



PRESIDENT'S REPORT.

Twenty-fifth annual report of the President and Board of Directors
of the Free Public Library of the City of Decatur, Illinois.

To the Honorable Mayor and City Council:

Gentlemen:

We submit the twenty-fifth annual report of the condition and
statistics for the year ending May 31, 1900.

The statistics herewith appended show the number of books in the
Library to be 18333 volumes. The Librarian's report enumerates in de-
tail the work accomplished, all of which has entailed much labor for
carrying on the work to the interest of its patrons.

We would ask a careful consideration of the detailed report
which will convince you that nothing has been neglected that would
advance the best interest of the Library, and that would contribute to
the convenience and demands of the reading public.

It is a matter of great satisfaction to the Board that the in-
creased interest in the Library continues and that their efforts meet
with the approval of the patrons of the Library, not only of our own
City, but the very frequent visitors from other places.

The growth and prosperity of the Library establishes the fact that
it is one of the most important and popular institutions in the City
and its influence in promoting the education of the citizens, especially
the young.

With the increased appropriation that your Honorable body has so
generously given for the coming year, we feel we will be able to further
contribute to the demands of the reading public by supplying a greater
number of books.

The question of a Public Library building, is one that is being much
agitated, and the sentiment is very pronounced that steps should be tak-
en at an early day to provide under the law the necessary amount for
such a building. It is evident that it is an improvement that will meet
with the hearty endorsement of our citizens.

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PRESIDENT'S REPORT.

We appreciate the very efficient services rendered by the Librarian, Assistant Librarian, and all employes, and the public approval of the courteous and impartial attention shown visitors.

We would respectfully ask that the appropriation now made be set aside to the credit of the Library Board, to be used by them, separate and apart from other city matters. This we feel you will find to be the intention of the law.

For another year we would make an urgent request that so much of the two mill tax as provided by law under section 1 of the law under which the Library is established, be levied, as will be necessary to provide not less than six thousand dollars. It is contemplated in Section 1 of the law that the Library tax shall not be included in the aggregate amount of taxes as limited by section 1 of article 8, of "An act for the incorporation of cities and villages."

We trust this matter will have your earnest and careful attention, feeling assured that your granting our request will meet with the unanimous approval of the citizens of Decatur.

It will be very gratifying and encouraging to the Board and Librarian to have your Honor and the members of the Council to make occasional visits to the Library and see the work that is being done in promoting the interest of the Library, in which you are all interested.

Respectfully submitted:

LIBRARIAN'S REPORT.

To the Board of Directors of the Decatur Free Public Library:

Herewith is submitted the 25th annual report, showing the work of the library for the year ending May 31, 1900.

From our records we find that there has been a steady growth in all departments of the library.

In the 306 days during which the library was open the past year, there were used 96,385 books for home use. This is a gain over last year of 3,096 volumes.

The largest circulation of any one day was 837 volumes, March 17, 1900, which was an increase of 39 over last year's largest day.

The use of the Reference department by the literary clubs and students has been greater than any previous year. The reference librarian secures as early as possible the programs for the coming year of the various clubs, and prepares reference lists on the subjects in advance; in the same way lists are prepared for school work. These lists are typewritten and posted where they can be referred to easily.

During the past year there were 947 new books added to the library, and 180 books were replaced which had been worn out. Of the new books added 135 were gifts, the most valuable of which is a complete file of the Decatur Republican, from the first issue 1869, 51 volumes in all.

Among the new books purchased, the following are of special interest: Encyclopaedia, 7v., Bailey-Cyclopaedia of American horticulture, v. 1; Bateman & Selby-Historical encyclopaedia of Illinois; and the Index guide to Warner's Library of the world's best literature.

As far as our means would permit, we have endeavored to keep the library supplied with the most popular and important publications of the day, and also to get certain books recommended by patrons.

On Nov. 1, 1899 the first instalment of the public card catalogue was put out for use. This is being added to daily, having now six cabinets containing the cards, besides the one for the children. Author and title cards have been made for 12,400 books; subjects will be made later.

LIBRARIAN'S REPORT.

The catalogue is of the greatest service, being the key to the contents of the library, and is in constant use by the staff.

It is being used more and more by the library patrons, as they recognize the help it gives them in finding what they want, and as they become familiar with the manner of using it.

During the year, 1695 pamphlets were classified by the Dewey decimal system and placed in cases in the Reference department, and may now be consulted as easily as any book.

The greatest need of the library now is a separate room for the children, both because more space will shortly be needed in the main room and also because much better service could be given by separating the children and the adult patrons, which would result in a more satisfactory arrangement for both.

A children's room is now considered one of the necessary features of a well-equipped modern library, with an attendant who understands the special needs of the children, and can give her entire attention to them. In this way much can be done by individual guidance in helping the children in their selection of books, which will add to the educational value of the library. A children's room would also relieve the main room of the younger and noisier children, which would result in better accommodations for others.

If it is not possible to obtain the adjoining room, I would recommend that we at least prepare a corner of the main room for this purpose, having the shelving arranged for free access by the children.

The new cases for books in the Director's room and the workroom have solved the problem, for the time at least, of the overcrowded shelves.

The case for new books which was placed out on the counter where the books can be examined by the borrowers, has proved popular, and also saves attendants much time in showing the books. The chief difficulty in the case is that children in this way get hold of books unsuited, or too difficult for them. This would be avoided by a special room for them.

LIBRARIAN'S REPORT.

The Sunday opening has been successful on the whole, 2643 people have visited the library during the 35 Sundays the library was open. The city came to read the papers and magazines; some to do reference

It has been a move in the right direction, and I hope the Sunday opening next year will be taken advantage of to a greater extent by those who are unable to use the library week days. We find that eight months of the year is quite long enough to keep it open, for as the weather grows warmer, the people care more to be out of doors, and the attendance grows smaller.

The library was represented at the meeting of the Illinois state library association at East St. Louis, Feb. 21-22, by the librarian.

There has been no change in the staff during the year. Three girls have taken the examination for admission to the library as assistants, and have given the six weeks apprentice work required, and of these will be given a place should a vacancy occur, or there be need of an extra assistant.

Acknowledgments are due all donors to the library and to the Daily papers for publishing notices and book lists.

To you, the Board of Directors, we are especially indebted for your moral support in the detail workings of the library, and your cooperation in all plans which make for the broadest usefulness of the library.

Respectfully submitted,

Alice G. Evans.

Librarian.

Library.

May 31, 1900.

Contents of library.

June 1, 1899-books on hand-----17,500

Additions:

| | |
|-------------------|-----|
| By purchase (new) | 703 |
| " " (renewals) | 180 |
| " donation | 135 |
| " magazines bound | 109 |

Total added-----1127

Losses:

| | |
|------------------------------|-----|
| Worn out | 272 |
| Lost and paid for | 9 |
| Unaccounted for in inventory | 8 |

Total lost-----289

June 1, 1900-books on hand-----18,338

Circulating department.

