



LIBRARIES

UNIVERSITY OF WISCONSIN-MADISON

Thirty-sixth annual report of the Madison Free Library, Madison, Wisconsin, being the report for the year ending June 30, 1911. 36th

Madison Free Library (Madison, Wis.)

[s.l.]: [s.n.], June 30, 1911

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THIRTY-SIXTH ANNUAL REPORT

of the

MADISON FREE LIBRARY

MADISON, WISCONSIN

Being the Report for the Year Ending

June 30, 1911

1911
No report printed

Madison, Wis., October 31, 1911.

Hon. J. C. Schubert,
Mayor of the City of Madison.

Dear Sir:

We submit herewith the report of the Madison Free Library, consisting of an annual statistical report setting forth the material and financial condition of the library for the year ending June 30, 1911, together with the annual report to this board of its librarian, Miss Mary Smith.

We also transmit herewith a statement of receipts and expenditures for the year ending November 1, 1911, and an estimated budget of receipts and expenditures for the year 1912.

The attention of yourself and of the city council is especially directed,-

(a) To the matter of a proposed high school reference library;

(b) To the remarkable growth of the sixth ward branch under Miss Fannie Ellsworth's direction;

(c) To the widening influence and usefulness of the central library, as shown by its increased circulation, under the progressive and efficient management of Miss Mary Smith and a loyal staff of trained librarians.

Hon. J. C. Schubert-#2.

Acting upon a petition from the Board of Education, and after conference with a committee of that board, we have undertaken to establish a reference library in the high school and to place a trained librarian in charge there of all high school library reference work. This arrangement will, it is believed, unify the supervision of library work and book selection, prevent duplication of book purchases by the city, extend the influence of the city library and its usefulness, coordinate the school with the library, greatly strengthen the education work of the high school, and secure at once the highest degree of efficiency at the lowest possible cost to the city as a whole. After careful consideration of the matter the Board of Education finds it absolutely essential that a carefully selected reference library be provided for high school students and that a room be set apart in the high school under the direction of a librarian. The Board of Education believes that the supervision and control of this work should be with the library board and that expenditure of money for this purpose should be from the funds of the library board rather than from the funds of the Board of Education. In order to install this system successfully the Board of Education therefore (unanimously, we believe,) unites with us in asking the city council for a separate appropriation of \$1,500 to be set aside for the sole purpose of purchasing books of reference and compensating a trained

Hon. J. C. Schubert-#3.

librarian, who shall not only be in charge of the reference library under the direction of the city librarian and co-operating with the high school principal and his staff of teachers, but shall assume responsibility for general supervision of reference work by students not only in the high school, but also in the city library. Under this arrangement it is planned to make the city library an immediate source of supply for high school students with a minimum of essential works of reference to be placed permanently in the high school.

The city council has accepted a gift of \$15,000 from Mr. Andrew Carnegie for the purpose of erecting a branch library building in the sixth ward. This building when completed will also provide rooms for local study clubs. The interest which men, women and children of that section of the city have shown in this matter is evidenced by statistics contained in the report of Miss Fannie Ellsworth, which you will find attached to the report of the city librarian, and justifies the belief that it will pay to give this enterprise liberal support. The council is pledged to appropriate annually the sum of \$1,500 to the maintenance of a branch in the sixth ward, but in view of the fact that we shall not get into the new building for sometime, we believe that for the coming year an appropriation for this specific purpose of not less than \$1,000 will be sufficient. An examination of the accompanying statement of the actual

Hon. J. C. Schubert-#4.

and estimated expenditures for the year ending December, 1911, shows that under a very economical administration of the affairs of the library the annual cost of administration, not including the high school and sixth ward branches above referred to, will run close to \$10,000.

There was during the past year an increased circulation of ten percent over the previous year; an increase of ten percent in circulation means an increase in wear and tear of books, and an increase of ten percent in service. Under a ruling of the railroad commission, revising and fixing rates of electric light charges for the city, the cost of lighting the city library went from \$388 to \$566 a year. In the light of these figures we, therefore, recommend an appropriation by the city council of \$10,000 for the administration of the central library and its sub-stations, of \$1,500 for the establishment and maintenance of a high school reference library, and of \$1,000 for the maintenance of the sixth ward branch,-a total of \$12,500.

