

TWENTY-EIGHTH ANNUAL REPORT
of the
FREE PUBLIC LIBRARY

For the year ending
April 30, 1918.

St. Joseph, Missouri
May 1918.

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	<u>Central Library</u>			<u>Carnegie Branch Wash. Park Boh.</u>				
	Adult	Juvenile	Schools	Adult	Juvenile	Adult	Juvenile	Total
000	621	65	0	22	24	200	144	1076
100	1330	51	9	81	26	99	14	1610
200	1468	619	379	100	460	162	352	3540
300	2957	1443	834	247	419	269	367	6536
4398		4248			2101		1640	7989
400	228	4834	1106	39	2273	30	3230	11740
500	1379	1804	983	148	921	213	968	6416
600	3907	864	395	644	307	737	340	7194
700	2627	2999	589	408	813	404	1098	8938
800	6368	2612	1240	632	966	740	1450	14008
900	3769	2007	1363	384	903	542	938	9906
910	1468	3135	1580	281	1458	376	927	9225
920	1690	1379	1005	151	563	231	634	5653
Fiction	86968	31122	14474	19999	13990	19131	16396	202080
Mags.	3524	177		603	12	1212	230	5758
P. C.	1480			257				1737
Pic. Bks.		41						41
Total	119784 ✓	57400 ✓	23957 ✓	23996 ✓	25236 ✓	24346 ✓	28728 ✓	303447
Pictures		6107					108	6215
Pamphlets	43					96		139
Total								309801

Central Library	177,184
Schools	23,957
Carnegie Branch	49,232
Washington Park Branch	53,074

28th report
1917-18

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	\$28,284.57
Library Collections	<u>1,656.08</u>
Total	\$29,940.65

Expenditures

Books	\$ 5,569.31
Periodicals	787.53
Binding	1,358.32
Salaries	13,381.95
Heat	757.18
Building Expense	2,408.15
Janitor service	1,337.90
Printing & Stationery	112.63
Repairs & Equipment	1,513.42
Insurance	120.10
Furniture	324.87
Telephone	162.92
Light	181.45
Cards	158.88
Miscellaneous	1,503.14
Balance appropriated for books	184.51
Balance on hand	<u>78.39</u>
Total,	\$29,940.65

GENERAL ACCOUNT

Receipts

	Central Library	Carnegie Branch	Wash. Park Branch	Repairs & Equipment	Total
City Apportionment	\$19,000.00	\$3,500.00	\$3,500.00	\$1,200.00	\$27,200.00
Additional Apportionment	877.32	174.07	9.55	23.63	1,084.57
Total,	\$19,877.32	\$3,674.07	\$3,509.55	\$1,223.63	\$28,284.57

Expenditures by City Treasurer's Warrants

	Central Library	Carnegie Branch	Wash. Park Branch	Total
Books	3,713.36	836.82	834.68	5,384.86
Periodicals	530.99	147.49	109.05	787.53
Binding	799.88	149.75	130.89	1,080.52
Salaries	10,961.95	1,282.50	1,137.50	13,381.95
Heat		298.83	458.35	757.18
Building Expense	2,408.15			2,408.15
Janitor service	332.60	525.30	480.00	1,337.90
Ptg. & Stationery	71.36	5.00	36.27	112.63
Repairs	237.71	35.06	17.02	289.79
Insurance		111.10	9.00	120.10
Furniture	289.87		35.00	324.87
Telephone	97.42	32.50	33.00	162.92
Light		87.30	94.15	181.45
Cards	55.33		65.41	120.74
Repairs & Equipment (Spec.Appro.)	1,104.63	97.55	21.45	1,223.63
Miscellaneous	378.70	162.42	69.23	610.35
Total,	\$20,981.95	\$3,771.62	\$3,531.00	\$28,284.57

SPECIAL FUND ACCOUNT

Receipts

Brought forward in hands of Librarian		78.39 ✓
Received from Duplicate Collection	220.70	
" " Penalties	1097.94	
" " Miscellaneous	219.05	1537.69
Miscellaneous receipts by Treasurer		<u>40.00</u>
Total,		\$1656.08

Expenditures

By Librarian:

Freight & Express	124.87	
Postage	116.84	
Miscellaneous	210.90	452.61

By Treasurer:

Checks Nos. 1-25, less \$452.61 for incidental expenses		940.57
Balance appropriated for books		184.51
Balance in hands of Librarian, May 1, 1918		<u>78.39</u>
Total,		\$1656.08

REPORT OF CHILDREN'S LIBRARIAN

May 1, 1918

Mr. Jesse Cunningham,
Librarian Public Library,
St. Joseph, Mo.