Registration.

Number of cards issued during the year-----1313

Total number of cards in force-----5706

Circulation.

Whole number of books loaned during the year-----96,385

Largest " " " in one month -----10,825

Smallest " " " " " " -----6,287

Largest " " " " " day-----337

Smallest " " " " " " -----65

Average " " " monthly-----8032

" " " " daily-----314

Circulation according to classification.

| | | | |
|-----------------|-----|--------------------------|--------|
| General works | 608 | Fine arts | 952 |
| Philosophy | 430 | Literature | 2990 |
| Religion | 537 | Travel | 1472 |
| Sociology | 551 | Biography | 1164 |
| Philology | 33 | History | 1163 |
| Natural Science | 937 | Fiction | 50,205 |
| Useful arts | 558 | Single Nos. magazines | 1920 |
| | | Juvenile | 32,715 |

Total-----26,385

Percentage of circulation.

| | |
|------------------------------|-----|
| Literary and Scientific----- | 13% |
| Fiction----- | 52% |
| Juvenile----- | 33% |

Binding and Repair.

| | |
|----------------------------|------|
| Books newly bound----- | 112 |
| " re-bound----- | 561 |
| " repaired in library----- | 3551 |

Reading and Reference room.

| | |
|--|---------|
| Whole number visitors to Reading-room during year----- | 128,658 |
| Largest number visitors to " in one month----- | 13,531 |
| Smallest number visitors to " " " "----- | 8,432 |
| Largest number visitors to " in one day----- | 1032 |
| Smallest number visitors to " " " "----- | 301 |
| Average number visitors to " monthly----- | 10,721 |
| Average number visitors to " daily----- | 420 |
| Total number visitors to Reading-room and library----- | 225,043 |

Donations.

Donor.

Number of volumes.

| | |
|-------------------------------|----|
| American Union League Society | 1 |
| American Surgical Association | 1 |
| Brookway | 1 |
| Columbia University | 2 |
| Constant | 1 |
| atur Republican Co. | 51 |
| Dempsey | 1 |
| Guyton | 2 |
| ward University | 1 |
| J. G. Harvey | 1 |
| ghton, Mifflin & Co. | 1 |
| inois State Gov't. | 16 |
| rary Bureau | 1 |
| State Library | 1 |
| alm Public " | 1 |
| rs. E. Schneider | 1 |
| ank Shull | 1 |
| Spalding | 2 |
| Thompson | 1 |
| le Mfg. Co. | 1 |
| S. Gov't. | 44 |
| iversity of California | 1 |
| erry Wood | 2 |

Total-

135

PERIODICALS.

1899-
1900
254

The Reading-room is supplied with 133 periodicals which are always accessible to the public; 88 of these are purchased and 45 donated.

They are divided as follows:

Dailies-7 Weeklies-46 Fortnightlies-3 Monthlies-73 Quarterlies-4

Dailies.

Chicago Times-Herald.

St. Louis Globe-Democrat.

" Tribune.

" Republic.

Weeklies.

American Field.

New York Times. (Sat. review.)

Electrical World.

Orange Judd Farmer.

Great Round World.

Outlook.

Harper's Bazar.

Public Opinion.

" Weekly. (2 cops.)

Publisher's Weekly.

Independent.

Puck.

Journal Am. Medical Association.

Saturday Evening Post.

Leslie's Weekly. (2 cops.)

Saturday Review.

Life.

Science.

Literary Digest.

Scientific American.

London News.

" " Supplement.

Musical Courier.

Springfield (Mass.) Republican.

Nachrichten aus Deutschland.

Sunday School Times.

Nation.

Week's Current.

New York Herald.

(Sunday edition) Youth's Companion. (2 cops.)

Fortnightlies.

Dial.

Literary World.

PERIODICALS.

Monthlies.

| | |
|----------------------------------|---------------------------------------|
| Art Amateur. | Le Monde Moderne. |
| Atlantic. | Library Journal. |
| Book Buyer. | Lippincott. |
| Bookman. | Literary News. (Free with Library J.) |
| Carpentry and Building. | McClure's Magazine. |
| Century. (2 cops.) | Magazine of Art. |
| Charities Review. | Missionary Rev. of the world. |
| Chautauquan. | Munsey. |
| Contemporary Review. | Music. |
| Cosmopolitan. | New England Magazine. |
| Critic. | Nineteenth Century. |
| Cumulative Index to periodicals. | North American Review. |
| Current Literature. | Our Dumb Animals. |
| Eclectic Magazine. | Outing. |
| Education. | Overland Magazine. |
| Educational Review. | Photographic Times. |
| Engineering Magazine. | Popular Science Monthly. |
| Fortnightly Review. | " " News. |
| Forum. | Public Libraries. |
| Frank Leslie's Popular Monthly. | Review of Reviews. |
| Harper. (2 cops.) | St. Nicholas. |
| Harper's Round Table. | Scientific Am. (Architect & Builder.) |
| Kindergarten Magazine. | Scribner. |
| Ladies' Home Journal. (2 cops.) | Success. |

Quarterlies.

American Historical Review.
Current History.
Poet-Lore.
Quarterly Journal of Economics.

PERIODICALS---DONATED.

Dailies.

Decatur Herald-Despatch. (Pubs.)

Decatur Review. (Pubs.)

Congressional Record. (U.S. Gov't.)

Weeklies.

Argenta Hustler. (Publishers.)

Bethany Echo. "

Blue Mound Leader. "

Breeder's Gazette.

Christian Endeavor World. (C.E. Union.)

Decatur Labor World. (Publishers.)

Macon Record. "

Moultrie County News. "

Patent Office Gazette. (U.S. Gov't.)

Stonington Star. (Publishers.)

Sullivan Democrat. "

Union Signal. (W. C. T. U.)

Volksblatt Rundschau.

Warrensburg Enterprise. (Publishers.)

" Times. "

Medical Magazines.

Albany Medical Annals.

Brooklyn Medical Journal.

Medical and Surgical Monitor.

Medical Index-Lancet.

Medical Dial.

Philadelphia Medical Journal.

PERIODICALS-DONATED.

Fortnightlies.

College Rambler. (Illinois College.)

Monthlies.

Art Interchange. (Mrs. Stanton)

Baptist Home Mission Monthly. (Baptists)

" Missionary Magazine.

Book Reviews. (Publishers.)

Church Building Quarterly. (Congregationalists.)

Cook's Excursionist. (Publisher's)

Elliott's Magazine.

Hartford Bulletin.

Illinois Climate and Crop service. (Ill. State Gov't.)

Jersey City Library Record.

Missionary Intelligencer.

" Record.

" Tidings.

Omaha Public Library Bulletin.

Paradise of the Pacific.

Peoria Public Library Bulletin.

Saint Andrew's Cross.

Salem Bulletin.

Signet.

Woman's Missionary Friend.