During the past year this board has received \$1,914.67 from the estate of Mrs. S. U. Pinney, and a bequest from the late Halle Steensland of \$1,000. It is our desire to handle these funds so as to secure to the library a maximum of benefit running through a long period of time. It is the wish of this board to invest these funds in safe, interest bearing bonds, and with the proceeds to purchase books, duly labeled and credited to the donor, this policy to continue until such

Hon. J. C. Schubert-#5.

time as this board finds a more appropriate way of using this money in keeping with the wishes and purposes of the donors. This policy has been adopted only after careful consideration of the whole matter and in the light of the experience of other libraries which have received similar bequests, and, further, in the light of the law which authorizes library boards to receive bequests and donations, as being the policy which in the long run is most likely to encourage and justify private citizens in setting aside such bequests for the public good.

Yours very respectfully,

MADISON FREE LIBRARY,

J. E. Doty.

President.

Secretary.

LIBRARY BOARD, 1910-1911.

-F.E.Doty, President	Term expires July 1912
-R.B.Dudgeon , Vice-President	-----
-E.O.Kney, Secretary-Treasurer	July 1912
-J.W.Groves	July 1911
-F.A.Hutchins	July 1913
Mrs.B.W.Jones	July 1911
-Charles McCarthy	July 1913
S.E.Palmer	July 1913
-E.C.Mason	July 1911
C.E.Mendenhall	July 1912

STANDING COMMITTEES, 1910-1911.

	Books	
Mrs.B.W.Jones		C.E.Mendenhall
F.A.Hutchins		F.E.Doty
	Rooms	
J.W.Groves		S.E.Palmer
R.B.Dudgeon		F.E.Doty
	Finance	
E.O.Kney		E.C.Mason
Charles McCarthy		F.E.Doty

LIBRARY STAFF, 1910-1911.

Mary A.Smith, Librarian
 Georgia R.Hough, Librarian of Circulating Dept.
 Marion F.Weil, Children's Librarian
 Bettina Jackson, Assistant
 Genevieve Mayberry, Assistant
 Carol Shaw, Assistant
 Ruth Hayward, Assistant
 Frances Ellsworth, Librarian Sixth Ward Branch
 Arthur Olson ,Page

 Frank A.Daley, Attendant Men's Reading Room
 Asa Groves, Attendant Men's Reading Room

Madison, Wisconsin,
July 19, 1911.

To the Board of Directors of the Madison Free Library:

I have the honor to present the 36th annual report of the librarian, the report for the year ending June 30, 1911.

The progress of the library the past year seems to have been steady and good in all lines of work already begun. In accordance with the recommendation made in the report of 1910, no extension of work was attempted. The work of most signal significance for the year has been that of the Sixth Ward Branch and is reviewed in the report of the Branch Librarian attached to this report. This increased work there has meant increased work at the main library.

CIRCULATION

The circulation the past year increased 16% rising from 116,284 to 128,134. The increase was largely due to the Branch, the main adult about holding to the same as last year, the children's room and school collection increasing. The interesting fact is that this good circulation at the Branch does not seem to have affected the main library. It has in other words served people evidently not served before.

RENTAL COLLECTION

The rental collection and its work is shown in Table 3. This shows books added, transferred to main and branch libraries and the condition of the rent fund with a present balance of \$210.31. The circulation 6201 was calculated by actual count beginning Nov. 1. If count had been made as heretofore by estimating circulation from income, the circulation would have been 8101. It seemed best to count this circulation in the same way as that of the other books.

SCHOOL COLLECTION

The school collection has been added to the present year and the circulation has increased. There is no reason why this circulation should not be much larger except the lack of books. The collection is still far from adequate. The large number of books which were added in 1910 and increased circulation for that year, had to be withdrawn in Jan. 1911 and sent to the bindery, thus weakening much the collection in its work the second half of the 1911 year. The older books are all so near the end of their usefulness that the success of this collection depends upon putting into it for several years just as large a per cent of the book fund as has gone into it the past two years. The circulation would doubtless have been larger if the children's librarian could have made more visits to school rooms. The work at the main library was so exacting that she could not spend this time with schools as had been hoped and planned.