Dear Sir:

I herewith submit the report of the Central Children's Room for the year 1917-1918.

There have been no physical changes in the room except the improvement in the physical condition of the book collection which has made the general appearance of the room more attractive.

The book collection has been greatly revised as to title. The entire collection has been checked against the 3500 Catalog of the H. W. Wilson Co.

All books not listed in it that are not desireable have been placed in the schools collection.

All books not listed in the catalog, yet are desireable to have in the collection, have been listed on cards, thus giving a supplement to the 3500 Catalog for the Central Children's room collection.

During the checking of the collection notes were made of the following items--author, title, classification, binding of books, accession number, edition, publisher, and price of the book.

This information was noted in order to bring about--

- (a) Corrections in classification.
- (b) Knowledge of the physical condition of books of a given title.
- (c) An inventory of the collection as it is May 1, 1918.
- (d) Basis for a "j" shelf list giving author and title.
- (e) Removal of the catalog cards for books that are in the schools collection and no longer in the Central Children's Room.

With books in the proper classification, knowledge of the physical condition of the books, and the number of copies in the collection, a more satisfactory rounding out of the collection by class is possible. With the checking of the collection the Henty, Dorothy Dainty, Little Colonel, Patty, Marjorie, and Betty books have been withdrawn.

The count of books in the collection by classes is as follows--

000	1
100	6
200	39
300	53
398	80
400	253
500	223
600	131

700	213
800	205
900	219
910	278
920	203
Mag.	87 (Bound St. Nicholas)
Pict. Bks.	158
Pamphlets	49
Special Col.	74
Fiction	<u>1710</u>
	3981

3981	Total books for circulation
<u>207</u>	Ref. books and ref. Mag.
4188	Total books in C. C. R.
<u>6</u>	Current magazines
4194	

1379 new books have been added during the year. From this time May 1, 1918, it is felt that books in the Children's Room collection and in the School collection should be fixed and not transferred one to the other.

There are 4438 books in the School collection.

The total number of children's books

1917	1918
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5462	Central Children's Rm.	4188
<u>2150</u>	Schools' Collection	<u>4584</u>
7612	Total	8772

The picture collection has been carefully revised. Several hundred pictures have been remounted.

The subject headings of the pictures have been indexed and checked against the subject headings for Children's Catalogs.

There are 2505 mounted pictures in the collection at present.

1198 registrations have been taken during the year. The total number of registered children with active cards is 4810, which would seem to represent a large proportion of the city's children who find it possible to use the Library.

There were 39 story hours held from Sept.-May, with a total attendance of 1656 children. Many of the children attended regularly, in several cases children did not miss more than two or three story hours during the year.

Three clubs were organized in October--one for boys and two for girls--older and younger. These were well attended and the boys and girls were interested but due to no heat and the many duties of the children in war work, it was decided to give up the boys' and older girls' club in February. The younger girls' club met through the year.

The total number of club meetings was 24. The total attendance was 477.

Twenty-nine home visits were made to secure books long over due or delayed registrations. These visits were very satisfactory.

Ninety-two school visits were made during the year: to open book collections; make announcements of the clubs and story hour; to distribute book lists for the eight grades; and to announce the book drive for the soldiers and sailors.

The instruction in the use of the Library was continued with the ten Central Library schools and was begun with Bliss, Sherwood and the Parochial schools--Immaculate Conception, St. Patrick's and Christian Brothers' College grade school. This work has been effective and appreciated by children and teachers.

Collections were sent into 14 outlying schools.

The number of books in School Libraries is 1300--at Hall, South Park, and Sherwood.