SECRETARY'S REPORT.

To the Honorable Mayor and City Council:

Gentlemen:

I herewith respectfully submit the following report of the financial condition of the Public Library for the year ending May 31, 1900.

Receipts.

| | |
|--------------------------------|-----------|
| Balance on hand June 1899----- | \$1063.09 |
| Library Tax-Aug.----- | 1000.00 |
| " " Nov.----- | 1000.00 |
| " " Jan.----- | 1000.00 |
| Fines collected----- | 226.80 |
| Non-resident cards----- | 27.25 |
| Lost and damaged books----- | 10.87 |
| Catalogs sold----- | 2.25 |
| Over-draft May 31, 1900----- | 1168.47 |
| Total----- | \$5498.73 |

Expenditures.

| | |
|--|-----------|
| Salaries----- | \$2658.25 |
| Books----- | 956.81 |
| Furniture----- | 129.00 |
| Insurance----- | 200.30 |
| Periodicals----- | 227.48 |
| Binding----- | 437.40 |
| Rent and heating----- | 465.00 |
| Cleaning----- | 34.80 |
| Ice----- | 10.50 |
| Membership fees A. L. A. and Med. So.----- | 10.00 |
| Librarian's expenses to State Ass.----- | 11.39 |
| Lights----- | 173.27 |
| Printing----- | 108.14 |
| Incidentals----- | 76.39 |
| Total----- | \$5498.73 |

State of Illinois,

County of Macon.

I, Mary W. Barnes, Secretary of the Board of Directors
of the Free Public Library of Decatur, Illinois, do solemnly swear that
the foregoing statement of the condition and statistics of the Library
is true to the best of my knowledge and belief.

Secretary, Library Board.

Subscribed and sworn to before me, a Notary Public, this _____
of June, A. D. 1900.

PRESIDENT'S REPORT.

Twenty-sixth annual report of the President and Board of Directors
of the Free Public Library of the City of Decatur, Illinois.

To the Honorable Mayor and City Council:

Gentlemen:

We submit the twenty-sixth annual report of the condition
and statistics for the year ending May 31, 1901.

The statistics herewith appended show the number of books in
the Library to be 19,184 volumes. The Librarian's report enu-
merates in detail the work accomplished. A careful consideration
of the Librarian's report will fully satisfy you that nothing has
been left undone to advance the least interest of the Library, and
to meet the demands of the patrons of the Library.

The interest in the Library still continues, and its importance
as an educational institution in the city has become an established
fact, as its influence is so far reaching that its power for good
reaches every home in the city.

The matter of a new library building, which the Board has been
desiring for many years, has been realized by the magnificent gift
of Andrew Carnegie of \$60,000. Mr. Carnegie's conditions have
been met by the City Council, and his approval has been received
authorizing the Library Board to make requisition on him for money
needed, up to the amount of his gift.

The Library Board will adopt plans at an early day as possi-
ble, and hope to have the building enclosed before next winter,
and before our next report to have the building completed and occu-
pied.

We recognize the efficient services rendered by the Librarian,
Assistant Librarian, and all of the employes.

We would respectfully ask that the two mill tax promised by
ordinance be levied for the maintenance of the Library for the en-
suing year.

PRESIDENT'S REPORT.

It will be extremely gratifying and encouraging to the Board, the Librarian, and all of the assistants to have your Honor, and the members of this Council visit the Library at your pleasure and inspect the work that is being done in advancing the interests of the Library, and the City in which you are all directly interested.

Respectfully submitted,

President.

Secretary.

SECRETARY'S REPORT.

To the Honorable Mayor and City Council:

I herewith respectfully submit the following report of the
social condition of the Public Library for the year ending May 31, 1901.

Receipts.

| | |
|------------------------------------|---------------|
| From Appropriation | \$6,000.00 |
| " Credit on City Treasurer's Books | 41.73 |
| " Fines | 216.67 |
| " Non-resident cards | 41.75 |
| " Lost books | 10.00 |
| " Reserve postals | 16.06 |
| " Overdraft May 31, 1901 | <u>441.33</u> |
| Total ----- | \$6,767.54 |

Expenditures.

| | |
|--|-------------|
| Overdraft May 31, 1900 | \$1,163.47 |
| Salaries | 2,699.25 |
| Books | 822.26 |
| Furniture | 278.99 |
| Insurance | 227.05 |
| Incidentals | 70.50 |
| Periodicals | 231.15 |
| Printing | 72.32 |
| Binding | 339.75 |
| Rent and Heating | 465.00 |
| Lights | 165.55 |
| Ice | 12.47 |
| Expenses of Committee to New York | 148.65 |
| Librarian's expenses to Ass'n meetings | 73.63 |
| Membership A. L. A. | <u>5.00</u> |
| Total ----- | \$6,767.54 |

State of Illinois,

County of Macon.

I, Mary W. Barnes, Secretary of the Board
Directors of the Free Public Library of Decatur, Illinois, do
solemnly swear that the foregoing statement of the condition and
statistics of the Library is true to the best of my knowledge and
belief.

Secretary, Library Board.

Subscribed and sworn to before me, a Notary Public, this _____
day of June, A.D. 1901.

1900-01

LIBRARIAN'S REPORT.

To the Board of Directors of the Free Public Library:

Herewith is submitted the 26th annual report, showing the work of the library for the year ending May 31, 1901.

CIRCULATING DEPARTMENT.

The statistics show that there has been a decrease in the number of books circulated. There does not seem to be any good reason for this, unless it is that not so many new books were purchased as the previous year, it being necessary to curtail expenditures, in this as well as other departments, in order to make up the overdraft.

In the 305 days during which the library was open the past year there were issued 91,389 books for home use.

The largest circulation for any one day was 790 volumes, February 1, which is less than the largest day last year, but the work has been more evenly divided.

The plan of using a reserve postal card, by means of which a patron is notified that a book is held for him, was inaugurated last year, and it has proved to be popular and satisfactory. By this plan the anxious inquirer can be sure of getting the book wished, in a reasonable length of time.

Among the most popular new books are the following, which are listed in the order of their popularity:

- | | |
|----------------------------------|----------------------------|
| Thompson- | Alice of old Vincennes. |
| Johnston- | To have and to hold. |
| Bachelor- | Eben Holden. |
| Ward- | Eleanor. |
| Allen- | Reign of law. |
| Cholmondeley- | Red pottage. |
| Crawford- | In the palace of the king. |
| Elizabeth and her German garden. | |
| Thompson- | Wild animals I have known. |

LIBRARIAN'S REPORT.

Some older books having a large circulation are:

- | | |
|--------------|--------------------------------|
| Allen- | Choir invisible. |
| Caine- | The Christian. |
| Major- | When knighthood was in flower. |
| Parker- | Seats of the mighty. |
| Sienkiewicz- | Quo vadis. |
| Westcott- | David Harum. |

Accessions.

