

Evanston Public Library forty-fifth annual report 1917-1918. 45th

Evanston Public Library

Evanston, Ill.: [The Library], June, 1918

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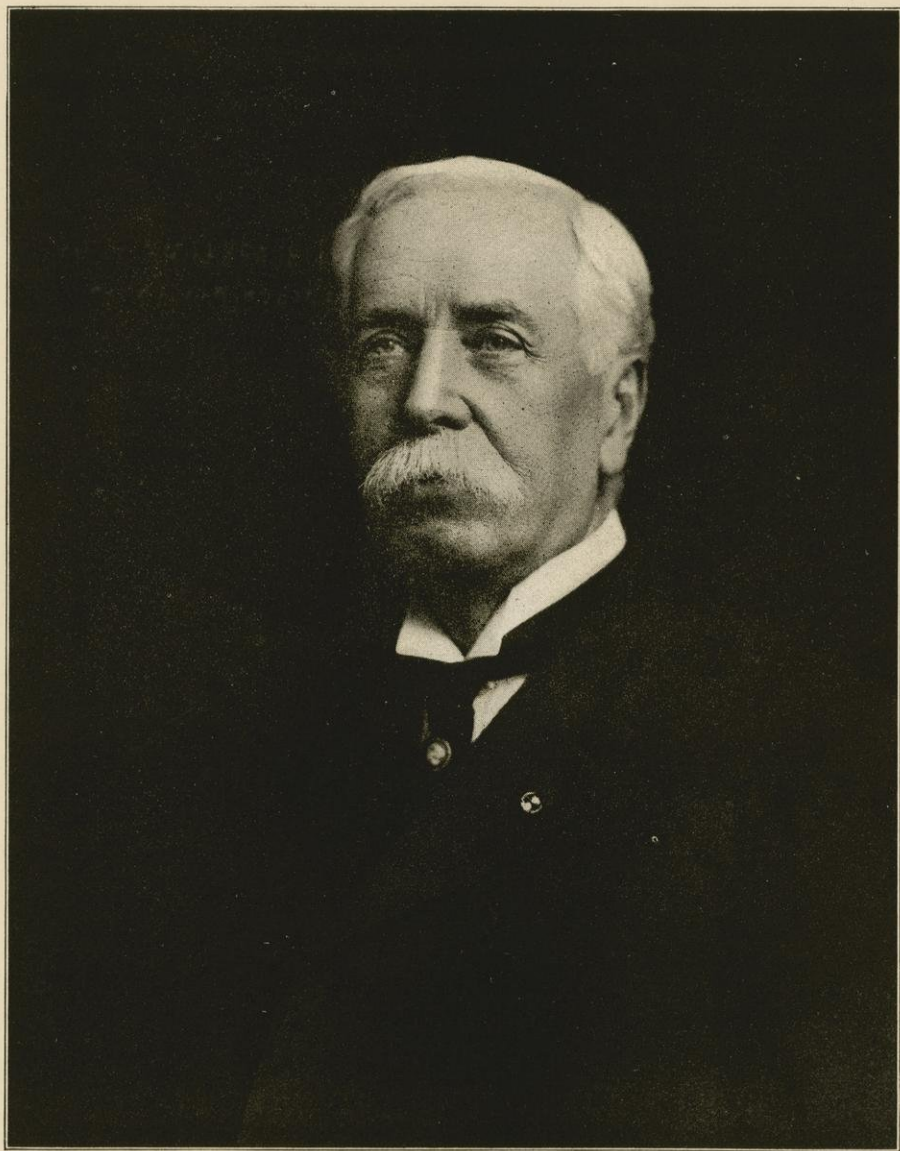
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EVANSTON PUBLIC LIBRARY

FORTY-FIFTH ANNUAL REPORT

1917 - 1918

THE LIBRARY COMMISSION
MADISON, WISCONSIN



COLONEL JOHN W. THOMPSON, 1843-1918.

Twenty-eight years a member of the Library Board and eleven years its President

EVANSTON PUBLIC LIBRARY

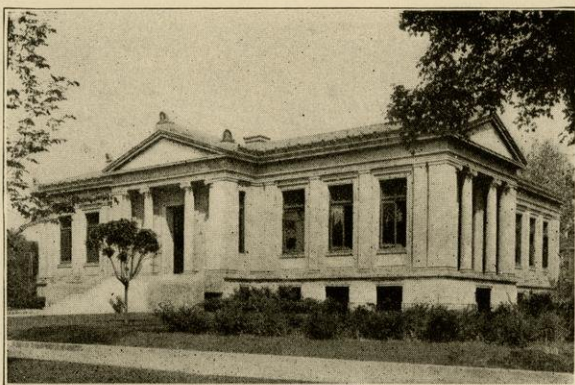
FORTY - FIFTH ANNUAL REPORT

1917-1918

LIBRARY COMMISSION
MADISON, WISCONSIN

EVANSTON, ILLINOIS

JUNE, 1918



“Read and lead”

