picture books for these babies. They need not be expensive or many, but a few little Mother Goose picture books, I know, would be appreciated by the older young readers and would save the better books.

The total number of members for the five months (including 49 transfers from the main library), is 517. To each adult (249) two cards have been issued, giving them the privilege of taking two books at one time. Many have availed themselves of this privilege, while others having less time to read, take but one. Too often that one is fiction. We find that a little individual attention to those whom we see in doubt as to their selections will do more toward keeping down the percentage of fiction than anything we have tried; oftentimes only a suggestion being needed to induce them to read something more substantial.

It is often asked what classes of people avail themselves of the opportunities afforded by the library, and whether the so-called "working class" use it to any considerable extent. In some cases the applicant for borrower's card does not state his or her occupation. The following is a classified list of the borrowers to date:

Baker, 1; blacksmith, 1; bookkeepers, 4; butchers, 14; carpenters, 2; clerks, 27; contractors, 2; coopers, 1; civil engineers, 1; clergymen, 2; domestics, 2; engineers, 1; firemen, 2; housewives, 62; inspector (Gov.), 1; insurance agents, 2; janitors, 2; jeweler, 1; laborers, 38; mechanics, 2; merchants, 5; milliners, 2; newspaper workers, 7; painters, 1; physicians, 1; P. O. employes, 2; real estate agents, 1; railroad employes, 2; school girls, 125; school boys, 78; stenographers, 6; tailors, 1; telephone, 2; teachers, 2; other occupations, 37; not specified, 27. Total, 468.

Of the above number, Swift & Co. employ 48; Hammond Packing Co., 18; Nelson Morris & Co., 12; St. Joseph Stock Yards Company, 19; Armour Packing Company, 1. A total of 98.

The circulation of books is not as large as was hoped for, the number of volumes issued since the library opened being 4,950; but the number drawn from the branch compared with those issued from the main library to the station, through which this locality was supplied with reading matter before the branch was opened, shows a good increase over last year. A table showing the books of each class drawn for home use will be given elsewhere in this report. It is pleasant to report that but 67 per cent of circulation is fiction.

It is gratifying to note the number of persons who use the library on Sunday. No count has been kept of the Sunday visitors, but it is not exaggerating to say that Sunday is our busiest day. Men, women and children of all classes visit us upon that day. As a rule more reference work is done on Sunday than any other day of the week. Much use is made of the bound magazines as well as the current numbers. About fifteen students from the High School visit the library regularly and so far have been able to secure all material needed for school work. Teach-



STUDY HALL, LIBRARY.

ers have been given the same privileges here as at the main library, that of drawing several books for school use on one card and retaining them an indefinite length of time.

The women of South St. Joseph have organized a study club known as the Carnegie Culture Club, which meets in the study room at the library every alternate Wednesday afternoon. After the work is laid out by the committee, the best books, magazine articles, etc., in both main and branch libraries, on the subjects chosen are listed, and if possible, the books are put on the reference shelf for the exclusive use of the club. Much of the better class of literature is brought into use in this way. All of the ladies have expressed their appreciation of the quiet little room at the library where they can have their literary feasts unmolested.

The popularity of the smoking room does not grow with the approaching summer. The winter evenings found more boys around the chess and checker boards than the pleasant spring evenings have done; though a fairly good number of men and boys spend a greater portion of Sunday afternoon in the club room. One pleasing feature is that there has never been any tendency toward boisterous or unbecoming conduct in or about the library.

Respectfully submitted,

LULU C. SENTER, Assistant Librarian.

CARNEGIE BRANCH STATISTICS.

CIRCULATION DECEMBER 1 TO APRIL 30.

CLASS	December	January	February	March	April	Total
Philosophy.....	2	9	10	13	5	39
Theology.....	12	14	15	13	14	68
Soc. Sci.....	10	8	6	11	4	39
Philol.....	1	1	0	0	2	4
Nat. Sci.....	21	21	23	21	29	115
Use. Arts.....	1	7	9	12	4	33
Fine Arts.....	12	13	14	8	9	56
Literature.....	42	69	64	61	48	284
Poetry and Drama..	25	31	29	26	25	136
Travel.....	49	60	62	47	35	253
Biography.....	29	40	48	51	35	203
History.....	64	57	73	60	39	293
Magazines.....	13	29	35	34	111
Fiction.....	632	703	672	730	579	3316
Total.....	900	1,046	1,054	1,088	862	4,950

JUVENILE.

Fiction.....	263	267	264	278	202	1,274
Class.....	86	89	111	83	79	448
Total.....	349	356	375	361	281	1,722

CONTENTS AND CLASSIFICATION.