Among the new books purchased, the following are of special interest:

- | | | |
|--|-----------------------------------|------|
| Allen- | Life of Phillips Brooks. | 2v. |
| Chicago Record- | Home study circle library. | 15v. |
| Churchill- | River war. | 2v. |
| Mabie- | William Shakespeare. | |
| Prior- | History of Gothic art in England. | |
| United States Catalog; books in print, 1899. | | |

We hope the coming year to build up many of the weaker classes of the library as, Natural science, Useful and Fine arts; to add certain valuable and necessary works of reference; and to duplicate extensively the very best books; in short to balance the number of books in the different classes better, and to more nearly supply people with just what they want.

Gifts.

Since the last annual report, Dr. W. J. Chenoweth presented the library with his valuable medical library of about 400 volumes. These are not yet accessioned, so will be counted in with next year's books.

From Mrs. Grimes, the library has received 16 bound volumes of Eclectic magazine, and several unbound volumes of Life.

LIBRARIAN'S REPORT.

Gifts.

Mr. Charles Sidney Smith donated the library 34 books, some of being duplicates of popular or standard works already on the shelves.

Reference Department.

The work in the reference department is steadily growing, and most of the time of one person to attend to it properly.

In connection with this work many picture bulletins and lists have been made, some of them very artistic and useful.

The work with the various clubs of the city for the past year has been as extensive as ever. In order to be better prepared to serve the clubs, in any new line of study they may take up in the coming year, we have asked them for their programs, as early as possible, so that we may add any necessary books when purchasing through the year.

The work with the schools has been along the same lines as previous years, in reserving books for classes, making lists for school use, and general reference work. We hope with the coming year to do more and better work with the schools, both in duplicating books necessary for the use of whole classes, and in more direct communication with the teachers, as to their needs in particular lines of work.

Cataloguing Department.

The work on the card catalogue is progressing, and we hope to have it completed by November.

As a great deal of analytical work has been done for works of a composite nature, as collective biography and miscellaneous essays, some of which have seemed to drag at times. But by bringing out in this department parts of books, much material is brought to light that could not be known from the author, subject, or title of the book as a whole. For example Youmans- "Pioneers of science" contains the lives of scientists, and for each one of these a biography card is written.

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It can be seen that the work on this one book is almost as great as four separate books. Other examples might be cited such as a set of books known as "Little classics" edited by Johnson, for over 200 cards were made for the 13 volumes, bringing out authors and titles, in all cases, and subjects in many; another set of books requiring much work was the "Library of historic characters and famous men" edited by Spofford and others, - 330 cards were made for the volumes.

It is not just the writing of the cards that takes the time, as also the preliminary work of looking up the full and exact names, the dates of birth and death, in case of a biography card; or the going on the various subject headings to be used for a collection of essays.

Then the filing of a large number of cards of the various kinds: author, subject, and title, in one alphabet according to the plan of a dictionary catalogue, takes much time and is not as easy work as would be at the first thought. There are many rules and exceptions governing the filing, in order to make the cards findable according to a uniform system. For if the card is wrongly filed, the book is not presented and therefore not supposed to be in the library.

As soon as the card catalogue is finished, we hope to print a finding list, as this is much needed for home use.

Sunday Opening.

The second year of the Sunday opening has been as successful as the previous one; 2,727 people visited the library on the 34 Sundays it was open; of these 1,551 were men, 624 women, and 552 children. The greatest number on any one Sunday was 153.

The order on Sunday has been good. Most visitors came to read magazines and Sunday papers; some to do reference work and others to borrow books from the circulating department.

LIBRARIAN'S REPORT.

The total number of books used from this department was 536, these being fiction and 397 of other classes.

Library meetings.

The library was represented at the A. L. A. meeting at Montreal by your librarian, who also attended the meeting of the Illinois Library Association at Lincoln, February 21-23, at which time she in the program to present the A. L. A. meeting to be held at Waukesha, all to attend.

Staff.

The library staff has changed somewhat in the past year. Miss was granted a leave of absence in order to attend the University Illinois. She will return to us in June. Her place was filled the time by Miss Bixby, of the Library school of the University Illinois. Miss Ada Lindsay took the entrance examination for admission the library, and did the required apprentice work for six weeks. succeeded Miss Moore, who resigned as the regular Saturday assistant, working three nights a week, in this way giving each of the regular one more night off each week.

With the approval of the Board, two members of the staff will each wanted a month's leave of absence, this in addition to the two weeks tion, will give them six weeks to pursue a course in library work.

Miss Abel, through the kindness of Mr. Brett, librarian of the land Public Library, will be apprenticed in the Children's room of library, from the middle of August to the last of September. She to gain much experience in practical work with children, as car- on in a large and progressive library.

Miss Wayne will leave June 17, to enter the Summer library school Iowa City, Iowa, which is to be in charge of Miss Tyler. This covers, in a condensed way, all the work taken up at a regular school, and is intended for those already engaged in library

LIBRARIAN'S REPORT.

we feel that the time spent by both Miss Abel and Miss Wayne in furtherance of their knowledge of library work will be of the greatest value to our library.

We wish to thank the members of the Board for their support and encouragement, also to commend the staff for faithful and efficient

with the prospect before us, of a new library building, made possible through the generosity of Mr. Carnegie, we feel we can enter upon the duties of the next year with renewed zeal, in that we may plan for expansion in many ways never before possible.

Respectfully submitted,

Alice G. Evans,

Librarian.

LIBRARIAN'S REPORT.

APPENDIX.

Contents of library.

1,1900- books on hand ----- 18,338

additions:

By purchase (new) ----- 574
 " " (renewals) ----- 168
 " donation ----- 128
 " magazines bound ----- 93
 " books missing May 31,1900-found during year -- 5
 Total added ----- 968

Losses:

Worn out ----- 105
 Lost and paid for ----- 14
 Unaccounted for in inventory ----- 3
 Total loss ----- 122

1,1901- books on hand ----- 19,184

Accessions according to Classification.

| | No. Vols. in Lib'y May 31, 1900 | Added during year | Worn out and with- drawn | No. Vols. in Lib'y May 31, 1901 | Per cent |
|----------------|---------------------------------------|-------------------------|--------------------------------|---------------------------------------|-------------|
| al works ----- | 1568 | 101 | 1 | 1668 | 3.69 |
| sophy ----- | 275 | 9 | | 284 | 1.47 |
| gion ----- | 680 | 12 | | 692 | 3.60 |
| ology ----- | 1286 | 55 | 1 | 1340 | 6.98 |
| ology ----- | 60 | 2 | | 62 | .32 |
| al science --- | 329 | 43 | | 372 | 4.54 |
| al arts ----- | 720 | 38 | | 758 | 3.95 |
| arts ----- | 582 | 22 | | 604 | 3.15 |
| ature ----- | 1986 | 92 | 5 | 2073 | 10.80 |
| el ----- | 1152 | 42 | 3 | 1191 | 6.20 |
| raphy ----- | 1468 | 26 | | 1494 | 7.73 |
| ry ----- | 1381 | 72 | 1 | 1452 | 7.57 |
| tion ----- | 6351 | 454 | 111 | 6694 | 34.89 |
| Total ----- | 18338 | 968 | 122 | 19184 | |

