

Twenty-fifth Annual Report

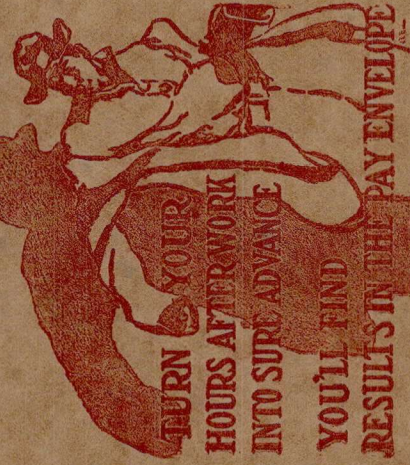
of the

Free Public Library

St. Joseph, Missouri

1914-1915

QUITTING TIME



THE LIBRARY STAFF

On April 30, 1915

Charles E. Rush.....Librarian
Lulu C. Senter.....Assistant Librarian
Emma Bock.....Assistant, Loan Department
Martha J. Brown.....Librarian, Carnegie Branch
Clara B. Davis.....Librarian's Secretary
Elda L. Floyd.....Assistant, Accession Department
Louise Floyd.....Assistant, Washington Park Branch
Esther Frederickson.....Assistant, Carnegie Branch
Elizabeth Hull.....Assistant, Reference Department
Mabel C. Hull.....Assistant, Catalogue Department
Dewey Johnson.....Page, Loan Department
Gladys Veilock Keith..Head, Children's Department
May Kinney.....Page, Loan Department
Lucille Kohler.....Page, Children's Department
Joseph B. Mann.....Head, Deposit Stations
Eudora L. Martin..Head, Classification Department
Rose Nash.....Assistant, Loan Department
Etta M. Parry.....Assistant, Children's Department
Mary L. Reichert.....Head, Catalogue Department
Anise Sandford..Librarian, Washington Park Branch
Jennie K. Willson.....Head, Loan Department
MaymeBelle Butcher.....Training Class
Lotus L. Mitchell.....Training Class
Marie Grafton.....Training Class
Helen Parry.....Training Class

FINANCIAL STATEMENT

Condensed from extended reports, verified by affidavits of the Treasurer and Librarian now on file in the office of the City Auditor.

RECEIPTS

City apportionment	\$24,255.60
Library collections	1,625.76
Total.....	\$25,881.36

EXPENDITURES

Books	\$ 3,273.80
Periodicals	1,193.83
Binding	2,551.70
Salaries	12,501.94
Heat	1,240.51
Janitor service	1,917.50
Printing and stationery	235.80
Repairs	171.82
Insurance	359.90
Furniture	116.12
Telephone	110.55
Light	503.94
Cards	95.19
Miscellaneous	1,520.13
Balance appropriated for books	88.63
Total.....	\$25,881.36

outside Libraries and all of the local Libraries were represented and took part in the discussion of practical Library problems.

The steady growth of the Library and the development of its work has indeed been encouraging. Nevertheless, the Library reaches less than one-half of those who should make use of Library opportunities in St. Joseph and it must therefore not look back on past results with complacent pride but recommit itself to untiring and unceasing publicity of "The Library Idea" and its educational advantages. The members of the Library staff are not unmindful of the courtesies and generous confidence extended to them by the Board of Library Directors and it is their desire that the conclusion of this report should include this grateful acknowledgement.

CHARLES E. RUSH,

May 13, 1915.

Librarian.

Personal letters to members of special professions have been continued; advertising matter has lately been added to the postal fine notices; street car ads have been changed from time to time; special displays of Indian curios, first editions, war material, house organs, etc., have been exhibited and definite plans have been made for the participation of the Library Department in the Health exhibition to be held under the auspices of the Commerce Club during Health Week in May, 1915.

LIBRARY STAFF

Numerous changes and transfers were made during the year within the staff. Miss Jessie M. Gibson, head of the Accession department, resigned in July to be married, Miss Helen Pfeiffer, branch librarian of Carnegie Branch resigned in June to accept an excellent Library position in Chicago. Miss Martha Brown, formerly head of the children's work, succeeded Miss Pfeiffer, and Mrs. Marie Velock Keath assumed the position made vacant by Miss Brown's transfer. In November Miss Louise Floyd returned to the Library staff, following an extended leave of absence. Miss Emma Bock was given leave of absence during the summer to attend the Missouri Library Training School of Library Science at the University of Missouri. Eight applicants were considered for the 1914-15 St. Joseph Training Class and four were accepted. The class will complete its work the middle of May. Working hours of the Library staff were reduced from 44 to 42 at the annual meeting of the Board of Library Directors held in May, 1914.