General	42
Philosophy	42
Theology	42
Social Science	118
Philology	10
Natural Science	116
Useful Arts	72
Fine Arts	62
Literature	153
Poetry and Drama	109
Travel	247
Biography	206
History	367
Bound Magazines, reference department	444
Fiction	1085
<hr/>	
Total Circulating Department	3115

Of this number the following are books of reference:

General, 41; Philosophy, 0; Theology, 2; Social Science, 7; Philology, 7; Natural Science, 7; Useful Arts, 2; Fine Arts, 0; Literature, 6; Poetry, 0; Travel, 31; Biography, 2; History, 15; Bound Magazines, 444. Total Reference Department.....	564
---	-----

Total Circulating Department	2,551
------------------------------------	-------

REGISTRATION.

Number of persons registering for borrower's cards.....	468
Number of cards transferred from main library	49
<hr/>	
Total	517
Number of cards canceled	5
Number of cards transferred to main library	3
<hr/>	
Total number of members	509

COMMITTEE REPORTS.

ADMINISTRATION COMMITTEE.

To the Board of Directors of the Free Public Library, St. Joseph, Mo.

Gentlemen: With the opening of the Carnegie branch, Miss Lulu C. Senter, assistant librarian, was placed in charge, with Frank Weary as general assistant. In the main library Miss Lilian Kerr was promoted from the substitute list to a position on the regular force, and Milton Myers was appointed to the messenger staff to fill the vacancy caused by the resignation of Roy Whitmore.

Under instruction from the Board, commencing May 1, the library will be open Sundays for the issue of books, the hours being the same as week days, with the exception of meal hours. During the winter season the library will be kept open one hour longer daily, or until 10 p. m. This, it is believed, will make the library of more use to the people, therefore of more value, than ever.

Respectfully submitted,

C. P. CARGILL,
A. B. WEAKLEY,
JOHN MICHEL,

Administration Committee.

April 30, 1903.

LIBRARY COMMITTEE.

To the Board of Directors of the Free Public Library, St. Joseph, Mo.

Gentlemen: The library contains, according to an inventory just completed by the library staff, 25,435 volumes, the growth for the year being 3,916. Aside from the donations, all purchases were made with approval of this committee and the library board.

On account of the extensive use of the library generally, few notable accessions have been made. With increased funds in the book department, the ensuing year should witness the addition of a number of much needed volumes to the reference department, and necessary expansion in the juvenile department and department of school work.

The condition of the library is better than its large use and limited means would lead one to expect.

Respectfully submitted,

H. K. WHITE,
J. H. McCORD,
J. W. ATWILL,

Library Committee.

April 30, 1903.

FINANCE COMMITTEE.

To the Board of Directors of the Free Public Library, St. Joseph, Mo.

Gentlemen: Your committee reports that it has examined the statement of the treasurer, as required by the by-laws, and finds that it shows all the transactions of the board of a financial nature, both with the city treasurer and the librarian, and that it is correct.

It is gratifying to note that an increase in the assessed valuation of city property will provide the library with additional funds. The exact amount for library purposes has not been determined, but it will approximate \$12,000, being \$1,500 more than the amount apportioned last year.

The library could make most effective use of a still greater amount of money, and your committee regrets that additional means can not be provided.

CHAS. A. PFEIFFER,
A. B. WEAKLEY,
C. P. CARGILL,
Finance Committee.

April 30, 1903.

BUILDINGS AND GROUNDS COMMITTEE.

To the Board of Directors of the Free Public Library, St. Joseph, Mo.

Gentlemen: The expenditures of the library under the immediate jurisdiction of this committee were as follows:

	Main library Carnegie branch	
Janitory service and supplies	\$ 537 50	\$ 217 35
Coal and engineer	463 01	102 92
Light		20 80
Furniture	37 10	93 69

Expenditures for the beautifying of the grounds of the Carnegie branch are not included herewith, as all the bills have not been presented. These grounds comprise an entire block, 400x280 feet. Under the supervision of Park Superintendent Rau, with the consent of the Park Board, plans for landscaping were prepared, and the trees and shrubs are now out, the work being done under the direct supervision of the librarian. With additional assistance from the Park Board, it is hoped to make these grounds the most beautiful in the city, eventually to become a park for the extreme southern portion of the city.

J. H. McCORD,
ELLIOT MARSHALL,
CLAY C. MACDONALD,
Buildings and Grounds Committee.

April 30, 1903.

SPECIAL BUILDING COMMITTEE.

