



# LIBRARIES

UNIVERSITY OF WISCONSIN-MADISON

## **Madison Free Library, Madison, Wisconsin, forty-first annual report, 1916. 41st**

Madison Free Library (Madison, Wis.)

[s.l.]: [s.n.], June 30, 1916

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**MADISON FREE LIBRARY**

**MADISON, WISCONSIN**

**FORTY-FIRST  
ANNUAL REPORT**

**1916**





Forty-First Annual Report  
OF THE  
Madison Free Library

MADISON, WISCONSIN

For the Year Ending  
June 30, 1916

## LIBRARY BOARD

	Term expires
WM. J. ANDERSON, President.....	July, 1918
R. B. DUDGEON, Vice-President.....	<i>Ex officio</i>
E. O. KNEY, Secretary.....	July, 1918
F. C. BLIED.....	July, 1916
†S. E. PALMER.....	July, 1916
J. G. WYNN.....	July, 1916
C. E. BUELL.....	July, 1917
MRS. B. W. JONES.....	July, 1917
*H. M. LEWIS.....	July, 1917
F. A. GILMORE.....	July, 1918

## STANDING COMMITTEES

### BOOKS

MRS. B. W. JONES	F. A. GILMORE
R. B. DUDGEON	WM. J. ANDERSON

### FINANCE

E. O. KNEY	S. E. PALMER
C. E. BUELL	WM. J. ANDERSON

### ROOMS

J. G. WYNN	H. M. LEWIS
F. C. BLIED	WM. J. ANDERSON

## LIBRARY STAFF

MARY A. SMITH, Librarian  
 GEORGIA R. HOUGH, Librarian Circulating Dept.  
 IRMA WALKER, Reference Librarian  
 ETHEL ELSE, Cataloguer  
 H. MARJORIE BEAL, Children's Librarian  
 GRACE WHARE, Assistant  
 RENA LANDT, Assistant.  
 FRANCES ELLSWORTH, Sixth Ward Librarian  
 (July-Nov.)  
 MRS. MADGE WHEELER, Sixth Ward Librarian  
 (Dec.-June)  
 RUTH RICE, High School Librarian

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† Resigned, succeeded by J. L. Bourke.

\* Deceased, succeeded by O. G. U. Siljan.



## REPORT OF PRESIDENT

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*To the Honorable, the Mayor:—*

It is my privilege to transmit to you herewith the annual report of the Madison Free Library.

Since the transmission of the last annual report, the Library Board has lost by death one of its oldest and best known members. Judge H. M. Lewis passed away at his home in this city on Dec. 26, 1915. From the earliest movement to establish in Madison a free library until his last illness, Judge Lewis was actively interested in library development. To him perhaps more than to any other man is due the steady growth of the library and its present high standing among the libraries of the country. His keen interest in all that pertained to public education in Madison makes his death to be felt as a distinct loss not only to this Board, but to the entire community.

I take the liberty of calling special attention to that portion of the report which shows how marked an increase in the circulation of books the last year has brought. This and the large registration of book borrowers, which numbers virtually one-half of the city's population, speaks eloquently of the wide use made of their library by the people of Madison.

I am, Sir,

Yours most respectfully,

WM. J. ANDERSON,  
*President Madison Free Library Board.*

## REPORT OF LIBRARIAN

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*To the Board of Directors of the Madison Free Library, Madison, Wisconsin:*

I have the pleasure of submitting to you the forty-first annual report of the Madison Free Library.

It has not been a year noteworthy on account of new work attempted, but probably no year has ever seen more work accomplished with just people and books, which after all is the main work of a library. It has been all the staff could do to meet the demands day by day.

The circulation of books again reached a higher figure, 193,076. The chief growth was in the children's department, where the circulation went from 66,537 to 73,585; **Circulation** 3,192 more books were circulated from the children's room, 4,197 more through the school libraries and 497 more from the stations.

The adult circulation at the main desk increased 1,813, and the interesting fact about it was that non-fiction increased 1,913 books.