BOARD OF DIRECTORS

	Term expires
Mr. Henry J. Wallingford	1918
Mrs. Douglas F. Fesler	1918
Mr. M. F. Gallagher (succeeded Col. John W. Thompson, deceased)	1918
Mr. Charles R. Kappes	1919
Prof. John H. Wigmore	1919
Rev. Orvis F. Jordan	1919
Prof. Fred W. Nichols	1920
Mr. Charles M. Cartwright	1920
Mrs. Arne Oldberg	1920

OFFICERS OF THE BOARD

Mr. Charles M. Cartwright.....	President
Mr. Charles R. Kappes.....	Vice-President
Mr. Marcus Skarstedt.....	Secretary

STANDING COMMITTEES

Books		
Mrs. Oldberg	Prof. Wigmore	Rev. Jordan
Finance		
Mr. Kappes	Mr. Gallagher	Prof. Nichols
Management		
Mr. Wallingford	Mrs. Fesler	Prof. Wigmore
Building and Grounds		
Prof. Nichols	Mr. Wallingford	Mr. Gallagher
Library Extension		
Mrs. Fesler	Rev. Jordan	Mrs. Oldberg

LIBRARY STAFF

Marcus Skarstedt	Librarian
Gertrude L. Brown,	
Assistant Librarian and Head of Cataloging Department	
Flora N. Hay	Reference Librarian
Maud Chidester	Children's Librarian
Mrs. Nancy M. Corse	
Head of Circulating and Order Depts.	
Inez C. Potter	
Librarian's Secretary and in charge of Stations	
Edith G. Meers	Branch Librarian
E. Katherine Tiplady	Assistant Cataloger
Esther Williams	Special Assistant
Helen Holcomb	General Assistant
Hester McGaughey	General Assistant
Mildred Crew	Temporary Assistant
Donald P. Lapp	Page
E. W. Stone	Page
Edmund P. Halley	Page
Bertram Weber	Page
Adam Johnson	Page

Janitors—William E. Lee, Mrs. Mary Ingram

LIBRARY HOURS

Main Building, 1703 Orrington Ave.
8:30 A. M. to 9:30 P. M., and on Sundays, 2 to 6 P. M.
South Branch, 926 Chicago Avenue,
1:30 to 6 P. M. daily, and on Tuesdays, Thursdays and
Saturdays until 9 P. M.
Station A, Ashland Ave. and Main Street,
Thursdays, 3 to 9 P. M. during school year.
Station B, Ridge Ave. and Oakton Street,
Fridays, 3 to 8 P. M. during school year.
Station C, 1822 Church Street,
Wednesdays and Saturdays, 3 to 9 P. M.

All agencies are closed on Christmas Day, New Year's Day, Thanksgiving Day, and Independence Day.

PRESIDENT'S REPORT

To the Honorable, the Mayor and the City Council of the City of Evanston, Illinois.

Gentlemen: I have the honor to transmit to you, according to the requirements of the statutes, the report of the EVANSTON PUBLIC LIBRARY, for the year ending May 31, 1918.

I beg to call your special attention to the report of the Librarian, submitted to the Directors of the library, which covers our activities of the year, and sums up the main achievements.

We entered the year just closed at a very vital period, following the many years of faithful, painstaking, and conscientious service of Mary B. Lindsay, as Librarian. Our newly chosen Librarian, Marcus Skarstedt, assumed charge July 1, 1917.

Our Board decided on a policy of expansion and library publicity. Our aim has been to carry the books to the people. We have endeavored to link up our library with every possible activity in the city. We have given particular attention to school and institutional work. We have tried to tell the people what a store-house of knowledge, inspiration and general helpfulness we have. We have shown the people how the library can assist them in their daily work, avocation, and recreation.

In spite of almost universal decrease in circulation in all libraries, because of the attention and time of so many being given to war work, our circulation shows a most handsome and gratifying increase, because we have ministered unto so many more people. Hundreds who have heretofore not appreciated the usefulness and value of the library, are now its patrons. It has been made a positive force in their lives.

In connection with this important work of bringing our library into contact with a greater public, I desire to express, on behalf of the directors, our keen appreciation of the devotion, industry, loyalty, and initiative of our splendid staff—ever ready to serve the people and enthusiastic in their opportunity to contribute to the general welfare.

May I speak a word of gratification to the Mayor of Evanston for his response to the needs of the library. We have had his cordial support. In selecting members of our Board he has had in mind the desire to appoint those who will render the most intelligent and unselfish service.

During the year the beloved dean of our Board, Colonel John W. Thompson, died. Colonel Thompson served continuously on the Board from May 1, 1890 to the day of his death—28 years. He was president for 11 years, and vice president for a like period. The Evanston Library owes much to this splendid man for his constructive, brilliant service.

Two of our valuable members resigned during the year because of press of other demands: Mrs. Rufus C. Dawes and Robert L. Scott—both of whom had contributed much to this institution. Mrs. Dawes enjoys the distinction of having been the first woman member of the Library Board—she having been appointed by the then Mayor James R. Smart. To succeed Mrs. Dawes and Mr. Scott, Mayor Pearsons appointed Mrs. Arne Oldberg and Rev. Orvis F. Jordan, who have already rendered a large service. To succeed the late Colonel Thompson, M. F. Gallagher has been appointed.