The Librarian represented the St. Joseph Library and appeared on the programs of the following associations: the annual meeting of the American Library Association at Washington, Kansas Library Association at Topeka, Missouri Teachers Association at St. Joseph, Missouri Library Association at Sedalia. Miss Brown and Miss Pfeiffer also attended the Washington meeting and Miss Sandford the one at Sedalia. One of the state district Library meetings was held in St. Joseph on May 15, 1914. Four

The Library is not only a storehouse for the records of the past, but it is also a storehouse of new ideas for immediate and future use.

Twenty-fifth Annual Report of the Free Public Library

**For the Year Ending
April 30, 1915**



**St. Joseph, Missouri
MAY, 1915**

amounted to 1,491 and the number of magazines and books bound and rebound amounted to 438 volumes.

Additional shelving was placed in the children's department, a number of new magazines were added to the subscription list, and several plans, such as bulletins, leaflets, personal letters, school visits, etc., for advertising and extending the use of the Library were successfully carried out.

Stories were told to the children of the lower grades on Wednesdays by Miss Floyd and to the upper grades on Saturdays by Miss Sandford. For the first time definite and graded instruction was given to school children in the use of the card catalog, Poole's Index and the arrangement of the books.

The auditorium was used by various study clubs and was again used this year as the regular meeting place of a neighborhood political society.

PUBLICITY

The work of making the Library better known throughout the community through publicity received its usual attention. The campaign to encourage the community to vote for the school bond proposition to build a museum addition to the Library building brought forth the greatest publicity efforts on the part of the Library, newspaper stories, parades, public addresses, posters, leaflets, talks to the school children, etc., being used. The increased use of the Victor stereopticon owned by the Library was gratifying, though the use of the Edison moving picture machine was entirely checked by the fire at Mr. Edison's plant in Orange, New Jersey. Special circulars were distributed to employees of the packing plants in the special campaign among working men conducted by Carnegie Branch.

The Library installed displays and exhibits at the Better Babies' contest and has since distributed the list prepared for that occasion to the parents listed daily in the birth registration notices. In March the Library conducted a very successful birdhouse exhibit composed of over 100 birdhouses.

Why do some people neglect their money invested in their Public Libraries? Usually they are not so negligent in other investments.

decorated and fitted up as an auditorium for club, school and assembly use. The room was used for Story Hours, night school, Boy Scout patrols, regular class in sociology and for other miscellaneous meetings.

The year's work with the children indicates clearly that the room and accommodations reserved for them are utterly inadequate to their needs, the greatest need being additional tables and chairs of the proper size.

Much time was given to the effort of making the Branch better known in its section of the city. The physical improvement made in the building, the maintenance of bulletin boards and posters in various stores and gathering places, the many visits and talks made in all of the grades of the surrounding schools, the special printed advertising material distributed among the employees of the large nearby industries and the very successful way in which the branch librarian developed the idea of making the Library a social center for South St. Joseph easily account for the increased use of the building and its contents. The coming year will undoubtedly bring even better results. The daily increasing demand for more books in foreign language, especially in Polish, indicates that still more material must be purchased for these new Americans.

During the summer months it was found wise to close all departments of the two branch Libraries on Sunday afternoons.

WASHINGTON PARK BRANCH

The report for the fifth fiscal year for the Washington Park Branch Library records a stock of 6,800 books, 3,076 registered home readers and a total circulation of 34,299 books. A large gain of 519 new readers is worthy of special note. New books numbering 572 were added to the collection with a withdrawal number of 215. The adult department now contains 4,841 volumes, 978 of which are reference books, and in the juvenile department there are 1,959 volumes. The increase of home circulation

It is a kind and neighborly act to tell others how they can increase their earning power and joy in life without further expense.

THE PRESIDENT'S LETTER

To the Honorable, the Mayor and the
Common Council of the
City of St. Joseph, Missouri:

Gentlemen: As President of the Board of Library Directors of the City of St. Joseph, I take pleasure in transmitting herewith the twenty-fifth annual report of the Library Department for the year ending April 30, 1915.

For several years the Board of Library Directors has been calling your attention to the imperative need of larger quarters for the Central Library. On April 28, 1915, the St. Joseph School District authorized the Board of School Directors to issue bonds amounting to \$25,000 for the purpose of erecting an addition to the School Headquarters and Central Library building for museum purposes. If present plans materialize the Library Department will receive sufficient additional space to meet some of the most pressing demands made by thousands of patrons desiring adequate service. For the time being this great need of the Library may be taken care of, but within the next five years at the present rate of growth the Library Department will again find itself in unfortunately cramped quarters.