Reference work has made constant demands upon the main desk, as the requests for information have increased both in number and in range of subject. The growth in **Reference Work** the use of periodicals indexes the past five years has been very noticeable and a large table has been given to them in order to accommodate more users at one time. Two copies of the latest cumulation will be necessary for next year's work. Undoubtedly, the instruction in the schools has had much to do with causing this increase.

In Dec., 1915, Miss Frances Ellsworth was obliged to leave the work at the Sixth Ward Branch and Mrs. Madge Wheeler took charge.

**Sixth Ward Branch** Though the Branch has not circulated so many books the past year, we feel it has rendered good service to its community and is in good condition to render still better the coming year.

The assembly rooms have had constant use. The continuation school classes occupied them Monday, Wednesday and Friday evenings, Camp fire girls Tuesday, young women's club Thursday, and two boys' clubs divided Saturday evening be-



tween them. The leaders of the clubs were young men and women from the University.

A story hour for little children was held Thursday afternoon from November to March and stories were told by students from the Wisconsin Library School and Mrs. Wheeler. There were 18 story hours with an attendance of 1,119 children, an average of 60.

Four hundred and fifty-two people have registered at the Branch during the year, 219 adults and 233 children.

The circulation of books from the stations has not been so large as in some years, but was still good. The decrease was 457 and occurred where the service from the library **Stations** was not so regular as it had been. The only new station established was in charge of the sodality at St. Raphael's.

In response to calls for report of management and work done in the high school branch, the librarian of that branch prepared a very full report for the meeting of the **High School** American Library Association. From that report she has made a condensed one for this report and has added the annual figures. This is appended to this library report.

The same instruction in the use of the library has been given to all eighth grades and to two seventh grades occupying a schoolroom with an eighth. Sixty-eight talks were **Schools** given to 17 classes and 454 children in 38 groups did the work at the library. All eighth grades of the public schools, Wisconsin high school, St. Raphael, St. Patrick, Holy Redeemer and St. James parochial schools were included. Library instruction in the high school was continued by the high school librarian with 554 students in the classes. Another year has seen over 1,000 young people trained to use a library more effectively.

The school libraries have been appreciated by the children of the city as 29,664 books were issued from the schoolrooms. Teachers have co-operated again most heartily in this work. These books were used in the summer months to equip stations at the Hawthorne and Longfellow schools, where 1,447 books were issued. During the year, 82 visits were made by the children's librarian to schoolrooms.

The reference librarian and the children's librarian carried on the work in the continuation schools. The children's librarian made seven visits and the reference librarian thirteen, the former working with the morning classes of permit boys



and girls, and the latter taking the adult classes and one class of permit girls. Books for boys and girls were deposited at the school and circulated by the teachers. The reference librarian reports that the following lists of books were made and distributed to the classes: The household, Diet and cookery, Dress, Nursing, Building the home and Business books. The permit classes of girls were interested in these, but were also anxious for information about wholesome fiction. Lists of such fiction were given with the other lists and one book of fiction briefly reviewed at each talk. The adult classes were most interested in the books on needlework, crochet and house furnishing. The librarian stayed after each talk and discussed books informally with anyone who cared to do so and answered questions about the library. The teachers of the school helped by joining in book discussion and by signing registration cards. The most popular book in the adult class was Wiley's 1,001 tests. The list most often brought to the library was the one, Business books, and of these, the ones on the writing of business letters and on accounting were most in demand.

The picture collection, with a circulation of 9,929, certainly again proved its usefulness. Almost no additions were made to the collection on account of lack of time. Much of the material ought to be duplicated because of the many calls for it. Time ought to be spent in adding material already collected and only waiting to be put into shape for circulation.

The large use of books has seen a corresponding withdrawal on account of worn out condition, so the net gain in total number is only 710.

All registration in the old registration book expired during the year and for the first time we were able to count the cards in force and find the exact number of people registered. The result was 11,547 adults and 4,074 children, a total of 15,621.

During the year, 2,236 new borrowers were registered, 1,365 adults and 871 children. The people registered in 1915 for summer use of the library numbered 147 and the deposit borrowers 72. Seven paid subscriptions for a year's use of the library and the town of Madison paid for the use by the people of that town.

