

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	\$26,358.52	
Library collections	1,446.61	\$27,805.13

Expenditures

Books	\$ 4,444.21	
Periodicals	1,096.21	
Binding	1,838.22	
Salaries	13,933.36	
Heat	743.64	
Janitor service	2,496.48	
Printing and stationery	363.59	
Repairs	290.36	
Insurance	302.70	
Furniture	204.98	
Telephone	105.20	
Light	572.90	
Cards	90.66	
Miscellaneous	1,207.49	
Bal. appropriated for books...\$	115.13	\$27,805.13

attended the State Library meeting at Joplin, Miss Brown appearing on the program.

One of the district Library meetings was held in St. Joseph, January 15, 1916, and was attended by a number of outside librarians and representatives from the local Libraries. Miss Elizabeth B. Wales, secretary of the State Library Commission, conducted the meeting.

The Librarian, on behalf of Mr. Rush and for himself, expresses thanks to the members of the staff for their good work during the year and to the Board of Directors for their support.

Respectfully submitted.

JESSE CUNNINGHAM,

Librarian.

May 11, 1916.

useful in stimulating the use of better books. Artistic posters and picture bulletins prepared by members of the staff are used extensively for publicity work. Visits to schools, factories, settlement houses and business places have been made by the Branch staffs and others as opportunity offered. At times it has been the pleasure of the Chief Librarian to visit business houses taking on such occasion a bundle of books relative to the business of the particular houses visited. This practice has proven of great benefit in bringing many business men into personal touch with the library and its executive head, a condition much to be desired.

LIBRARY STAFF

No changes or transfers have been made within the staff during the past year, except in the position of Chief Librarian. At the monthly meeting in January, Mr. Rush presented his resignation and announced his acceptance of the position of Librarian at Des Moines, Iowa.

Mr. Rush came to St. Joseph in July, 1910, from the Jackson, Michigan, Library. During his connection with the Public Library he has been prominently identified with all movements for civic progress and as a Librarian has attracted notice in Library circles throughout the country for the reforms adopted under his administration of the local Library.

At the meeting of the Board of Library Directors, held on the day of Mr. Rush's leaving, the special resolutions committee appointed on the occasion of his resignation presented a report. Rabbi Bernstein as chairman of the committee presented Mr. Rush a Board and Staff Book of Memories, an artistic and unique volume expressive of the good will of the members of the Board and Staff.

Mr. Rush represented the St. Joseph Library at the annual meeting of the Missouri Library Association held in Joplin and at the American Library Association Conference held in Berkeley, California. At this meeting he was elected to the Council of the American Library Association. Elda L. Floyd, Rose Nash, Mary L. Reichert and Martha J. Brown also

TWENTY-SIXTH ANNUAL REPORT of the FREE PUBLIC LIBRARY

FOR THE YEAR END-
ING APRIL 30, 1916

ST. JOSEPH, MISSOURI
MAY, 1916

books in this language a circulation of 773 volumes was registered, 15½ issues for each book.

WASHINGTON PARK BRANCH

The report for the sixth fiscal year for the Washington Park Branch shows that the Branch now has 7,656 volumes on the shelves, 3,059 registered borrowers and 43,215 volumes were circulated for home use. Five hundred and sixty-five adult books were added during the year and 391 children's books. The number of books rebound and magazines bound was 431. The increase of home circulation amounted to 8,916.

Visits were made to the schools to interest the children in books and in the story hour, which was maintained much as in the preceding year. Classes were also brought to the Library to be instructed in the use of reference works, the card catalog and the arrangement of the books on the shelves.

A very pleasing feature of the work at this Branch has been the increased use for reference work, at times more than taxing the capacity of the Branch. The magazine sets, which date back only to the organization of the Branch in 1910, are badly in need of additions of the earlier volumes. This need will receive added emphasis the coming year when the new High School for this district is opened and students and teachers seek aid in their industrial work and debates.