Our library has been very busily engaged in various war activities. The citizens of Evanston have responded most generously in contributing books and magazines for the cantonments and training stations. We shall continue to be a distributing medium of this nature during the progress of the war. We have given our Librarian an extended leave of absence to engage in war library work.

We are under many obligations to citizens of Evanston for lending a helping hand in the library cause. We have been greatly encouraged by the cooperation of your honorable body and the people in general.

Respectfully submitted,
(Signed) C. M. Cartwright, President.
Evanston, Ill., June 1, 1918.

REPORT OF THE LIBRARIAN

To the Honorable Board of Directors,
Evanston Public Library,
Evanston, Illinois.

Ladies and Gentlemen of the Board:

I have the honor to submit to you herewith my report for the year ending May 31, 1918. I beg to say in this opening paragraph that if there ever is a time when individuals or organizations or institutions are permitted to indulge in self-laudation, that time is certainly not now when every thought and every effort of everyone should be bent toward a successful prosecution of the war. What follows in this report, therefore, is meant to be merely a truthful account of the year's activities of the library set forth for its historic value and for guidance in the activities of future years.

EXTENSION Much attention has been given to this
WORK subject during the year. During the summer of 1917 a map of the city was prepared and statistics carefully compiled showing the per cent of inhabitants who were library card holders in each of the precincts of the city. The results showed very clearly that distance from the library and lack of adequate means of transportation to the library were factors largely concerned in the fixing of the ratio of readers to population in each precinct; and when this fact was established, the Board set about to make the facilities of the library as accessible as possible to all the people.

The library station formerly conducted during the school year at Washington School, and known as Station A, was continued and its activity increased. Another station, known as Station B, to serve the southwest portion of the city, was established at the Oakton School, and Station C, to serve the west-central part of the city, at 1822 Church Street, was opened for the first time on October 17th in a vacant store building, the use of which was generously donated to the library by the owner, Mr. John Burzik. The use accorded all these stations has quite considerably exceeded expectations. Station C, the youngest of the

stations, reports an adult circulation relatively larger than that of either of the others, and in general it seems that stations located in school buildings find it more difficult to appeal to adult readers than do those located in other places.

South Branch, 926 Chicago Avenue, was opened for business for the first time on November 1, 1917. It occupies a rented store building, and is meeting with much popularity and ever increasing use. So far, the branch is responsible for about 500 new card-holders. It has a large general reading room and two comfortable adult reading rooms, and is supplied with about 2000 well selected volumes and 25 current periodicals and newspapers.

The library has acquired a considerable number of travelling library book boxes constructed according to a successful design. Principally by means of these, collections of books from the library have been maintained in all the public school buildings of the city, in many individual school rooms, in the Y.M. C.A. buildings and in the fire-stations, in the light-house, and in various other places.

MAIN BUILDING This paragraph will serve to record a few of the more important changes in arrangement, and additions in equipment, in the main library. During last summer the third floor stacks were constructed, and the shelving capacity of the library was thereby increased by about 15,000 volumes. The Reference Room received two very much needed atlas cases, and two large cases for current periodicals were added in the first floor stacks. A new mimeograph and two new typewriters facilitate the work in the work rooms and office. There is a new bulletin board in the lobby, and a paper-baler and a scale in the basement. Library Hall has been attractively redecorated. If I add that the By-Laws and Rules of the Board have been revised and brought down to date; that a new book-keeping system has been devised and will be installed very shortly; that a number of rather important changes have been made in the methods of keeping records; that the entire collection of books of the library have been re-arranged and re-shelved; and that various systems that are thought to be some-

what more efficient are gradually being put into operation; then the chief points of interest in connection with the subject of this paragraph will have been touched upon.

LIBRARY

WAR ACTIVITIES

The many educational and publicity problems that have come up for solution as a result of the war have brought to public libraries great tasks and responsibilities, and it is perhaps modestly true that our libraries along with other truly American institutions have not been found wanting in what has been asked of them.

Our own library has tried to fit into this work in just as many ways as possible. We have tried to make our collection of war literature of just as high grade and as comprehensive as possible, and have exercised our every facility to bring this literature to the attention of our public; for these two functions are distinctly ours. But the war map in the lobby, the list at the entrance to the library lobby of all Evanstonians in the service, and the mass of publicity matter of every sort that fills the library and that is designed to further this or that particular line of war work,—these things and many more like them will allow no question as to the library's attitude toward war work.

The library has taken an active part in the food conservation movement. Both through the spoken and the printed word it has shared in the local food work, and there has been in the library building a continuous series of food exhibits throughout the year that have striven to do their part in promulgating necessary food information. The librarian has served as a member of the State Library Food Publicity Committee, and this has afforded the library an opportunity to be of assistance even outside the city, notably in the great food show held at the Chicago Coliseum last January.

An exhibit of food saving posters,—one of the very few such exhibits ever shown,—was held this spring in the library, and an exhibit of War Relief Work, displaying the splendid and astonishing work of this kind accomplished by Evanston school child-

ren, occupied the Children's Room during the week of February 9th.