The number of books in classroom libraries is 1700--at Blair, Floyd, Grant, Green Valley, Hyde, Krug, Maxwell, St. Patrick's, Home of Little Wanderers, Lincoln and Douglas.

The total number of books in the schools is 3000.

This work has been carried on very successfully in almost every case as the individual record of each school indicates.

The children in 32 public grade schools then, are reached in the following ways:

13 schools with collections of books.

3 by Carnegie Branch Library

4 by Washington Park Branch Library

12 by Central Children's Room

There are 280 children in four public grade schools that have no opportunity to get books conveniently. The principals of three out of the four schools have asked for collections during the year. With the exception of these children, practically all the children of the city are aware that there is a Public Library and that they are privileged to use it.

The Superintendent of Schools, Mr. Mays, has given the Children's Librarian an opportunity at two of the Principals' and Supervisors' meetings to outline the work and desires of the Library in its work with the children. This recognition has given the Children's Librarian a welcome at the schools by principals and teachers. The cooperation of the Superintendent, principals, and teachers of the schools is fine, in fact it is so good that few if any Libraries have any better appreciation.

A very satisfactory beginning of work with the Parochial schools has been made. Three of the schools were brought by the Sisters and Brothers for library instruction, thus establishing that work as given to the Public schools.

The collection of 300 books in St. Patrick's School has been well used and carefully cared for.

The Children's Librarian was invited to speak to the following groups:

1. Superintendent of Schools, principals and supervisors, on "The work of the Children's Department of the Library in its work with the schools."
2. Coterie Club of the First Congregational Church, on "~~Library work as a vocation~~" "Story-telling".
3. Central High School Y. W. C. A. Club, on "Library work as a vocation".

4. Benton High School Y. W. C. A. Club, on "Library work as a vocation".
5. Parent-Teacher Association of Musser School on "The Children's Department of the Central Library".
6. Parent-Teacher Association of the Sherwood School, on "The Children's Dept. of the Central Library".
7. Parent-Teacher Association of the Blair-Bliss schools, on "The Children's Department of the Central Library".
8. Superintendent of Schools, principals and Supervisors, on "The plan of the children's work in collecting books for the soldiers and sailors."

With the continuation and development of the work at the Central Library and Branches, and in the Public and Parochial schools, the children of the entire city can be reached with fairly satisfactory service during the coming year.

The work of the Department has been chiefly organizing and reorganizing, but with the routine and book collection in good condition, the prospects of good personal and effectual work are bright.

Respectfully,
Clara Evelyn Campbell,
Children's Librarian

To the Librarian:-

The following report of the Central Lending Department covers only the period from the fifteenth of January until the close of the fiscal year.

There has been a marked falling off in circulation during this time. A gain was made during April but a very small one.

The fiction collection has been gone over and a great many worn out and dead books together with those needing re-binding have been removed. The non-fiction collection, which is in a fairly good condition, has not so far been touched. This will be gone over and cleared up during the coming summer.

All registrations, which have been expired for a year or more, have been withdrawn from the registration file. Therefore no record of the number of new borrowers, transfers from the Children's department or old borrowers whose cards have expired

and have reregistered has been kept. At the beginning of the fiscal year this will be done. There are some minor additions which will be made during the next year to make the registration records more complete.

The second overdue postal notice was replaced on April 1st by an overdue letter. This letter, which is sent out on the eighth day overdue instead of the seventh, has proved a vast improvement over the former.

A change has been made in putting on fine slips. Now one fine slip is used for each registration number instead of for each book card as heretofore. While this has relieved to a certain extent the crowded condition of the overdue book tray it has caused some confusion and slowness in slipping books. It is hoped that this will be done away with when certain rules have been put into effect.

The pay duplicate collection was gone over and twenty-two titles re-

moved from it. Out of this number fifteen copies more than paid for themselves. The seven titles not paying for themselves had been in the collection for a year or more.

The work in this department has not progressed as fast as was first anticipated. It is hoped that a great deal can be done during the summer to put the collection in good working condition for better and more efficient service during the coming winter.

Respectfully submitted,

Dorene Beatty,

Head of Lending Department.

Carnegie Branch Library
of the
Free Public Library of St. Joseph, Missouri.
Sixteenth Annual Report.