These are divided as follows:

Circulating books ----- 12363
 Juvenile ----- 3161
 Reference books ----- 872
 Bound Periodicals ----- 1715
 Public documents ----- 1073
 Total ----- 19184

| | June | July | Aug. | Sept. | Oct. | Nov. | Dec. | Jan. | Feb. | Mar. | Apr. | May. | Totals | Per cent |
|---------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|--------------|----------|
| General works ----- | 20 | 17 | 21 | 27 | 29 | 39 | 37 | 30 | 36 | 36 | 33 | 35 | 360 | .39 |
| Philosophy ----- | 37 | 32 | 44 | 40 | 47 | 46 | 37 | 43 | 45 | 34 | 38 | 16 | 459 | .50 |
| Religion ----- | 66 | 37 | 27 | 38 | 48 | 41 | 52 | 51 | 48 | 58 | 43 | 55 | 564 | .61 |
| Sociology ----- | 52 | 41 | 49 | 47 | 48 | 40 | 54 | 53 | 57 | 50 | 41 | 41 | 573 | .62 |
| Philology ----- | 8 | 5 | 3 | | 2 | 1 | 1 | | 1 | 5 | 2 | | 28 | .03 |
| Natural science --- | 59 | 52 | 71 | 77 | 59 | 60 | 63 | 68 | 68 | 91 | 83 | 63 | 814 | .89 |
| Useful arts ----- | 31 | 36 | 33 | 34 | 53 | 53 | 49 | 54 | 44 | 52 | 57 | 32 | 528 | .57 |
| Fine arts ----- | 56 | 54 | 71 | 63 | 89 | 91 | 76 | 97 | 75 | 77 | 71 | 48 | 873 | .95 |
| Literature ----- | 162 | 152 | 168 | 205 | 232 | 248 | 285 | 309 | 291 | 328 | 280 | 254 | 2914 | 3.18 |
| Travel ----- | 109 | 97 | 117 | 84 | 112 | 102 | 94 | 121 | 116 | 117 | 96 | 74 | 1239 | 1.35 |
| Biography ----- | 83 | 54 | 57 | 64 | 72 | 81 | 88 | 132 | 123 | 126 | 106 | 55 | 1041 | 1.13 |
| History ----- | 84 | 80 | 109 | 92 | 86 | 105 | 99 | 176 | 178 | 152 | 113 | 76 | 1350 | 1.47 |
| Fiction ----- | 4091 | 3573 | 3483 | 3325 | 3305 | 3622 | 3566 | 4200 | 3831 | 4352 | 4000 | 3356 | 44704 | 48.91 |
| Magazines ----- | 181 | 150 | 137 | 116 | 123 | 182 | 235 | 248 | 174 | 199 | 161 | 151 | 2057 | 2.25 |
| Juvenile ----- | 3044 | 2702 | 2795 | 1920 | 2105 | 2824 | 3374 | 3365 | 2975 | 3591 | 3062 | 2128 | 33885 | 37.07 |
| Total ----- | 8083 | 7082 | 7185 | 6137 | 6410 | 7535 | 8110 | 8947 | 8062 | 9268 | 8186 | 6384 | 91389 | |
| Days open ----- | 27 | 25 | 27 | 24 | 27 | 25 | 25 | 26 | 22 | 26 | 26 | 25 | 305 | |
| Daily average ----- | 299 | 283 | 266 | 256 | 237 | 301 | 324 | 344 | 366 | 356 | 315 | 255 | 300 | |
| Largest day ----- | 580 | 564 | 477 | 554 | 596 | 539 | 634 | 643 | 790 | 698 | 695 | 520 | | |
| Smallest day ----- | 165 | 202 | 182 | 163 | 108 | 160 | 194 | 129 | 215 | 190 | 194 | 150 | | |

LIBRARIAN'S REPORT.

APPENDIX.

Circulating Department.

Registration.

| | | |
|--|-------|------|
| Number of cards issued during the year | ----- | 1390 |
| Total number of cards in force | ----- | 4984 |

Binding and Repair.

| | | |
|-----------------------|-------|------|
| Books newly bound | ----- | 122 |
| " re-bound | ----- | 567 |
| " repaired in library | ----- | 4033 |

Reading and Reference room.

| | | |
|---|-------|--------|
| Total number visitors to Reading-room | ----- | 125123 |
| Largest " " " " in one month | ----- | 12832 |
| Smallest " " " " " " " | ----- | 9322 |
| Largest " " " " " " day | ----- | 948 |
| Smallest " " " " " " " | ----- | 130 |
| Average " " " " monthly | ----- | 10427 |
| Average " " " " daily | ----- | 410 |
| Total number visitors to Reading-room and library | ----- | 216765 |

Gifts.

| | | |
|----------------------------------|-------|---|
| American Surgical Association | ----- | 1 |
| Alch, E.L. | ----- | 2 |
| Anderson, Mrs. I. | ----- | 1 |
| Brown, I. E. | ----- | 1 |
| Burnett, Joseph | ----- | 1 |
| Chen, N.H. | ----- | 1 |
| Columbia University | ----- | 1 |
| Commission Gen. Paris Exposition | ----- | 2 |
| Decorative City Council | ----- | 1 |
| Deer, Mrs. Geo. | ----- | 2 |
| Feld, Marshall | ----- | 2 |

PERIODICALS.

The Reading-room is supplied with 150 periodicals which are always available to the public; 94 of these are purchased and 56 donated.

They are divided as follows:

Weeklies-47 Fortnightlies-3 Monthlies-89 Quarterlies-4

Dailies.

Chicago Record-Herald.
Tribune.

St. Louis Globe-Democrat.
" Republic.

Weeklies.

American Field.
Literary World.
The Round World.
The Bazar.

Orange Judd Farmer.
Outlook.
Public Opinion.
Publisher's Weekly.
Puck.
Saturday Evening Post.
Saturday Review. (London)
Saturday Review. (New York)
Science.
Scientific American.
" " Supplement.
Springfield (Mass.) Republican.
Sunday School Times.
Week's Current.

Weekly. (2 cops.)
Independent.
The Am. Medical Association.
The Weekly. (2 cops.)
Literary Digest.
The News.
The Courier.
Nachrichten aus Deutschland.
The New York Herald. (Sunday edition)

Youth's Companion.

Fortnightlies.

Dial.

PERIODICALS.