The Evanston Public Library was one of the first to begin the work of gathering gift books for the soldiers. This work, which is still being carried on, was begun shortly after our country entered the war. Evanston citizens have been very generous both as to the quantity and quality of the books that they have sent us for forwarding to the various camps. Every book is prepared for use before it is sent from the library, and it is stamped with the words, "This book is presented to the soldiers' library by a citizen of Evanston, Illinois. It comes through the public library of that city." Books have been sent to a number of camps, notably Camp Grant, Camp Logan (Illinois), Great Lakes Naval Training Station, and Camp McClellan. A shipment sent recently to the last named camp contained over 3,000 volumes.

Perhaps it should be added here that space in all the library buildings has at all times been offered and often accepted for purposes of war work; that for four weeks the library observed two heatless days a week, and, so far as possible, the restrictions regarding the conserving of light and power; that the librarian has been an enrolling officer of the Boys' Working Reserve; that the library possesses a service flag honoring Chester C. Nash, Jr. and Willard Woodman, formerly pages in the service of the library, and now serving their country; and that on a leave of absence already granted by the Board, the librarian will soon enter camp library service to serve as camp librarian for a period of at least two months.

Although this is not by any means an exhaustive enumeration of the library's war interests and activities, yet it may serve to satisfy the purposes of this report as set forth in the opening paragraph.

ORDINARY WORK OF LIBRARY

Although the war has added many new duties, it has only modified the old ones, and all departments of the library have continued throughout the year to serve as well as possible not only the new needs but the old as well. The Cataloging Department has found it possible to cope successfully with the 4953 volumes that have been added,—a

number that exceeds the accessions of any other year in the history of the library,—and there is now ready for the use of the public 61,618 volumes in the library. The very marked change in the reading habits of the public that is disclosed in the statistical part of this report has modified and increased the work of both the Circulation Department and the Reference Department. The Reference Librarian reports that 916 major problems have been cared for by the department during the year.

The introduction of new branches and stations and travelling library boxes has, of course, vastly increased the work of the Children's Department, but there has still been opportunity for a few new activities in this work that are worthy of mention. One of these is the extended use that has been made of the story hour. Story hours have been conducted not only at the main building, but at the branch and the stations as well, and the library is deeply indebted to various students at the university and to others who have gratuitously offered their services in this work. An effort was made to have continuity in the stories told as well as regularity in the time of their telling. One of the best series given was the Tuesday afternoon opera story hour begun by Mrs. Harrison B. Riley, and by her and others continued throughout the year. The stories of famous operas were told, the music of each opera was furnished by piano and victrola, and pictures from the operas were thrown on a screen.

Another interesting feature of the Children's Department work was a large Christmas display of new copies of good editions of children's books. The library sought through this means to offer its services in book selection to those who contemplated buying children's books for Christmas gifts.

The two conferences on Children's Reading held in Library Hall during April were the first of their kind in Evanston. The first one was devoted to books and reading for high schools, and the second had as its topic of discussion literature for the grammar grades. If plans go into fulfillment, these conferences will be held annually under the auspices of the library.

Actual instruction for children in the use of libraries has this year been confined to talks by the librarian in class rooms, and to visits made by various school classes to the library. Plans for systematic library instruction to be given to children of the public schools are now under consideration for next year.

The library has kept up during the year a running series of book exhibits in the lobby of the building. In this work every member of the staff has taken part, and I cannot refrain from expressing here a word of warm commendation for the efficiency that has been displayed by the staff in this publicity work. Very often an exhibit of fifty volumes has been so well selected and so attractively exhibited that nearly all the books have been taken out in a very short time after being placed on display. There have been other exhibits of literature bearing on subjects of particular interest at the time to citizens of Evanston, and on one or two occasions exhibits sent out by the U. S. government have been shown.

The Library Lecture Hall has been used for meetings of one sort or another on an average of at least three times a week through the year. For committee meetings and other small meetings the Board Room and the Staff Room have frequently been put to use. It is interesting here to note that a class in English for foreigners and a French reading hour have been conducted in the library through the winter. In this work the library of course was responsible only for the convenience of a good meeting place.

LIBRARY PUBLICATIONS The Bulletin of the Evanston Public Library has been issued monthly except during the summer months. Three number have been eight page bulletins and the rest have been four page. The bulletin has contained information of current interest and lists of new books added to the library. Special lists such as the following have also appeared:

- War books
- Military art and science
- Recent magazine articles
- Page from the reference room record
- Good magazine articles on food
- List of food books

What they are reading
Current periodicals of the library.

In connection with the Conferences on Children's reading a thirty-page booklet was issued containing reading lists to show how, by books alone, the library might be an aid to the teacher in her work.

The library has also published the By-Laws of the Board and the Rules of the library, and a full series of summer reading lists for the grades and for high school students is now in press.

CIRCULATION OF BOOKS It is always a pleasure to be able to record an increase in a library's circulation figures, for, whatever may be said about these figures, they do indicate the degree of attention and the kind of attention that is paid to the library by the sustaining public.