The alphabetical register of all children has been transferred from the main desk to the children's room. This will save much time of the attendants in that room, who before had to

make many trips to the main desk during the busiest time of the day. That change could not be made before, as at the beginning of the previous registration an accurate use of forms for children's registration had not been made.

Both books and magazines have been given by  
**Gifts** friends of the library and have proven useful in many ways.

One hundred and three meetings of various com-  
**Meetings** mittees and organizations have been held during the year in the different assembly rooms of the building.

There has been more illness than often occurs in the staff and the working force has been handicapped by this reason much of the time. Miss Mildred Dean acted as substi-

**Staff** tute for three months. Miss Verna Dewey, Miss Rena Landt and Miss Dena Lindley entered as apprentices in October, and after finishing the apprentice work, Miss Dewey and Miss Landt were engaged as assistants. The willingness of the staff to adapt themselves to irregularities of schedule and the demands of heavy desk work call for due recognition, for without this co-operation the increasing demands on the library could not have been met.

For this support of the library staff and the helpfulness of the Library Board, I wish to express my gratitude.

Respectfully submitted,

MARY A. SMITH,  
*Librarian.*



## High School Branch Report

The high school library was enlarged the past summer from a seating capacity of forty-three to a seating capacity of sixty-one. That this enlargement was justified is shown by the increase in the number of teachers and pupils using the library. Last year there were seven periods in the school day, the average attendance for each period being thirty. This year there were eight periods in the school day and the average attendance for each period instead of decreasing, increased to forty-four. In spite of this longer school day and the increased use of the library during school hours, the number of books taken home for use over night increased seven per cent over the circulation of last year. The total number of books, pamphlets, and pictures circulated this year was 14,053.

An exhibit showing how this high school library is used by the various departments of the school was sent to the 1916 American Library Association meeting and a brief resumé of what this contained will perhaps make the best report of what has been done.

The Latin classes were required to compile notebooks which would demonstrate that Latin is still a living language. For these they came to the library to get articles and pictures from newspapers and magazines. They also came for material for topics on the lives and customs of the Romans.

The English department had the pupils read outside of school hours good fiction, biography, poetry, drama, travel, and essays. The books for this reading were kept in a special collection at the city library. Much oral work was done in English and material for these topics was usually furnished by the library; magazines were used chiefly, also newspapers, books, pamphlets, and pictures. For supplementary work in grammar, composition, rhetoric, history of literature, poetry, the short story, and the essay, the library was constantly used.

The science teachers sent pupils to the library for material for topics and for supplementary work which necessitated the use of books, magazines, newspapers, and pamphlets.

A collection of French and German books was added to the library this year and pupils studying these languages were required to read a certain number of these books. The library takes a French and a German magazine and has German and French dictionaries, grammars, and histories of literature. The students in French and German were required to draw



maps of France or Germany and to locate on them all places about which they read. This required hours of library work, using atlases, histories, and books of travel.

The domestic science department used many pamphlets, among them city and state publications giving sanitary regulations, pure food laws, etc.

The members of literary and debating societies and of departmental clubs came to the library for material for their programs and for their debates.

In the business course the library was used chiefly for books on letter-writing.

We furnished some books and magazines for use in art work; much of this material, however, being expensive to duplicate, was furnished by the main library. For art work and for work in other subjects, 650 pictures and 176 books were loaned to the high school branch by the main library. This, of course, does not include the books which the teachers drew on their teachers' cards.

For the work in American history, lists of required reading were constantly posted in the library. Pupils in other history classes were also constantly assigned reading to be done from library books. The medieval and modern history classes were required to make annotated bibliographies of all books in the library on medieval and modern history. During the last quarter of the senior year, all pupils taking American history study civics, using no texts, but doing all work through the library. Current event work was made an important part of history this year. The pupils studied newspapers and magazines and made much use of the Congressional Record. The newspapers were clipped for current events notebooks and the bulletin board. The librarian keeps a file of newspaper clippings which are used not only for history, but also for English, geography, and other classes. There was much topic work in history which made it necessary for the pupils to come to the library for material. The American history classes wrote long topics which required them to use not only the material in the high school library, but also that in other libraries of the city. Thus they had opportunity to apply to several libraries what they had learned in high school about using a library.