STATIONS

The circulation of books at the stations is shown in Table 2. The station in the Seventh Ward was not continued as it was thought the 6th Ward Branch would better serve the people. The station in Greenbush at Mr. O'Neill's store was opened the first week in Jan. and continued until June. An assistant from the main library was sent so that the same person might be in charge, but the circulation was small, 155. The results seemed hardly to justify the time spent. This is a part of the city which seems to need a good station and effort will have to be made next year to better results. The station at Schenk's store had a very good circulation, 1886, of which 469 were non-fiction books. In Jan. Miss Hough visited this part of the city and printed announcements were circulated one Saturday by the merchants of that district in the packages sent out by them. Miss Hough took charge of the station every Saturday afternoon. The result of this advertising was most satisfactory, for while the circulation from July to Jan. had been only 403, from Jan. to July it was 1483. By having an assistant from the main library in touch with the people, the library gave these people better service. Requests for books could be granted, books exchanged often, and new books taken out there, so people had them just as soon as they could be obtained at the main library. An effort will be made the coming year to continue the work at this station. The people of Blooming Grove and Fair Oaks are served largely here.

BOOK ACCOUNT

In the book account, Table 1, a discouraging feature is the large number of books withdrawn, a withdrawal of 1506 against an addition of 2673 leaving only a net gain of 1167. The book account for the school collection verifies the statement already made about that collection.

BINDING

1744 volumes were bound the past year as against 1081 the year before. This increase was due to two causes. First an attempt was made to fill up the very broken files of periodicals. It was impossible to do reference work with so broken files. An unbound file has been arranged in pamphlet boxes and a check list made and posted, showing exactly what the library contains in periodical form. The reference librarian has spent much time on this side of the work with the result that this reference material can be used quickly by the whole staff and the public thereby better served. The second reason for the increased binding was the number of books held over from 1910 and the binding necessary in the school collection.

REGISTRATION

The registration shows an increase of 655 in cards in force over a year ago. The fact that in this library the cards marked as expired reregistered and expired not reregistered are really for different years makes it impossible to tell what proportion of people whose cards have expired have reregistered. In other words, one can not tell how well borrowers are held.

CHILDREN'S DEPARTMENT

The work of the Children's Librarian in the schools has been already referred to under school collection. 32 visits were made to the schools but regular work at the library prevented more. The teachers have made more use of the children's room, 4870 books having been issued on teachers' cards against 2766 the year before. The circulation of pictures went from 802 to 1296. Much work has been put on this picture collection and much more needs to be done to put all picture material in the library in such shape that it will be available. The history and geography pictures especially need to be increased very much. 107 mounted poems were circulated and the good work already done in this line needs to be enlarged.

Books have been loaned to the Sixth Ward Branch from this room but no children's books were put at the stations, as the supply of books in the room was not sufficient. There is the same need of more books here as was mentioned in last year's report. The increase does not yet exceed the withdrawals to an extent that appreciably enlarges the collection.

During Nov. and Dec. three story hours were held in connection with moving pictures. Children of grades 6, 7 & 8 were invited by ticket after consultation with the principals of the schools and the priests in charge of St. Patrick's and St. Raphael's schools. Mr. Sherwood furnished machine, operator and films. Two stories were selected after examination of several films, Launcelot and Elaine and Oliver Twist. 400 children attended. A story hour for little children was held every Friday afternoon from Oct. 14 to April 1 with an attendance of 1219 children, the average attendance being 51. A cycle story hour for children of grades 5-7 was held Jan. 25 to Mar. 29. The Canterbury tales were told with a total attendance of 445, the average being 49. At the Hawthorne school, a reading circle for girls of grades 7 and 8 was held Tuesday afternoon Nov. 22 - Apr. 11. The total attendance was 306, the average 16. This reading circle was very successful as reported both by the children's librarian and the teacher of the school. The work of the girls in school was improved and the use of the library books placed in the school much increased.

LECTURES

Lectures on Sunday afternoons were continued the past year and the following speakers kindly gave their services.

Dec. 4	Prof. E. J. Ward	From the corners to the center
Dec. 11	Mr. W. H. Dudley	Switzerland-The Zermatt region
Jan. 8	Prof. E. A. Ross	Impressions of Inner China
Jan. 15	Prof. L. R. Herrick	A tour in Spain
Jan. 22	Prof. A. L. P. Dennis	Recent English Politics
Jan. 29	Prof. J. C. Elsom	Highways and byways of the South
Feb. 5	H. W. Rood	History and influence of our flag
Feb. 12	E. R. Miller	Storms and weather forecasting

TOWN SUBSCRIPTIONS

The past April for the first time the Town of Blooming Grove and the Village of Fair Oaks voted to pay a library subscription of \$25.00 and thus gain for their residents the free use of the library. The Town of Madison renewed their subscription.