The use of the auditorium has been extended to church societies, study clubs and to political organizations.

PUBLICITY

The usual features of publicity have continued with marked success. The generous co-operation and support of the St. Joseph press is a material factor in keeping the Public Library and its work before the citizens. St. Joseph's public schools, her daily papers and the public libraries are three great educational agencies of the community.

Displays of literature on special subjects at the Central Library and at the Branches have proven

Special attention has been paid the past year to the extension of the Library service. South St. Joseph is a widely scattered community, which can be adequately reached only by a system of deposit and delivery stations. Three deposit and three delivery stations have been started during the year. The most important deposit station is at Benton High School, organized and administered by the Public Library. The collection now contains about 800 books belonging to the school board and 150 volumes loaned from the Carnegie Branch and is used principally for reference, but books are issued for home reading. The sum of \$100 is set aside annually by the School Board for the purchase of books for this station.

Deposit stations are also maintained in the Rest Room for women at King Hill and Missouri avenues, and in the Stock Exchange building for the use of the night school, which is being conducted by the Y. M. C. A. Delivery stations have been established at the Hyde Park Pharmacy and in Fire Houses Nos. 10 and 13.

The work with the children in the schools this year has had for its aim the instruction of the pupils in the use of the Library. All grades above the third in the South Side schools, twenty-four grades in all, have visited the Library, accompanied by a teacher. A half hour lecture was given by the Branch Librarian on the decimal classification and the use of the catalog, followed by a drill on finding books from a given number and looking up material in the catalog.

The large assembly room in the basement has been used regularly for the meetings of the South Side Welfare Club, Bureau of Animal Industry, South Side Druggists' Association, Brown's Branch Club, Meat Inspectors, Boy Scouts and the Benton High School Alumni Association. The room was also used for political meetings, rehearsals of community plays, school lectures, story hours and miscellaneous gatherings.

It has been found almost impossible to meet the demand at this Branch for books in foreign languages. The Polish collection can be cited as a special case. With not more than fifty readable

LETTER OF TRANSMITTAL

St. Joseph, Mo., May 11, 1916.

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

Gentlemen: I herewith submit for the Board of Directors of the Public Library of the City of St. Joseph the twenty-sixth annual report for the year ending April 30, 1916. This includes the report of the Librarian, together with the statement of the Treasurer of the receipts and disbursements approved by the Board of Directors.

That 18,656 individual residents of St. Joseph have registered for the purpose of using the Public Library is the best proof of the place of this institution in the life of the city. The statistics of circulation again show a large gain over previous years, the total number of books borrowed being 285,439.

Respectfully submitted,

JAMES H. McCORD,
President.

BOARD OF DIRECTORS AND OFFICERS

For the Year Ending April 30, 1916

OFFICERS

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

DIRECTORS

Charles P. Cargill	James H. McCord
Henry Krug, Jr.	Rabbi Louis Bernstein
Samuel I. Motter	Thomas W. Evans
Terms expire 1916.	Terms expire 1917.
Rt. Rev. M. F. Burke	
F. A. H. Garlichs	
E. E. Trower	
Terms expire 1918.	

COMMITTEES

Library.....Directors Bernstein, Burke, McCord
Administration..Directors Cargill, Bernstein, Motter
Buildings and }....Directors Motter, Burke, Evans
Grounds
Finance.....Directors Krug, Evans, Trower
Carnegie Branch....Directors Burke, Krug, Garlichs
Washington Park } Directors Cargill, Motter, Trower
Branch
By-Laws.....Directors Bernstein, Cargill, Garlichs

Branch, as practically all the foreign population, except French, German and Yiddish use that Branch.

The large number of accessions during the past year has retarded work on the reclassification, and approximately only 500 titles have been reclassified.