Monthlies.

can Monthly.

ateur.

ic.

wer.

an.

eller.

entry and Building.

er's Magazine.

ry. (2 cops.)

ties Review.

auquan.

emporary Review.

opolitan.

ic.

lative Book Index.

lative Index to periodicals.

ent History.

ent Literature.

ctic Magazine.

cation.

ational Review.

neering Magazine.

ightly Review.

um.

ck Leslie's Popular Monthly.

er. (2 cops.)

ergarten Magazine.

ies' Home Journal. (2 cops.)

ican Historical Review.

Quarterly Journal of Economics.

Le Monde Moderne.

Library Journal.

Lippincott.

Literary World.

McClure's Magazine.

Magazine of Art.

Mind.

Missionary Rev. of the world.

Modern Culture.

Munsey.

Music.

New England Magazine.

Nineteenth Century.

North American Review.

Our Dumb Animals.

Outing.

Overland.

Perry Magazine.

Photographic Times.

Popular Science Monthly.

Popular Science News.

Public Libraries.

Review of Reviews.

St Nicholas.

Scientific Am. (Architect & Builder.)

Scribner.

Success.

World's Work.

Quarterlies.

Poet-Lore.

PERIODICALS --- DONATED.

Dailies.

Professional Record. (U.S.Gov't.)
Decatur herald-Despatch. (Pubs.)
Decatur Review. (Pubs.)

Weeklies.

American National Journal.
Argenta Hustler. (Publishers.)
Bethany Echo. "
Blue Mound Leader. "
Breeder's Gazette.
Christian Endeavor World. (C.E.Union.)
Concert Goer. (Musical Culture Club.)
Decatur Labor World. (Publishers.)
Macon Record. "
Moultrie County News. "
Patent Office Gazette. (U.S.Gov't.)
Stonington Star. (Publishers.)
Sullivan Democrat. "
Union Signal. (N. C. T. U.)
Volksblatt Rundschau.
Warrensburg Times. (Publishers.)

Medical Magazines.

Albany Medical Annals.
Brooklyn Medical Journal.
Cleveland Medical Journal.
Journal of Surgical Technology.
Medical and Surgical Monitor.
Medical Dial.
Medical Index-Lancet.
Philadelphia Medical Journal.
St. Paul Medical Journal.

PERIODICALS --- DONATED.

Fortnightlies.

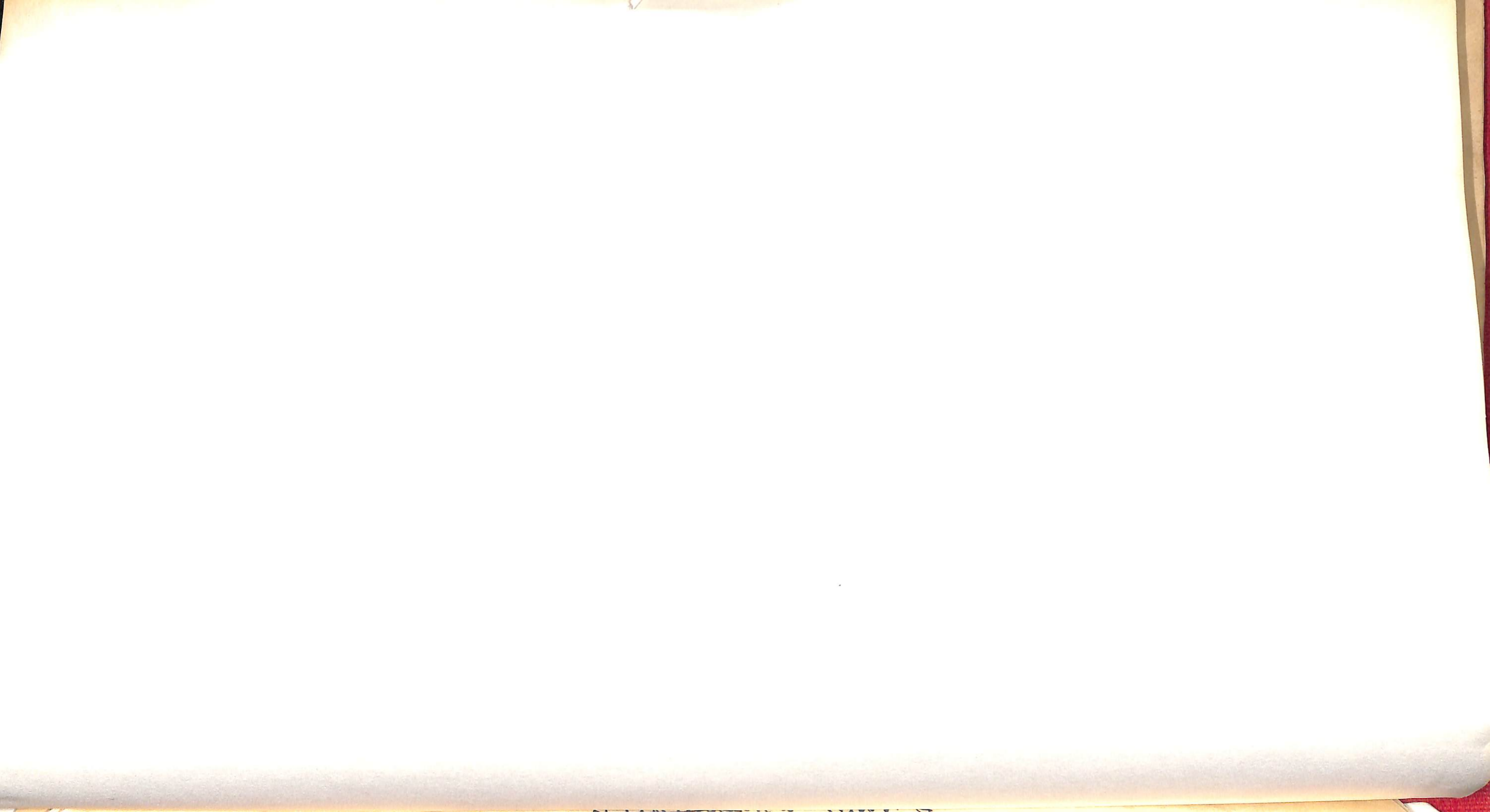
College Rambler. (Illinois College.)
University of Illinois. Bulletin. (Univ. of Ill.)

Monthlies.

Assembly Herald. (Mrs. A. T. Hill.)
Baptist Home Mission Monthly. (Baptists.)
" Missionary Magazine. "
Book Reviews. (Publishers,)
Christian Science Journal. (First Church of Christ
Scientist.)
Cook's Excursionist. (Publishers.)
Home Mission Monthly. (Mrs. Lytle.)
Illinois Climate and Crop service. (Ill. State Gov't.)
Johns Hopkins Univ. Circulars. (Johns Hopkins Univ.)
L.A.W. Magazine.
Land of Sunshine.
Literary News. (Publishers.)
Missionary Record.
Missionary Tidings.
Musical Record & Review. (Musical Culture Club.)
Omaha Public Library Bulletin.
Paradise of the Pacific.
Saint Andrew's Cross.
Salem Bulletin.
Salvation.
Social Crusader.
Star Monthly.
Sunset.
Traveler's Record.