In spite of war conditions and the consequent encroachment of a multitude of extraordinary duties on the time ordinarily devoted to reading by a great many habitual patrons of the library, our library shows a consistent gain for each month of the year over the corresponding months of last year. The total home circulation for the year is 146,551 volumes, an increase over last year of 19,359 volumes. If we consider just the months from October to May inclusive—the months during which the branch and the stations have been in operation,—and compare them with the corresponding ones of last year, we find an increase in book circulation during the period of over 26 per cent. This ought to be a conclusive justification of the extension policy of the Board. It was expected that when South Branch began its work the circulation at the main building would drop off to a quite considerable extent, and this has proved to be the case. The circulation at the main building has lost about 1500 volumes per month over the corresponding months of last year, but only one month of that time has the circulation of the branch been less than 2,000 volumes. Station A has exceeded its circulation of last year by 1104 volumes.

The Medical Science collection has met with an ordinary amount of use by those entitled to use the room. The Medical Science Committee has held two

meetings during the year, and they have followed the policy of restricting the purchase of medical books until after the war.

Although there is a noticeable falling off in the circulation of pianola rolls, this is not an indication of the use that has been made of the Coe Music Room. Our collections of music and books on music have been very materially strengthened during the year both by purchase and by gift.

THE BOARD Early in the year Mrs. Rufus C. Dawes and later, Mr. Robert L. Scott found it necessary, because of conflicting duties, to sever their connections with the Board. By appointment Mrs. Arne Oldberg succeeded Mrs. Dawes, and Rev. O. F. Jordan was appointed to complete the unexpired term of Mr. Scott.

In the death of Col. J. W. Thompson on March 26, 1918 the Board lost one of its most efficient and most loyal members. Col. Thompson had been a member of the Board for 28 years, and had served eleven of these as its president. The Mayor has appointed Mr. M. F. Gallagher to complete the unexpired term of Col. Thompson.

The Board has held during the year nine regular and six special meetings. Mr. C. M. Cartwright has served as president, Mr. C. R. Kappes, vice-president, and the librarian as secretary.

THE STAFF The chief changes in the membership of the staff during the year have been as follows: Miss Christine MacMartin resigned Oct. 1, 1917; Miss Mildred Crew resigned Oct. 1, 1917, and, after attending library school, became temporary assistant April 1, 1918; Miss Hester McGaughey became temporary assistant on Sept. 1, 1917, after serving as an apprentice for some time; Miss Dorothy Brown served as temporary assistant during the months of November and December, 1917; Miss Edith Hague, a student at the University of Illinois Library School, spent the month of February in practice work at this library; Miss Katherine Tiplady was absent from her work during the months of November and December, 1917 because of illness; Miss Aurora L. Vaughn and Miss Eunice Marthens have served as apprentices; and Miss Esther Williams became a member of the

staff May 1, 1918. Miss Tiplady and Miss McGaughey have through examination become regular members of the staff. A Civil Service examination was held on January 19, 1918. Miss Helen Babcock served as a regular member of the staff from October, 1917 to May, 1918. Miss Helen Holcomb became a regular member of the staff on Jan. 2, 1918. Miss Edith Meers has served as branch librarian.

MEETINGS AND MEMBERSHIPS The library was officially represented at the annual meeting of the A. L. A. held at Louisville, Ky. last June by Miss Gertrude L. Brown, assistant librarian, Mrs. Nancy M. Corse, head of the circulation department, and Miss Maud Chidester, children's librarian. The librarian was also present at the meeting.

Miss Edith Meers, Mr. C. M. Cartwright, and the librarian represented the library at the annual meeting of the Illinois Library Association held in Decatur, Ill. last October. Mr. Cartwright and the librarian took part in the programs. Ten members of the staff are officially members of the Illinois Library Association by a vote of the Board, and the library is a member of the Evanston Commercial Association.

GIFTS TO LIBRARY The library has been unusually fortunate in the number and the quality of gifts that have come to it during the year. As the statistics will show, 1533 volumes and 3170 pamphlets have come to the library as gifts during the past year, which is several times the number of gifts recorded for the best of previous years.

Mrs. E. A. Dawson, Mrs. Louis Parker, Mr. R. D. Richardson, and Mrs. F. M. Wigmore are to be mentioned among the more generous donors of the year, as is Dr. H. B. Hemenway, who has very generously remembered the medical collections of the library. Through the will of Miss Julia Hintermeister, who was a warm friend of the library, a valuable collection of foreign books was added.

The library is specially grateful for a splendid gift from the Thomas Concert Class. The gift consists of a valuable collection of music, largely four-hand piano music, which contains some very valuable

Russian and Polish compositions in best editions. A small amount of money to aid in binding the music accompanied the gift.

In closing my report for the year I want to include in it a word of warm appreciation of the loyal spirit with which the members of the staff have co-operated with me in the work of the library. When I came here as librarian a year ago I came as a stranger in a strange land, and in a staff so large as ours it would have been but natural for some one or ones to dwell rather heavily on the many shortcomings of whose existence I am only too well aware. On the contrary, I have met with nothing but the most whole-hearted indications of real loyalty, and I feel more keenly than ever my own limitations when I testify to you that the spirit that pervades our staff is such a one of loyalty and efficient devotion to the institution as must be an inspiration to any executive or to any institution.

The generous and active moral support that has been forthcoming on the part of the city administration and the business men of Evanston has been a source of great encouragement, and it is in place to express a word of sincere appreciation of the kindly attitude of the Evanston News-Index which has at all times given publicity in generous measure to the various library activities of the year.