MORAN COLLECTION

The most notable addition to the Library has been the private collection of the late Senator M. G. Moran, acquired through the generosity of friends and a small expenditure by the Board of Library Directors. Literature, philosophy and political science predominate, with practically no modern authors. Many of the books show a great deal of use, and though the bindings are not elaborate or expensive they have been carefully selected for wearing qualities. A lawyer by profession, the senator's chief love was the poets, and the Library is mainly a classical one.

It has not been possible, owing to lack of space, to devote a particular section of the building to the collection, but a special Moran book plate has been made and put in each book.

Folded within one of the volumes a brief note was found reading as follows: "I have gone to Easton today and will return at 3 o'clock. Come in, read, and wait." Those who knew Senator Moran best assert that the last line contains the sentiment which was his chief delight. He enjoyed having others use his books.

When the entire collection is shelved it is thought that this library will have one of the most complete assortments of old classics of any institution of its size and kind.

CARNEGIE BRANCH

Carnegie Branch ends the year with a record of 46,756 volumes circulated, a daily average of 152. The total adult circulation was 25,336, the juvenile 21,024. The gain over last year was 7,315. The number of books now on the shelves is 10,360 and the total number of registered borrowers 2,900.

Library granted 75 diplomas, Washington Park 27 and Carnegie Branch 23.

The mounted picture collection, which was moved to the children's department last year, has become one of the features of the department. The vertical files now contain 5,000 mounted and 8,000 unmounted pictures. The circulation was 3,322 pictures, a gain of 2,525.

The total circulation of the children's department was 67,839, a gain of 2,000 over the circulation of last year.

CATALOGING

The catalog department has all new titles for the branches cataloged up to date, and the number of cards required in so doing was Carnegie Branch, 1,286 Library of Congress cards and 102 typewritten cards; Washington Park Branch, 1,902 Library of Congress cards and 146 typewritten cards. To the children's catalog were added 1,554 typewritten cards and recataloging required the revision of 195 cards.

Last year all series cards were revised and amplified and this year the periodical cards were carefully gone over, resulting in the rewriting of 369 cards.

Additions of 5,339 Library of Congress, 1,102 typewritten and 1,026 revised cards were made to the Central Library catalog. The total number of new cards—Library of Congress, typewritten and revised, was 12,652.

CLASSIFICATION AND ACCESSION

The accessions for the year 1915-16 have been greater than any recent year, except 1909-10, when the Washington Park Branch was opened. A total of 6,909 books, inclusive of new titles and replacements, have been accessioned, classified and shelved. The withdrawals for the year numbered 1,665 volumes, making a net gain of 5,244 volumes, and the total number of volumes now in the Library 77,022.

Of the foreign books added, most of them—and all the Polish titles—were added to the Carnegie

REPORT OF THE LIBRARIAN

I have the honor to submit the following report of the work done by the Free Public Library of St. Joseph during the year ending April 30, 1916. This report covers ten and one-half months of the administration of Mr. Rush and one and one-half months of the administration of the present chief librarian and has been written by the latter from information gained since assuming charge and from detailed reports submitted by the various heads of departments.

Mr. Rush's resignation took effect March 15, and his successor took charge on that date.

CIRCULATION OF BOOKS

It is gratifying to record continued increases in the circulation department of the Library. The number of registered home readers is 18,656 and 285,290 books were circulated in the homes. One-fifth of the population of St. Joseph has read three books for each inhabitant of the city. While the number of home readers has decreased, due to a great number of expired cards, more new cards were made than during the previous year. Many new deposits of books were made in fire stations and settlement houses.

An analysis of the home reading shows an adult circulation of 175,156, juvenile 110,234. There were 196,386 volumes of fiction read and 88,554 volumes of non-fiction, the percent of fiction being 68+.

The deposit station of 500 books in the Hall School building of the Hansen Heights district has been of such great service to the people that a request has been made through the Parent-Teacher's Association and the Improvement Clubs of the neighborhood for a branch library open at regular hours each day.