To the Librarian:

I herewith submit the sixteenth annual report of the Carnegie Branch of the Free Public Library of St. Joseph, for the fiscal year ending April 30, 1918.

The library now contains 11,321 volumes, 846 volumes having been added and 612 withdrawn during the year.

There are now 3033 card holders at the library, 669 of whom were enrolled in this year.

The circulation of books for 1917-18 was 49,232 volumes. There were 23,996 adult books issued and 25,236 juvenile, a gain of 1517 over last year.

The deposit of books at the rest room on King Hill Ave. had to be returned to the library early in April on account of the illness of Mrs. Smalley who had been in charge. Up to that time an average of 66 books a month had been issued from there.

Books are sent weekly to one of the fire stations and are much appreciated.

The library building has been put in very good condition the past year, the walls having been retinted and the furniture and woodwork revarnished. Many people comment on its cheerful and pleasing appearance.

The reading room is much used.

A great deal of reference work has been done , principally with older grammar and high school students and study clubs.

A story hour was held for the children of the lower grades every Saturday from October through March. Many children attended. The librarian also told stories to the kindergarten children of the Wesley House at intervals throughout the year.

The assembly room has been used frequently for meetings by the South Side citizens.

Miss Butcher, the regular assistant, was hurt badly at the library in July and has been unable to return. Her place was filled in November by Miss Willson from the main library.

The librarian has been ill since the eleventh of March and her place is being temporarily filled by Miss Floyd from the main library.

Respectfully submitted,

Louise Floyd , Librarian

Elda L Floyd

THE ST. JOSEPH PUBLIC LIBRARY
JESSE CUNNINGHAM
LIBRARIAN

ST. JOSEPH
MISSOURI

To the Librarian, —

Although more than a year has passed since moving into the new quarters, yet it is usual to hear this department referred to as "The new room, or, "The new Reference department."

Much of the equipment has been added during the year — new chairs ~~and~~ new tables ~~and~~ a new vertical file which is most too new to really count as yet.

A great deal of valuable pamphlet material is indexed ~~and~~ ready for filing. Realizing the hardships it has been to manage without a good working collection of this kind, the addition of the "silent partner" is sure to be appreciated.

The number of volumes in the Reference collection has not been increased materially, yet a few classes have been strengthened by the addition of a few helpful books.

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LIBRARIAN

ST. JOSEPH
MISSOURI

No account has been kept of the reference questions. The aim of this department has been to give the public earnest, intensive service. The parable of the five loaves ^{and} two fishes ^{and} the feeding of the five thousand, illustrates the problem just about as it has seemed on busy days — so many to serve ^{and} only one to do it —

Daily assistance was given to school students ^{and} when the preparation of their debate work or essays seemed to call for special assistance, the most helpful material was placed on special reserve for the time needed. Many bibliographies were compiled for the use of the students, the greatest number at one time being when the assignment of twenty topics for the extemporaneous speaking contest was made.

The association of the Reference department with the study clubs, teachers

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~~and~~ students is almost ideal.

Upon their own initiative many of the clubs now plan to come to the Library to outline their programs, ~~and~~ throughout the season make use of the bibliographies prepared for them. Printed copies of the study programs are kept on file ~~and~~ checked in advance so that the required references will be on the special reserve shelf when needed.

It has been said that "The administration of a reference department requires two distinct points of view; first, to see the needs of the present ~~and~~ second, to foresee the needs of the future." The demands of each day have been cared for, some of the needs of the future are recognized, ~~and~~ how to keep the service rendered just as intensive ~~and~~ yet to make it more extensive to better provide for the needs of the future

THE ST. JOSEPH PUBLIC LIBRARY
JESSE CUNNINGHAM ST. JOSEPH
LIBRARIAN MISSOURI

bespeaks an interesting time for the year ahead.

The response ~~and~~ appreciation shown by the patrons of this department has developed into the most encouraging result.

Respectfully submitted,

Mary Louise Reichert,

Reference Librarian.

For the year ending April thirtieth,
Nineteen hundred eighteen.

WASHINGTON PARK BRANCH LIBRARY

EIGHTH ANNUAL REPORT

To the Librarian and Board of Directors of the Public Library of St. Joseph, Missouri.