May I not add also a word of thanks to you, Ladies and Gentlemen of the Board, for your sympathetic, thorough, and far-seeing interest in your work of directing this institution, and in your relations with its librarian and its staff. The one accord of our Board has accomplished things that would otherwise have been impossible.

Respectfully submitted,
Marcus Skarstedt, Librarian.

ANNUAL FINANCIAL STATEMENT

Receipts

Balance in hands of City Treasurer, May 31, 1917.....	\$ 13427.02
Received from taxation, July, 1917-May, 1918	20240.11
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	\$ 33667.13

Petty cash and special funds:

Balance May 31, 1917.....	\$ 865.69
Fines (incl. Rental fines)....	1039.58
Rental collection	213.25
Books lost and damaged.....	42.05
Postage and incidentals.....	60.31
Non-resident borrowers	17.00
Sale of duplicate cards.....	10.65
Catalogs sold25
Sale of newspapers	18.13
Repairs	1.50
Expense fund	20.00
Medical Science Room endowment for care of Medical room	25.00
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	\$ 2313.41

Special Funds:

Sadie Knowland Coe endowment:	
Interest	\$ 763.14
Medical Science funds:	
Dr. Sarah H. Brayton fund.	22.75
Dr. Walter S. Christopher endowment	55.00
Medical Science Room endowment	75.00
Dr. E. H. Webster Library endowment	167.50
Savings fund15
	<hr/>
	\$ 1083.54
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	\$ 37064.08

Disbursements

Books (incl. Rent. Col. \$285.29) .	\$ 4928.92	
Binding and rebinding.....	1276.33	
Branch	1216.53	
Building and grounds.....	571.79	
Deposits stations	200.11	
Expense fund	20.00	
Express, freight and cartage...	81.18	
Furniture and fixtures.....	3122.25	
Fuel and ventilation.....	2262.74	
Insurance	513.35	
Janitor's supplies	45.94	
Library supplies	213.82	
Light	665.35	
Periodicals	404.08	
Postage and incidentals.....	1079.04	
Printed catalog cards.....	150.00	
Printing	414.20	
Repairs	211.18	
Salaries:		
Library service ..	\$10919.83	
Janitor service ..	1620.15	
	<hr/>	\$12539.98
Stationery	4.00	
	<hr/>	\$ 29920.79

Special funds:

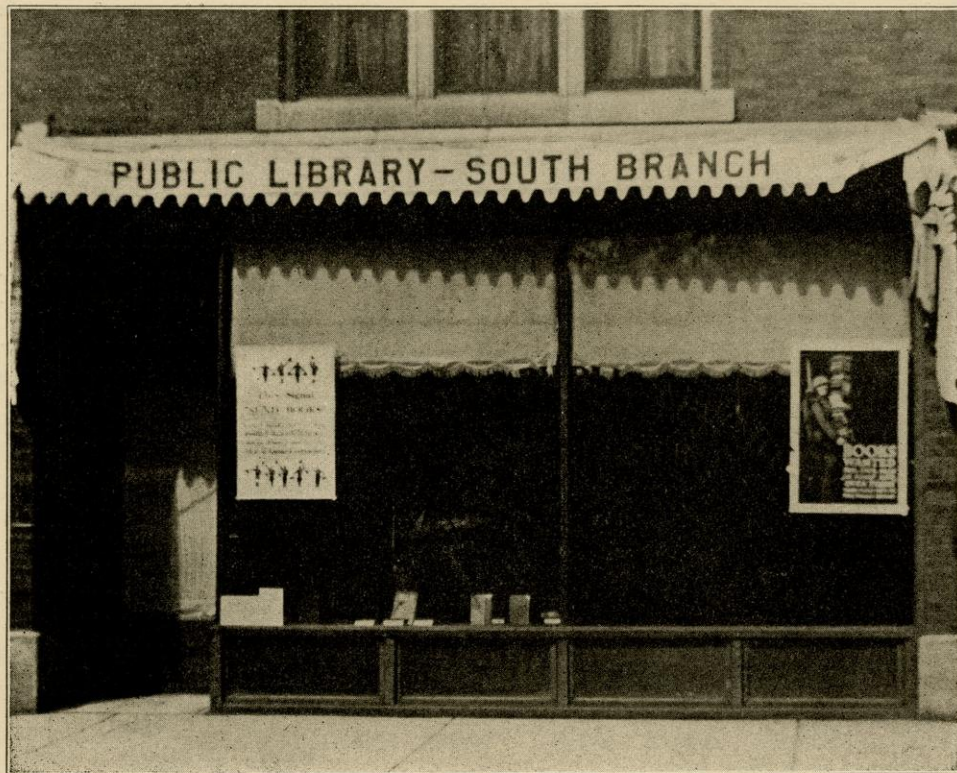
Sadie Knowland Coe endow- ment	\$ 482.53	
Medical Science funds:		
Dr. Sarah H. Brayton fund	21.15	
Dr. Walter S. Christopher endowment	64.60	
Medical Science Room en- dowment	44.25	
Dr. E. H. Webster Library endowment	160.23	
Drama Club fund.....	2.16	
Savings fund	10.30	
	<hr/>	785.22
		<hr/>
		\$ 30706.01