The Board of Library Directors desires to formally express in this report its appreciation of the consideration given to the service and needs of the Library as indicated by the increase of \$2,500 appropriated for the department for the coming year by the City Council, making a total of \$25,500.00 for the three Libraries for the year ending April 30, 1916. Likewise fully twenty-five per cent of the entire population of the city who make use of our three Libraries will soon appreciate your consideration when they note the increase of Library service which you have made possible.

It is fitting to record here the reappointment on this Board of Rabbi Louis Bernstein and myself, and the appointment of Mr. T. W. Evans in the place of Mr. Smith Penney in May, 1914. Mr. Penney's long and faithful services on the Library Board deserve the commendation of the entire city.

Respectfully submitted,

JAMES H. McCORD,

President.

May 13, 1915.

BOARD OF DIRECTORS AND OFFICERS

For the Year Ending April 30, 1915

OFFICERS

James H. McCord.....President
Rabbi Louis Bernstein.....First Vice-President
Samuel I. Motter.....Second Vice-President
Henry Krug, Jr.....Secretary-Treasurer
Charles E. Rush.....Assistant Secretary

DIRECTORS

Carroll Connett	Charles P. Cargill
Rt. Rev. M. F. Burke	Henry Krug, Jr.
Morte H. Craig	Samuel I. Motter
Terms expire 1915.	Terms expire 1916.
James H. McCord	
Rabbi Louis Bernstein	
Thomas W. Evans	
Terms expire 1917.	

COMMITTEES

Library.....Directors McCord, Bernstein, Burke
Administration.....Directors Cargill, Bernstein, Connett
Building and Grounds..Directors Motter, Craig, Burke
Finance.....Directors Krug, Cargill, Evans
Carnegie Branch.....Directors Burke, Motter, Krug
Wash. Park Branch..Directors Connett, Cargill, Craig
By-Laws.....Directors Bernstein, Evans, Connett

Yiddish and Assyrian books. Special attention was given to the revision and amplification of the series cards in the catalog.

CARNEGIE BRANCH

On July the 1st Miss Helen Pfeiffer, branch librarian of the Carnegie Branch Library, resigned to accept another library position. The Library was under the supervision of Miss Esther Frederickson until October the 1st, when Miss Martha J. Brown, head of the children's work at the Central Library, was made branch librarian.

The thirteenth annual report of the Carnegie Branch Library is indicative of the unusually good results accomplished. The record of books read in the homes amounted to 39,442, a daily average of more than 125 books and a total gain of 9,322 over the record for last year. This use of the books in the adult department amounted to 22,043 and 17,399 in the juvenile department. During the year 826 new books were added, making a total of 9,725 volumes. Beginning the year with a total of 2,506 registered borrowers there were added 543 new readers, making a total of 3,049. In the report of last year the branch was credited by mistake with 3,070 patrons.

A steadily increasing amount of work was done with the club women, business men and the high school students in the reference department. An entirely new feature was the reference work with the seventh and eighth grades of the grammar schools. Both teachers and pupils received supplemental help on their school work in historical, geographical and industrial subjects. The very cordial cooperation of the teachers of the Benton High School and the various grammar schools deserves special mention.

The Story Hour was featured again during the winter on Saturday mornings, special tickets being given to two or more grades for each occasion. An average of eighty-four children were in attendance at each Story Hour.

The large unused room in the basement was re-

Your Public Library is endeavoring under very limited means to do its part in making its resources accessible to everyone.

mer months, an extension telephone was found necessary in taking care of the increased amount of juvenile reference work and the special deposit stations and the Little Brother libraries were conducted much as they have been in past years.

The mounted picture collection, consisting of 1,380 mounted pictures and about 3,000 unmounted pictures, was transferred during the year to the juvenile department. Though scarcely organized and its presence little known, this collection was used 807 times during the winter and early spring.

The total circulation from the juvenile department, including the Hall School branch and the school room collections, was 65,839, a gain of 2,516 over last year, while the total circulation from the Central and Branch juvenile departments was 98,085 volumes, a total gain of 8,912.

OTHER DEPARTMENTS

The reports of the order, accession, classification and catalog departments indicate that the work has been pursued much in the same manner as during the previous year. New books numbering 4,404 were added and 2,442 books were withdrawn, making a total at the close of the year of 71,778 books in the Library. The bi-annual invoice recorded 312 missing volumes, many of which will be found. Perhaps the most notable gift during the year was that of the large and valuable collection of sheet music presented by Miss Ella Stone. Special purchases made during the year include about 100 Sunday School books, over 100 new plays and books on the drama, and large additions to the Polish and Italian collections.