To the Board of Directors of the Free Public Library, St. Joseph, Mo.

Gentlemen: The last annual report of this committee gave an account of contracts and work on the Carnegie branch building, for the construction of which Mr. Carnegie gave \$25,000.

The building was not completed on time, August 15, not being turned over until November, when it was accepted by your committee, under authority given by the Library Board.

Following is a statement of the expenditures and contracts, with present condition of funds, etc.;

General contract	*\$23,050 00		
Additional painting and decorating	85 00		
Architect's fees	719 09		
Lighting fixtures	218 00		
Shelving	577 00		
Furniture:			
Cork carpet	\$205 08		
Window shades	21 05		
Floor mats	6 00		
Tables, chairs, etc.	119 00	351 13	\$24,998 22
Amount unappropriated			1 78
			<hr/> \$25,000 00

*On the general contract of \$23,505, \$191.48 is withheld in the hands of the Board Treasurer for construction of walks, which it was not thought advisable to lay until the filled ground had been given ample time to settle. Board walks were laid, being paid for from the maintenance fund. There is also in the hands of the Treasurer \$20.00 contracted for in extra painting, for which a bill has not yet been rendered: These amounts, with the \$1.78 unappropriated, make the true balance in the hands of the Board Treasurer, \$213.26.

Respectfully submitted,

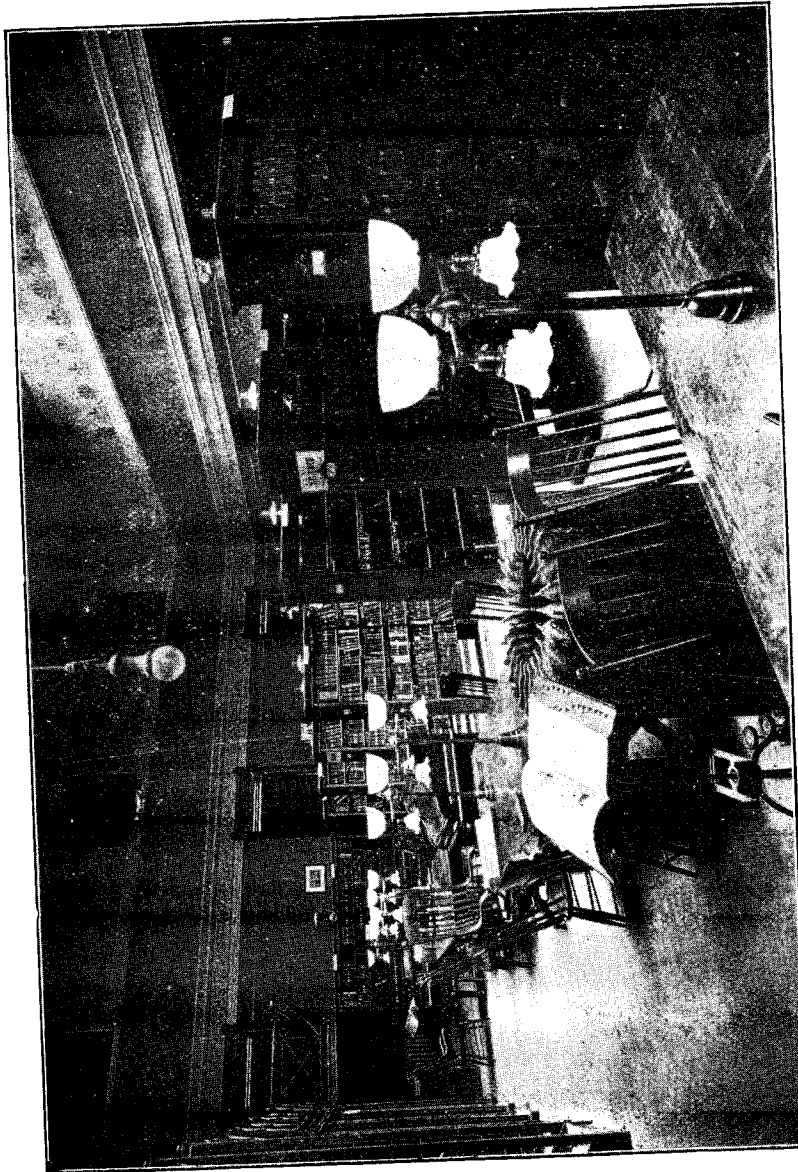
CHAS. A. PFEIFFER,

H. K. WHITE,

C. P. CARGILL,

Special Building Committee.

April 30, 1903.



REFERENCE TABLES, OPEN SHELF STACK.