Quarterlies.

Church Building Quarterly.
Iowa Masonic Library Bulletin.



PRESIDENT'S REPORT.

Twenty-seventh annual report of the President and Board of Directors
of the Free Public Library of the City of Decatur, Illinois.

To the Honorable Mayor and City Council:

Gentlemen:

We submit the twenty-seventh annual report of the condition and
statistics for the year ending May 31, 1902.

The statistics herewith appended show the number of books in the
library to be 20,154 volumes. The Librarian's report gives all facts
in detail. A consideration of this report will satisfy you that nothing
has been left undone to advance the interest of the library and meet
the requirements of the patrons. The public interest continues and
the importance of the library as a means of education is ^{well} established. Its
influence and power can not be overestimated.

The new library building is now a settled matter through the munifi-
cent gift of Andrew Carnegie, of \$60,000. The lot for the Library was
selected after a most careful and deliberate consideration, and we are
confident that the location meets the approval of the citizens. The
Board appreciates your approval of their decision, your action in levying
an annual tax to meet the bonds issued.

At a meeting of the library board June 27, 1901, Mauran, Russell & Gar-
field of St. Louis were selected as the architects for the new library build-
ing. On August 6, at a special meeting the floor plans were decided upon.
Bids for erecting the building were opened November 19, and it was found
that all were above the amount in the hands of the Board for the purpose.
On Nov. 24, all bids were rejected and more bids advertised for. This
open competition resulted in the contract being let to V. Jobst & Sons,
Decatur, Ill., on January 31, 1902, for \$49,000, heating, lighting, furnishing
stacks not included.

The selection of architects and adoption of plans submitted, the Board
feels have been eminently wise, and we feel after a most careful investiga-
tion and visitation of other libraries, we will have one of the finest
libraries in the West, built for convenience and economical administration,

PRESIDENT'S REPORT.

well as for beauty and style of architecture, for the amount to be expended. As a Board we feel extremely proud.

The building was commenced by appropriate ceremonies, March 27, 1902, which your honorable body attended. The work has progressed very satisfactorily and we hope before cold weather to be in our new building. We would respectfully ask that the two mill tax provided by ordinance levied for maintenance of library for ensuing year, assuring you the same shall be judiciously expended to the best interest of the tax-payers. We cordially invite your Honor and members of the Council to visit the Library frequently and inspect the work being done, in the interest of the tax-payers,

Respectfully submitted,

President.

Secretary.

SECRETARY'S REPORT.

To the Honorable Mayor and City Council:

I herewith respectfully submit the following report of the financial condition of the Public Library for the year ending May 31, 1902.

Receipts.

| | |
|--------------------------|-------------------------|
| Appropriation | \$6,494.69 |
| Fines | 185.46 |
| Non-resident cards | 38.75 |
| Lost and damaged books | 9.71 |
| Reserve postals | 11.46 |
| Deposit card | .20 |
| Plans and Specifications | 16.60 |
| Rebate on insurance | 1.70 |
| Overdraft May 31, 1902 | 10.21 |
| Total | <u>-----</u> \$6,768.78 |

Expenditures.

| | |
|--|-------------------------|
| Overdraft May 31, 1901 | \$ 441.33 |
| Salaries | 2,701.10 |
| Books | 1,246.85 ✓ |
| Furniture | 118.18 |
| Supplies and printing | 114.18 |
| Binding | 579.90 |
| Insurance | 274.55 |
| Periodicals | 261.35 |
| Lights | 237.33 |
| Librarian's expenses to Ass'n meetings | 32.95 |
| Gas and heating | 515.47 |
| Accidentals | 99.08 |
| Postage | 14.71 |
| Cleaning | 12.65 |
| Membership A. L. A. | 5.00 |
| Rent of Lock Box | 2.50 |
| Expenses for new building | 111.65 |
| Total | <u>-----</u> \$6,768.78 |

SECRETARY'S REPORT.

Lot Account.

May 3, 1901

Dr.

Bonds negotiated with Millikin

National Bank for lot.

\$15,000.00

May 5, 1902

City of Decatur tax for first

Bond and interest.

3,750.00

\$18,750.00

May 3, 1901

Cr.

W. C. Outten, atty. of estate of

Mrs. A. A. Powers for lot.

\$15,000.00

May 5, 1902

Millikin National Bank, first

Bond and interest.

3,750.00

\$18,750.00

SECRETARY'S REPORT.

Library Building Fund.

Receipts.

From Andrew Carnegie \$10,000

Expenditures.

| | |
|------------------|-----------------|
| Architects | 1,225.00 |
| Moving tree | 35.00 |
| Contractors | 4,500.00 |
| Mr. W. O. McNabb | 150.00 |
| Sewer tile | 1.38 |
| Balance | <u>4,088.62</u> |

Total-----\$10,000

State of Illinois,

County of Macon.

I, Mary W. Barnes, Secretary of the Board of Directors of the Free Public Library of Decatur, Illinois, do solemnly swear that the foregoing statement of the condition and statistics of the Library is true to the best of my knowledge and belief.

Secretary, Library Board.

Subscribed and sworn to before me, a Notary Public, this _____

of June, A. D. 1902.

LIBRARIAN'S REPORT.

To the Board of Directors of the Free Public Library:

Herewith is submitted the 27th annual report, showing the work of the library for the year ending May 31, 1902.

CIRCULATING DEPARTMENT.

In the 294 days during which the library was open the past year 85,390 books were issued for home use.

The largest circulation for one day was 3753 volumes, on April 1st.

This however, was extraordinary, owing to the fact we were about to move into the Woman's Club Building, and had announced that each card holder would be allowed to take out six books on a loan, to help tide over the time we were closed, as well as to help preserve the collection. This brought forth an unprecedented crowd,

which carried away books by the arm-load and in valises, - some because they really wanted to read the books, and others from a sense of duty in helping move the library. The question of moving was

considered by the Board, and it was decided to remain where we were, so after being closed for nearly two weeks, during which time

the library was thoroughly cleaned, we opened up on May 9th. The largest circulation for any ordinary day was 698 volumes, on Nov.

1st, and the smallest day 34, which occurred on Sept. 19th, the library being closed half the day to observe the services held for

President McKinley. The smallest circulation for an entire day was 74 on Oct. 8th.

Among the most popular books of the year, as shown by the reserve postals, are the following, which are placed in the order of their popularity.

| | | | |
|-------------|-------------------------|------------|----------------------------------|
| Murchill- | Crisis. | Hegan- | Mrs. Wiggs of the cabbage patch. |
| Thompson- | Alice of Old Vincennes. | Bachelor- | D'ri and I. |
| Wetherwood- | Lazarre. | Eggleston- | Carolina cavalier. |
| Butcheon- | Graustark. | Runkle- | Helmet of Navarre. |
| Walker- | Right of Way. | Harrison- | History of Sir Richard Calmady. |
| able- | Cavalier. | | |

LIBRARIAN'S REPORT.