In the work of reclassifying the Library all of the reference books and all of the books on religion were revised. Fewer Library of Congress cards were used this year than the year before, owing to the purchase of fewer new titles and to the necessity of making more typewritten cards for the revision work and the requirements of the new Hebrew.

A book unused is of little value to anyone. The right book in the hands of the right man may be of untold value.

THE LIBRARIAN'S REPORT

This report of the service rendered to the people of St. Joseph during the twenty-fifth year of their Public Library records concisely the development and growth of the work during the year and the results accomplished. Substantial progress, in several cases large increases, were reported from every department. In the face of the physical limitations at the Central Library it seems almost impossible to have reached the standard attained. With the construction of the proposed Museum as an addition to the Central Library building and the consequent additional room for the Library arises the hope for new lines of expansion and cooperation for the future. However, such additional space will naturally be quite limited and in a short time the city will be forced to meet the demand for a new Central Library building fully adequate to furnish the proper service to all of its citizens.

COOPERATION

The happy relations maintained between the Library and the various business organizations, city departments and boards of the city, the unusually generous cooperation of the St. Joseph newspapers, the friendly attitude toward the Library displayed by business and professional men of the city, the hearty support of the many clubs, societies and the more than twenty thousand patrons of the Library did much to make the past year one to be long and pleasantly remembered by the Library staff and Board of Library Directors.

HOME READING

Perhaps the most encouraging results of the year's work was the increase in the number of registered home readers, this increase amounted to 1,744. The total number of such readers at the close of the year amounted to 20,197, being about 25 per cent of the entire population and showing an increase within the

Can any memorial be greater than a gift to the community of an institution for the good of all?

last five years of more than 132 per cent. Another satisfactory increase in the use of the Library during the past year is indicated by the increase of 16,171 in the circulation of home-read books, the total being 282,453. It is very gratifying to report again a decrease of one per cent of fiction read, this per cent now being 68. By request of the neighborhood a deposit station was placed in Bartlett Park district and likewise another one was placed with the Jewish Young Men's Social Club. However, a few of the stations were closed and the total use of station books shows a decrease.

REFERENCE WORK

The reference department of the Central Library contained at the close of the fiscal year 4,822 books and 6,037 bound periodicals, 452 volumes being added during the year. In every phase of the work of the reference department a decided increase has been very noticeable. The work with the clubs has been almost double of that of previous years. Special effort was made throughout the year to instruct the young people in the use of catalogs, indexes, classification, etc., receiving excellent cooperation from the teachers in the schools.

Much time was given to the indexing and rearrangement of the pamphlet collection, the indexing of the local newspapers and the compilation of numerous special lists for mimeograph use. This department takes care of the preparation of the magazines and newspapers for binding. Because of much use it was necessary to recover 519 volumes from the bound magazine files. From the U. S. Government the Library received 223 books and 1,347 pamphlets, all of which were filed promptly and carefully for immediate use. The Government document collection is now in such convenient arrangement that it may be used readily by members of the staff and the reading public.

During the latter part of the winter it was decided to change the location of the reference books, bringing together all of the reference material. To

"None suffer so much as they who endeavor to conceal their necessities."

do this required many other changes which finally resulted in the shifting of nearly every class of books in the Library. Additional shelves, tables, chairs and book rests were found to be necessary to accommodate the increasing numbers of the readers of reference books.

The new arrangement of reference books made it possible to establish directly back of the loan desk the Information Desk as a new feature in this Library. The first question which came over the telephone in response to the considerable amount of publicity given the new arrangement was the demand in a masculine voice, "Tell me how long to smoke my meat." Following that first question the demands have steadily increased. Besides the work of investigation, study material has been compiled for school use, bibliographies made of next season's club programs and special lists compiled for use at the desk. The assistant in charge of this desk also has direct supervision of the publicity and extension work of the Library, the preparation of bulletin board material and special exhibitions held in the building, etc.

CHILDREN'S READING

Perhaps the most important feature of the work with the children in the juvenile department was the establishment in October of a deposit branch of five hundred volumes in the Hall School building in the Hansen Heights district. Being open only three afternoons a week and suffering a decided check due to an epidemic of contagious diseases which closed the branch for nearly a month, this new venture became a decided success, circulating 2,814 volumes.

Seven schools were supplied with 1,350 books in school room collections, with a record use amounting to 14,797, showing an increase over last year of 3,245 books. The special lectures on the use of the Library and its books were again given in the schools, Story Hours were conducted at the Central Library as a regular feature, five of the public playgrounds were supplied with books during the sum-

The receipt for perpetual ignorance is this: "Be satisfied with your opinions and content with your knowledge."