I herewith submit the report of the Washington Park Branch Library, for the year ending April 30, 1918.

In spite of the War and it's activities among the people this branch has gained in both departments.

The total number of books issued was 53077, a gain of 4990 over last year and the largest number issued in the history of this library. Of these 24349 were adult and 28728 juvenile. The adult gain was 493 and the juvenile 4497.

The Memorial Home and three Fire Departments were kept supplied with books, and they were seemingly much appreciated.

The contents of the library is now about 9231 volumes; 1048 were added this year. Of these 178 were adult fiction and 305 non-fiction, 277 were juvenile fiction and 288 non-fiction.

441 juvenile books and 78 adult were withdrawn. Most of them were worn out, but a number were burned on account of small-pox and diphtheria.

There are 3038 card holders in this library. 690 new borrowers registered, 571 cards expired and 23 were canceled this year.

A letter inviting the teachers and pupils to use the library was sent to each school in this district at the opening of school.

During the summer vacation time, 60 children registered to read the books on the Vacation Reading List and about 15 finished the course and received diplomas.

During the winter months Story Hour was held every Saturday afternoon for the children of the primary grades and was well attended.

The assembly rooms were used occasionally by five different organizations, and the Washington Park Branch of the Red Cross has for the last several months occupied one of them.

A number of books and magazines were brought to the library by the school children for the War Libraries.

Posters from the United States Food Administration and War Savings Committee have been the most conspicuous bulletins and books on the War and helps to win it have been well exhibited and circulated.

Respectfully submitted

Rose E. Nash
"Acting" Librarian.

To the Librarian:

I herewith submit the report of the Catalog department for 1917-18.

In February, following the resignation of Miss Martin, the catalog and classification departments were reorganized as one department.

During the year there were 6446 accessions. Of these 4816 were added to the Central library, 852 to Carnegie Branch, and 1000 to Washington Park Branch. Approximately 1415 of those added at the Central library were juvenile books.

There were 3481 withdrawals. 2379 from Central, 612 from Carnegie Branch and 490 from Washington Park, making a net gain for the year of 2437 for Central, 240 for Carnegie Branch and 510 for Washington Park.

The use of book numbers for fiction has been discontinued. Book pockets and book slips for both fiction and non-fiction are now typewritten.

A new case for the shelf list has been received and during the coming year the shelf-list will be rewritten.

Picture books are added to the collection without accessioning, classifying or cataloging. A number is given each book as it is added and a shelf-list is kept arranged by number.

The following figures show the additions of cards to the various catalogs.

	Central	Carnegie Branch	Washington Park	Juvenile
L.C.cds	13230	994	1443	
Typed	4077	152	285	1783
Revised	<u>4550</u>			<u>388</u>
	21857	<u>1146</u>	<u>1728</u>	2171
Library of Congress cards		15667		
Revised cards		4938		
Typewritten cards		<u>6297</u>		
		26902		

Subject headings in the juvenile catalog were thoroughly revised and the A.L.A. subject heading book checked to show the headings used. Cross references in the juvenile catalog were also revised and 400 new cards made. New alphabetical guide cards aid greatly in the use of the catalog.

The Library of Congress subjects headings books were checked with the adult catalog and a revision of subject headings and cross references started. About 800 cards have already been typed but owing to the pressure of current work the revision has not been completed.

Approximately 1100 books have been recataloged. This catalogs all books which have been reclassified to date.

Periodical cards were brought up to date, many being rewritten.

6000 Library of Congress cards for government documents were sorted and with the aid of Miss Davis the headings for about 3000 of these have been typed.

A summary of work planned for the coming year follows:-

The completion of the revision of subject headings & cross references.
A revision of name references & a thorough revision of filing in both the juvenile & adult catalogs.

A compilation of catalog rules applying to forms used in this library, and rules for filing.

An inventory of all books in Central library and branches.

Rewriting shelf-list.

Classified summary of books in the library.

Routine schedule for each part of the work of the department.

Reclassifying of adult books.

Reclassifying of fairy tales.

Respectfully submitted,

Esther Fredrickson