The teaching of the use of books and libraries was done this year as it has been done in past years. Three hundred and forty-four freshmen and 210 sophomores received the instruction; this included the freshmen at the Randall School and, for the first time, this year also the freshmen at the University High School.



Volumes in the library July 1, 1915.....	3,119
Added by gift .....	23
Added by purchase .....	490
	<hr/> 513
Withdrawn .....	32
Volumes in the library July 1, 1916.....	3,600

RUTH RICE,  
*High School Librarian.*

TABLE 1  
*Book Account, 1915-16*

	Main Library	Sixth Ward Branch	High School Branch	School Collec- tion	Total
No. of vols. July 1, 1915	26,016	2,495	1,915	5,353	35,779
Additions:					
By purchase .....	985	66	497	654	2,202
By gift .....	236	27	...	1	264
Other sources .....	243	31	...	...	274
Total .....	1,464	124	497	655	2,740
Withdrawals .....	1,404	83	26	517	2,030
No. of vols. July 1, 1916	26,076	2,536	2,386	5,491	36,489

TABLE 2  
*Rent Collection, 1915-16*

Main Library—		
No. of volumes July 1, 1915.....	...	282
Additions .....	176	...
Withdrawals .....	232	...
No. of volumes July 1, 1916.....	...	226
Sixth Ward Branch—		
No. of volumes July 1, 1915.....	...	22
Additions .....	8	...
Withdrawals .....	12	...
No. of volumes July 1, 1916.....	...	18
Circulation of rent books at Main library.....	...	4,577
Circulation of rent books at Sixth Ward branch	...	194
Total .....	...	4,771



TABLE 3  
Circulation Statistics, 1915-16

	Main Library		Sixth Ward Branch		Stations		School Collection	High School	Total
	A	C	A	C	A	C	C	A	
Periodicals—Bound .....	214	119	38	31	2	...	...	...	404
Periodicals—Current .....	4,183	543	1,803	181	444	...	...	670	7,824
General works .....	58	...	...	...	...	...	...	65	123
Philosophy .....	1,327	24	31	2	1	...	...	44	1,429
Religion .....	1,118	351	12	104	...	20	534	608	2,747
Sociology .....	3,235	272	46	38	1	...	324	2,126	6,042
Language .....	175	2	...	...	...	...	...	257	434
Science .....	1,434	1,397	70	472	4	87	2,142	348	5,954
Useful arts .....	2,252	864	191	298	2	17	373	1,174	5,171
Fine arts .....	3,028	603	441	138	25	3	103	49	4,390
Literature .....	6,248	1,368	206	491	11	117	3,263	1,058	12,762
Biography .....	2,513	700	64	162	14	28	1,105	310	4,896
Travel .....	1,860	1,238	110	498	13	50	1,956	80	5,805
History .....	2,541	1,813	179	609	19	76	2,752	4,987	12,976
Fairy tales .....	...	4,531	...	1,376	...	295	5,762	...	11,964
French .....	50	...	...	...	...	...	...	95	145
German .....	1,381	...	246	...	...	...	...	473	2,100
Norwegian .....	358	...	57	...	...	...	...	...	415
Yiddish .....	115	...	...	...	...	...	...	...	115
Music .....	792	...	...	...	...	...	...	...	792
Pamphlets .....	348	...	...	...	...	...	...	781	1,129
Fiction .....	50,363	17,257	8,512	6,819	5,180	927	11,350	278	100,686
Rent books .....	4,577	...	194	...	...	...	...	...	4,771
Total .....	88,170	31,082	12,200	11,219	5,716	1,620	29,664	13,403	193,074

TABLE 3

*Circulation Statistics, 1915-16 (continued)*

Total adult circulation.....	119,489
Total children's circulation.....	73,585
Grand total.....	193,074
Percentage of fiction, adult and children.....	54
Percentage of children's books circulated.....	38
No. of days main library was open for circulation....	307
Average daily circulation—Main library.....	388
Average daily circulation—Sixth Ward branch.....	76
Largest monthly circulation—Main library—March....	11,871
Smallest monthly circulation—Main library—Sept....	8,073
Largest monthly circulation—Sixth Ward branch— March .....	2,500
Smallest monthly circulation—Sixth Ward branch— December .....	1,391
No. of pictures circulated.....	9,929
No. of mounted poems circulated.....	869
Circulation of books on teachers' cards.....	1,543
No. of Sundays main library was open.....	35
No. of people using library on Sunday.....	2,761