Balance as follows:

In hands City Treasurer....	\$ 4344.28	
Petty cash	1207.94	
Sadie Knowland Coe endow- ment	657.42	
Dr. Sarah H. Brayton fund..	22.50	
Dr. Walter S. Christopher en- dowment	24.09	
Medical Science Room endow- ment	93.27	
Dr. E. H. Webster Library en- dowment	8.57	
	<hr/>	\$ 6358.07

Classified Contents of Library

	May 31, 1917	Added during year	With- drawn during year	Total May 31, 1918
General works	6343	313		6656
Philosophy	863	81	1	943
Religion	1591	100	4	1687
Sociology	5797	315	5	6107
Philology	219	18		237
Natural science	1927	60	1	1986
Useful arts	2996	326	4	3318
Fine arts	3705	239	5	3939
Literature	6307	435	15	6727
Fiction	10366	1036	456	10946
History	3771	295	4	4062
Travel	3198	119	7	3310
Biography	4192	122	3	4311
Children's books	6285	1494	390	7389
Total	57560	4953	895	61618
			Added during year	Totals, May 31, 1918
Coe Music Collection:				
Books added during the year.....			18	1663
Sheet music added during the year..			2	399
Pianola rolls			0	652
Medical Science Section:				
Books added during the year				
(purchase 19; gift 1)			20	1000
Periodicals bound during year			49	141
Current medical periodicals....				40
Current periodicals filed in Read- ing Room				188
Current periodicals at South Branch				25



CLASSIFIED CIRCULATION

	South Branch	Station A	Station B	Station C	Branch & Stations	Main Bldg.	Total	Per cent
Adults								
General works	183			2	185	820	1005	.69
Philosophy	109	4	1	2	116	1146	1262	.86
Religion	75		8	5	88	957	1045	.71
Sociology	153	22	5	15	195	2763	2958	2.01
Philology	4				4	203	207	.14
Natural science	112	4		2	118	1297	1415	.97
Useful arts	151	6	5	22	184	2348	2532	1.73
Fine arts	150	17		27	194	2469	2663	1.82
Coe music books	23				23	1239	1262	.86
Literature	394	31	67	41	533	8389	8922	6.09
Fiction	7789	962	369	975	10095	51610	61705	42.10
History	592	37	35	38	702	4911	5613	3.83
Travel	258	24	8	33	323	2017	2340	1.60
Biography	191	20	5	23	239	2351	2590	1.77
Total to adults.....	10184	1127	503	1185	12999	82520	95519	65.18
Children								
Mythology, fairy tales, etc.	1068	901	712	896	3577	4569	8146	
Natural science & Useful arts	448	402	233	269	1352	1902	3254	
Fine arts & Literature..	1260	1779	963	1151	5153	3885	9038	

History and travel	602	594	386	539	2121	3210	5331	
Biography	97	132	57	101	387	827	1214	
Stories	3172	2066	1462	2331	9031	15018	24049	
Total to children	6647	5874	3813	5287	21621	29411	51032	34.82
Grand total	16831	7001	4316	6472	34620	111931	146551	100.00
Coe music collection:								
Pianola rolls	225							
Sheet music	87							

CIRCULATION BY MONTHS

	Main	Branch	Station A	Station B	Station C	Total
June	10404					10404
July	10860					10860
August	10387					10387
September	9294					9294
October	9075		1188	665	419	11347
November	9132	1758	958	691	867	13406
December	8513	2176	672	490	951	12802
January	8606	2509	740	342	1016	13213
February	9325	3070	855	474	957	14681
March	9044	2604	762	619	837	13866
April	9812	2444	1023	540	730	14549
May	7479	2270	803	495	695	11742
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	111931	16831	7001	4316	6472	146551

STATISTICS 1917-1918

Complying with uniform statistics American Library Association. Annual report of the Evanston Public Library, Evanston, Ill., for year ending May 31, 1918.

Marcus Skarstedt, Librarian.

Population, 31713 (estimated).

Free for lending and reference.

Agencies: Main Library, 1 Branch, 3 Library stations, and travelling collections maintained in 1 Dorcas home, 2 Fire stations, 1 Light house, Mother's club, 11 schools, 74 school rooms, and 2 Y.M.C.A.'s.

Open 340 days during year.

Open each week for lending, 75 hours.

Open each week for reading, 82 hours, except 17 June to 16 Sept.

Total number of staff, 12, pages, 5.

Total valuation of library property, \$170,000.