REFERENCE WORK

With a very inadequate reference room and the books of reference practically shelved with the

circulating books this important branch of the Library's activity is carried on under very trying conditions. Even with the new room, in the annex now being built for a museum, the relief in our overcrowded reference room will be scarcely noticeable on account of the increasing demands upon the department. No actual record of work done has been kept, it being realized that such statistics would be inaccurate and in no sense indicative of the actual amount of work done. All indications point to a steady increase in the use of the department. The Junior College and High School students, the pupils of the grammar schools and the club women crowd every available inch of space in our small room each afternoon. This condition is an outgrowth of much time spent last year in teaching students and patrons in general the use of the card catalog and the indexes to periodical literature.

Much service is rendered our patrons over the telephone and by mail. Questions are answered directly over the telephone and messages are received asking for the collection and arrangement of material to be available on the arrival of the client at the Library. Debating societies in Maitland, Cameron, Maryville, Tarkio, Camden Point, Mound City, Darlington, Oregon, Savannah, Sabetha, and Elwood have received service and been supplied with material by mail.

Business men and women, trades people, mechanics, professional men and women, physicians and nurses are finding the library a storehouse of new ideas. Musicians, artists, ministers and Sunday school workers find their needs met in specially prepared lists and bibliographies.

A record of questions asked and answered at the new information desk just established within the last year shows the number of inquiries received in seven months to have been 2,500. Many of the questions were quite easy, others difficult and requiring a great deal of time to answer. Over the telephone have come questions concerning spelling, pronunciation, etiquette, the population, location and altitude of places with such inquiries as, "What great man's mother died when he was a baby?" "Re-

ceipt for marshmallows;" and "On what dates did Thursdays come in May, 1911?"

For the past year help has been given to a local author in his work on a "History of Kansas."

Local newspapers—two in number—have been indexed to date and a card index of county and city officers has been revised.

The reference department now contains 5,042 books, 6,260 bound magazines and newspapers; 228 books and 222 bound magazines were added during the year.

CHILDREN'S READING

Despite the crying need for better quarters and suitable equipment for the children's department a considerable growth is registered for the year. The wonder is that so much good work can be done under such great disadvantages. Owing to the conditions which exist at the Central Library it was necessary to discontinue the story hour and instead the children's librarian made regular visits to the schools and told stories there to the children. Special lectures on the use of the library and its books were again given in the schools.

Class room libraries were maintained in five of the outlying schools during the fall semester and seven beginning in January. These libraries contained 1,350 volumes. A collection of eighty graded books was deposited at the Home for Little Wanderers. The six public playgrounds were made deposit stations for 300 books during the summer. These collections circulated 16,241 volumes, a gain of 1,444.

The children's reading received a considerable stimulus through the medium of a specially prepared vacation reading list of fifty books under the subject, "Heroes and Heroism." This list, arranged in groups of five under ten different headings, all relative to the main subject, were distributed to the children and diplomas, certified by the Librarian, given for reading ten books, one in each group. The large increase in the circulation during the summer months proved the success of the plan. The Central

THE LIBRARY STAFF

On April 30, 1916

Jesse Cunningham 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
 Gladys Velock Keath Head, Children's Department
 Lucille Kohler Page, Children's Department
 Joseph B. Mann Head, Deposit Stations
 Endora 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
 Mary Versue Page, Loan Department
 Jennie K. Willson Head, Loan Department
 Maymebell Butcher Apprentice
 Lotus L. Mitchell Apprentice
 Marie Grafton Apprentice
 Helen Parry Apprentice
 George Neal Janitor Central Library
 Elmer McCamy Janitor Carnegie Branch
 Curtis Mapes Janitor Washington Park Branch

REFERENCE
DEPT.

WENTY-SIXTH ANNUAL
REPORT

of the

FREE PUBLIC
LIBRARY

ST. JOSEPH, MISSOURI

1915-1916