TABLE 4

*Financial Statement, 1915-16*

Unexpended balance .....	\$5,658.67
Receipts:	
City appropriation .....	14,408.15
Wisconsin Library Commission rooms.	730.04
Rent of rooms .....	17.00
Postals .....	13.11
New cards .....	19.10
Lost books .....	37.80
Fines .....	653.79
Waste paper sold .....	9.13
Subscriptions .....	34.00
Sixth Ward branch .....	162.59
	<hr/>
	\$21,743.38



# Expenditures:

## Main library:

Books .....	\$1,045.07	
Periodicals .....	304.54	
Binding .....	675.68	
Salaries—Librarians .....	5,407.69	
Salaries—Janitors .....	1,164.20	
Heat .....	1,112.32	
Light .....	374.22	
Improvements and repairs .....	323.12	
Stationery and supplies .....	167.40	
Printing .....	33.00	
Postage, express and freight .....	150.32	
Other expenses .....	300.62	
		<hr/>
		\$11,058.18

## Sixth Ward branch:

Books .....	41.91	
Periodicals .....	71.15	
Binding .....	41.45	
Salaries—Librarian .....	594.41	
Salaries—Janitor .....	152.70	
Heat .....	291.70	
Light .....	81.80	
Improvements and repairs .....	144.80	
Stationery and supplies .....	3.53	
Postage, express and freight.....	5.22	
Insurance .....	192.71	
Other expenses .....	54.41	
		<hr/>
		1,675.79

## High school branch:

Books .....	\$447.34	
Periodicals .....	49.50	
Binding .....	29.85	
Salary .....	775.00	
Stationery and supplies .....	30.35	
Postage, express and freight .....	.22	
		<hr/>
		1,332.26

Unexpended balance July 1, 1916..... 7,677.15

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\$21,743.38

## APPENDIX

### Library Statistics

Arranged according to the form adopted by the American  
Library Association

Annual report for year ending June 30, 1916			
Madison Free Library, Madison, Wisconsin			
Population served (Census, 1910) .....			25,531
Terms of use—Free for lending and reference .....			
Total number of agencies .....			24
Consisting of Central library .....			1
Branches .....			2
(One occupies its own building)			
Stations .....			6
Schools .....			15
(114 collections)			
Number of days open during year:			
For circulation .....			307
For reading .....			342
Hours open each week for lending .....			72
Hours open each week for reading, Oct.—May .....			76
Total number of staff .....			11
Total valuation of library property .....			\$116,100
Number of volumes at beginning of year .....			35,779
Number of volumes added during year by purchase .....			2,202
Number of volumes added during year by gift .....			264
Number of volumes added during year by binding .....			78
Number of volumes added during year otherwise .....			196
Number of volumes withdrawn during year .....			2,030
Total number at end of year .....			36,489
		Adult	Juvenile
Total recorded use .....	119,489	73,585	193,074
No. of vols. of fiction lent for			
home use .....	69,104	36,353	105,457
No. of pictures loaned for home use .....			9,929
No. of restricted loans (overnight) .....			13,403



	Adult	Children	Total
Number of borrowers registered during the year .....	1,365	871	2,236
Total number of registered borrowers	11,547	4,074	15,621

Finance—

Receipts:

Unexpended balance .....	\$5,658.67	
Local taxation .....	14,408.15	
Invested funds .....	150.00	
Fees (subscriptions) .....	34.00	
Fines .....	816.38	
Duplicate pay collection .....	341.85	
Other sources .....	826.18	
	<hr/>	\$22,235.23

Payments for maintenance:

Books .....	\$1,935.60	
Periodicals .....	425.19	
Salaries—library service .....	6,777.10	
Salaries—other .....	1,316.90	
Insurance .....	192.71	
Heat .....	1,404.02	
Light .....	456.02	
Other maintenance .....	1,959.97	
	<hr/>	14,467.51