Increase	Adult	Juvenile	Total
Number of volumes at beginning of year	51275	6285	57560
Numbers of volumes added by purchase	2361	1271	3632
Number of volumes added by gift and exchange....	698	172	870
Number of volumes added from renting col.	212		212
Number of volumes added by binding	188	51	239
Number of volumes lost or withdrawn	505	390	895
Total number at end of year	54229	7389	61618
Number of mounted pictures			2304
Number of photographs			249
Total number of sheets of music.....			399
Total number of pianola rolls			652

Use

Total recorded use146551

	Adult	Juvenile	Total
Total number of volumes lent for home use.....	95519	51032	146551

Number of volumes of fiction lent for home use....	61705	24049	85754
Number of volumes sent to agencies.....			4984
Number of music rolls lent for home use.....			225
Number of inter-library loans.....			6
Other circulation, sheet music.....			87
Recorded use in Reference room, major problems dealt with			916

Registration

Number of borrowers registered during year..	3094
Total number of registered borrowers.....	12399
Registration period, 5 years.	
Number of periodicals (including newspapers) currently received	254

Finance

Receipts		Payments	
Unexpended balance:		Books	\$ 4928.92
Petty cash		Periodicals	404.08
and Special		Salaries, Library	10919.83
funds\$	865.69	Salaries, Janitor	1620.15
City Treasurer	13427.02	Heat and ventilation	2262.74
Local taxation..	20240.11	Light	665.35
Endowment funds	1083.39	Other maintenance	9119.72
Fees, non-resident members	17.00		
Fines	1039.58	Total maintenance	\$29920.79
Duplicate pay collection ...	213.25	Special funds:	
Gifts	4.34	Books, periodicals, etc.	785.22
Other sources..	173.70		
	<hr/>		<hr/>
	\$37064.08	Grand total..	\$30706.01

INDIVIDUAL DONORS TO THE LIBRARY

1917-1918.

Volumes. Pamphlets.

Adcock, Mrs. E.....	3	
Aiken, Miss Helen.....	3	20
Ambrose, Miss Lodilla.....	1	
Andrews, E. C.		2
Arnold, Miss Sarah Louise	1	
Balmer, Mrs. Thomas	12	
Bancroft, Hubert Howe	1	
Banks, Miss Grace	1	
Bannister, Mrs. Henry M.....	3	
Basquin, Mrs. Olin Hanson.....	2	
Beck, James M.	1	
Beebe, Miss Katherine	1	
Benedict, Miss Laura Watson....		1
Brown, W. A.	1	
Bruce, Miss Margaret	11	
Carbonnel, Emile	1	
Carroll, Arthur P.	12	
Cayzer, Mrs. Nellie P.....	12	
Childs, Miss Mary L.....	33	
Coe, George Albert	1	
Coleman, Watson E.		3
Comstock, Miss Helen		10
Currey, J. Seymour	1	
Dawson, Mrs. E. A.....	244	
Dixon, W. Macneile	11	259
Dryden, Forrest F.	1	
Fosness, Hon. C. A.....	1	
Foss, Hon. George Edmund	5	10
Garnett, Mrs. Eugene H.....		1
Gross, Mrs. Alfred	5	23
Guthapfel, Miss Minerva L.....		1
Hagin, Dan W.	1	
Hanson, Miss Marie		20
Hastings, Mrs. Luella E., pianola rolls		3
Hemenway, Henry B.	52	51
Hemenway, Henry B., for the Medical library	148	
Hildreth, Mrs. Leslie Egbert....	6	13
Hintermeister, Miss Julia	253	109

Hoag, Ernest B.		1
Jones, N. M.	14	
Jordan, Rev. O. F.	1	
Kahn, Otto H.		5
Knaggs, Miss Laura	1	7
Lepper, George Henry	1	
Littlejohn, Mrs. W. J.	18	40
Lord, Frank E.	1	
McLane, Miss	5	
Mast, Mrs. I. N.	1	
Mercier, Miss Jeanne	4	
Milford, Humphrey		4
Mohr, Mrs. C. M.	4	
Paine, Miss Frances M., Sheet music		3
Parker, Mrs. F. W.	9	
Parker, Mrs. Louis	109	
Penrose, R.A.F.	1	
Poole, Mrs. Clarence C.	17	
Pusey, William Allen		8
Quevli, Nels	1	
Ransdell, Hon. Joseph E.		2
Raymond, George Lansing	2	
Rich, Mrs. Ella Dahl	2	
Richardson, R.D.	192	
Rockefeller, John D., Jr.		3
Rockwood, H.A.		1
Roler, Mrs. E. O. F.	1	
Row, R.K.	2	
Seward, Roy Holland		1
Shepherd, William T.	20	1
Stanwood, Mrs. T. P.	9	
Staples, Mrs. F.M.	10	
Stewart, Miss Mary	1	1
Swan, Charles Joseph		43
Terry, Stewart B.		1
Topliff, Miss Rosalie	12	3
Vorhees, Mrs. E. K.	29	50
Walter, Will ,		1
Watt, Mrs. W. E.		4
Webb, Robert C.	2	
Webster, Mrs. E. F.	19	
Weld, Lewis	21	
Wertheim. E.	8	1
Whitely, Mrs. C. J.	20	

Wigmore, Mrs. F. Marion	49	58
Winans, Miss Nina	2	
	<hr/>	<hr/>
	1416	761
Gifts of organizations	117	2409
	<hr/>	<hr/>
	1533	3170

The foregoing statements exhibiting the receipts and expenditures of money, the number of books on hand, books lost or missing, and books purchased, are correct to the best of my knowledge and belief.

Marcus Skarstedt, Librarian and Secretary.

State of Illinois ss.
County of Cook

Subscribed and sworn to before me this 10th day of June, A. D. 1918.

(Signed) R. B. Sawyer,
Notary Public.