REFERENCE WORK

Much reference work has been done for schools, clubs, and individuals. 389 volumes have been reserved on special shelves, 287 being for high school classes. The librarian gave four talks to the first year high school class on how to use the library.

MEN'S READING ROOM

The men's reading room was opened the first of Nov. and kept open until the middle of April, with opening on Sunday from Jan on. Cards calling attention to this room and announcing the opening of the branch library on Sunday were printed and 1000 distributed to the secretaries of the different labor unions of the city, asking them to give them to the members. Attendance in the room showed no response to this advertising, as the working men did not seem to use the room. Magazines and newspapers were plentifully supplied as during the previous spring.

STAFF

During the past year, there have been the following changes in the staff. Mary A. Smith began work as librarian Oct. 17, 1912. The position of reference librarian was taken by Bettina Jackson Sept. 1. Oct. 1 Ruth Hayward finished her apprentice work and took place as assistant. Dec. 1 Carol Shaw began her work as assistant. Asa Groves took the place of Byron Potter as attendant in the men's reading room Nov. 1.

The librarian wishes to testify to the interest and co-operation of the staff. For this and the support and interest of the Library Board, she wishes to express her gratitude.

Respectfully submitted,

Mary A. Smith

TABLE 1

BOOK ACCOUNT 1910-1911

	Main Library	School Collection	Sixth Ward Branch	Total
No. of vol. July 1, 1910	21,012	2226	632	23870
Additions:-				
by purchase	909	623	311	1843
by gift	172	2	112	286
by binding	100			100
Trans. from rent collection	219		42	261
re-accessioned	60	28		88
trans. to branch from free coll. of main			85	95
Total	1460	653	560	2673
Withdrawals:-				
worn out	849	408	5	1262
lost by readers (6 paid)	28			28
duplicates				
trans. to branch	95			95
missing at inventory 1910 & 1911	121			121
Total	1093	408	5	1506
No. of vol. July 1, 1911	21,379	2471	1187	25,037

TABLE II

CIRCULATION STATISTICS 1910-1911

	Main-A	Main-C	Stations	Branch-A	Branch-C	School	Total
Periodicals	2870	167	220	3601	2		6860
Philosophy	614	10	14	7			645
Religion	628	179	29	15	53	94	998
Sociology	1517	265	6	30	103	334	2255
Language	153						153
Science	943	1179	21	26	351	1113	3633
Useful arts	1284	475	21	86	152	195	2213
Fine arts	1740	395	6	20	70	61	2292
Literature	4442	1214	31	68	356	1592	7703
Biography	1274	753	18	102	235	605	1986
Travel	1238	1469	58	96	390	1269	4520
History	1987	2623	55	172	508	1479	6824
Fairy tales		2729			1403	2978	7110
Foreign	999		3	619			1621
Music	598						598
Fiction	44004	11705	1559	6879	4505	2870	71522
Total	64291	23162	2041	11721	8128	12590	121933

Rent collection	5804	407	6201
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Grand total		128144
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Total adult circulation	84264
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Total children's circulation	43880
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Percentage of fiction circulated	57.5%
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Percentage of children's books circulated	39.9%
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No. of days main library was open for circulation	307
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Average daily circulation -main library	284
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Average daily circulation- branch library	65
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Largest monthly circulation - main library - March	8530
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Largest monthly circulation - branch library-March	2072
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Smallest monthly circulation - main library - Sept.	5928
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Smallest monthly circulation - branch library-July	1130
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Pictures circulated	1296
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Books circulated on teachers' cards	4870
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TABLE III

	RENT	COLLECTION
No. of vol. in collection July 1, 1910		410
Additions by purchase	210	
Withdrawals:		
By transfer to main library	238	
By transfer to branch library	46	
Withdrawn	13	
	297	
No. of vol. in circulation July 1, 1911		323
Circulation July 1, 1910 to July 1, 1911		6201
Unexpended balance July 1, 1910	\$120.49	
Receipts	\$406.05	
Expenditures	316.23	
Unexpended balance July 1, 1911	210.31	

TABLE IV

REGISTRATION		1910 - 1911		
		Adult	Children	Total
No. of readers	July 1, 1910	8262	4186	12448
Additions:-				
New readers		1496	462	1958
Reregistrations		473	125	598
Summer registrations 1910		69	4	73
Deposit registrations		41		41
		-----	-----	-----
Total		110341	4777	115118
Withdrawals:-				
Cards expired-reregistered		473	125	598
Cards expired-not "		846	238	1084
Summer registrations 1910		69	4	73
Deposits repaid		41		41
Cards cancelled		200	19	219
		-----	-----	-----
Total		1629	386	2015
No. of readers	July 1, 1911	8712	4391	13103

TABLE V

FINANCE 1910 - 1911

Unexpended balance July 1, 1910 3683.85

Receipts:-

City appropriation	\$10,000.00
Books sold	2.86
New cards	14.75
Lost books	20.35
Fines	496.11
Waste paper	15.08
Postals	.29
Subscriptions	55.00
Pinney estate	346.91
Rent of rooms	199.50
Wis. Library Commission	208.73
Repaid express	.35

Total

11,359.93

Expenditures:-

Books - School duplicate	276.81 ✓
Books - Main library	959.06 ✓
Supplies & printing	269.82 ✓
Salaries	4288.60 ✓
Binding	803.61 ✓
Repairs & improvements	404.98 ✓
Magazines	315.82 ✓
Janitor service	1056.07 ✓
Fuel	980.12 ✓
Light	586.04 ✓
Insurance	320.00 ✓
Janitor & toilet supplies	53.78 ✓
Miscellaneous	114.54 ✓
Express, freight, dray	97.68 ✓
Sixth Ward Branch	
Books	126.14 ✓
Service	325.00 ✓
Furniture & fixtures	65.40 ✓
Rent	284.00 ✓
Supplies & printing	7.92 ✓
Light	44.74 ✓
Men's Reading Room	
Periodicals	31.89 ✓
Service	152.68 ✓

Total

11564.70

Unexpended balance July 1, 1911

3479.08

ANNUAL REPORT

SIXTH WARD BRANCH LIBRARY

1910 - 1911

Madison, Wis., August 16, 1911.

TO THE LIBRARIAN:-

I have the honor to submit the first annual report of the SIXTH WARD BRANCH LIBRARY, for the years 1910-1911.

In the fall of 1909 it was felt that a branch of the City Library would be well patronized in the Sixth Ward, and a petition was circulated and presented to the Common Council. Two waste paper collections, a library party and the loan of books from the Free Library Commission provided the means for a good library equipment, and on March 12th, 1910, the Sixth Ward Branch opened three rooms at 1051 Williamson street over Mills' Grocery store.

From the first day the interest in the library and its work has been steady and most gratifying. Children naturally were the first patrons, but the registration of 1905 shows a marked increase in adult readers, and the coming year gives promise of a still wider field.

A total of 21,128 books was circulated through the year, of which 516 were German, 101 Norwegian and 10 Polish; 3601 magazines were loaned, and many a permanent reader gained in this way as interest in a book of travel or some technical work would be aroused. The percentage of fiction was large, but the non-fiction shelves were not proportionately attractive, and an effort will be made to transfer good up-to-date books.

Cooperation with the schools, Marquette, Irving and Lap-ham, was good and both teachers and pupils made constant use of the library. But many more reference books are needed.

The reading room was well-filled at all hours, though the attendance of children was so large that little room was left for adults, and we feel that a separate reading room for adults would be well patronized. From January to April the library was open Sundays from 2:30 to 6 p. m. with a good average attendance.

A story-hour for the children from the 4th and 6th grades was held every Saturday from January to May, Miss Wiel from the City Library assisting the regular librarian in the telling of stories. A reading circle for girls from the 6th to the 8th grades was held every Saturday at 2:30. Much interest was shown, and a definite course of reading is planned for the coming year. Every Wednesday evening a review of the magazines with reference to the right handling of the great mass of good material available was held. Assistance was given debaters in the grades, high school and Gisholt Club, and some fine material is being collected this summer in anticipation of the winter's work.

During the year another room and more shelving was added and the library is rapidly outgrowing the present quarters. It is felt that there are many young men who would use the library and its resources if there was more room and an attractive lecture course.

The thanks of the librarian are extended for the cordial support of the many interested in the success of the Branch.

Respectfully submitted,

Frances Ellsworth

Branch Librarian.