ACCESSIONS.

the important purchases of the year may be mentioned:

- American catalogue, 1895-1900.
- Annual American catalogue, 1900-1901.
- Bailey- Cyclopaedia of American horticulture. v.4.
- Burroughs, & others- Harriman Alaska expedition. 2v.
- Cram's atlas of the world.
- Fletcher & Bowker- A. L. A. index to general literature. Ed.2.
- Harper's encyclopaedia of United States history. 10 v.
- Holt- Rugs, oriental and occidental.
- Larned- History for ready reference. v.6.
- Moulton- Library of literary criticism. 3 v.
- Pike- Expeditions to the headwaters of the Mississippi river. 3 v.
- Sturgis- Dictionary of architecture and building.
- Universal cyclopaedia. 12 v.

REFERENCE DEPARTMENT.

This has been a busy year in the reference department. In addition to the usual assistance given enquirers, twenty-five reference lists were compiled for use of clubs or schools.

The reference librarian also has charge of the bulletin board, and has given us some interesting and artistic posters on subjects of current or perennial interest, with select reading lists attached.

The constant use of many of the circulating books by clubs and readers, at the library instead of for home use, has perhaps decreased the statistics of circulation, but has increased the work at the library. The reference statistics show that 6,260 books were used

in the room. This does not take into account the reference books which the people help themselves.

CATALOGUING DEPARTMENT.

The total number of books classified and catalogued was 1082. In addition to this work on the new books, nearly 15,000 subject cards were typewritten for some of the old books. This finishes the recataloguing with the exception of part of the public documents. For the Children's catalogue over 3000 subject cards have been made, which will be filed in with the author and title cards already in use in this catalogue, thus forming a complete dictionary

LIBRARIAN'S REPORT.

1901-
1902
2/14/02
MAY 11/

catalogue of the children's books in the library. In this catalogue, as in the main catalogue, much analytical work has been done, bringing out under subject the important parts of books, and also under title well-known and much called-for titles of stories, which come in collections.

We feel that the added usefulness of the catalogue to the children, and attendants who help the children, as well as to the teachers who use this catalogue, will more than repay for the extra time and labor in making it. The library has subscribed for the printed catalogue cards, which since January 1902, have been issued by the Library of Congress. Just as many cards as are needed may be ordered, the order usually being filled within a week or two.

Our first instalment of these cards was received in March, and 168 are now filed in the card catalogue. The purchase of these printed cards will reduce the work to some extent in the cataloguing department, and thus aid in preparing the new books more quickly for circulation.

We hope during the coming year to prepare and print a finding list of the books in the library, which we will sell at a nominal cost. It has been nine years since our last finding list was printed, and it goes without saying that this one of 1893 is quite out of date. The patrons of the library want a printed list of the books to take home with them, where they can consult it at their leisure and write a list of books wanted. This in no sense takes the place of a dictionary card catalogue, but is complementary to it, being usually arranged as a classed list, with an author index.

LIBRARIAN'S REPORT.

SUNDAY OPENING.

The third year of the Sunday opening has been very successful the order has been excellent. There were 2625 visitors to the library on the thirty Sundays it was open. Of these 1416 were men, women, and 706 children. The largest number on any one Sunday 129. We find the people mostly confine their reading to magazines and Sunday papers. Some reference work has been done and books from the circulating department used in the room. The total number of books used from this department was 420, 308 of these being used books and 112 fiction. ✓

LIBRARY MEETINGS.

The library was represented at the A. L. A. meeting at Waukesha June by the librarian and the assistant librarian. This meeting was of very great help in many ways. ✓

STAFF.

Since the last annual meeting two changes have occurred in the staff. Miss Hawes has returned to us after a year's study at the University of Illinois, and again has charge of the reference work, Miss Harry has taken the place of Saturday and evening assistant, succeeding Miss Lindsay, who is attending the University of Illinois. Other members of the staff have had the benefit of a six weeks' course in library training during the past year. Miss Abel was apprenticed in the Children's room in the Cleveland public library, where methods in this important branch of library work could be studied under the most favorable auspices. Miss Wayne took the course in library training at the summer library school at Iowa City, Iowa, which is in charge of Miss Tyler.

LIBRARIAN'S REPORT.

This year has been an unusually busy one for the librarian, in addition to her regular duties, much time and thought has had to be given to the planning of the new library building. For a long time at least, when the floor plans were being discussed, and later when the bids were made for the contract, much of the librarian's regular work was put aside to meet architects, contractors, and persons having business connected with the new library building; executive board meetings, and an increased correspondence also added to her work.

Visits of inspection were also made to the Peoria public library and to St. Louis.

We wish to thank the members of the Board for their support and encouragement, also to commend the staff for faithful and efficient work.

Respectfully submitted,

Alice G. Evans.
Librarian.

LIBRARIAN'S REPORT.APPENDIX.Contents of Library.

1,1901- books on hand ----- 19,184

Additions:

By purchase (new) ----- 787
 " " (renewals) ----- 185
 " donation ----- 160
 " magazines bound ----- 135
 " books missing previous to May 31, 1900-
 found during year ----- 3
 Total added ----- 1270

Losses:

Worn out ----- 290
 Lost and paid for ----- 9
 Unaccounted for in inventory ----- 1
 Total loss ----- 300

1,1902- books on hand ----- 20,154

Accessions according to Classification.

| | No. Vols. in Lib'y May 31, 1901 | Added during year | Worn out and with- drawn | No. Vols. in Lib'y May 31, 1902 | Per cent |
|---------------------|---------------------------------------|-------------------------|--------------------------------|---------------------------------------|-------------|
| General works ----- | 1668 | 169 | 4 | 1833 | 9.09 |
| Philosophy ----- | 284 | 13 | 3 | 294 | 1.45 |
| Religion ----- | 692 | 22 | 11 | 703 | 3.48 |
| Biography ----- | 1340 | 118 | 5 | 1453 | 7.21 |
| Botany ----- | 62 | 3 | | 65 | .32 |
| Natural science --- | 872 | 51 | 3 | 920 | 4.56 |
| Useful arts ----- | 758 | 72 | | 830 | 4.11 |
| Fine arts ----- | 604 | 46 | 2 | 648 | 3.21 |
| Literature ----- | 2073 | 97 | 19 | 2151 | 10.67 |
| Novel ----- | 1191 | 40 | 3 | 1228 | 6.09 |
| Geography ----- | 1494 | 54 | 1 | 1547 | 7.67 |
| History ----- | 1452 | 85 | 2 | 1535 | 7.61 |
| Collection ----- | 6694 | 500 | 247 | 6947 | 34.47 |
| Total ----- | 19184 | 1270 | 300 | 20154 | |

These are divided as follows:

Circulating books ----- 12893
 Juvenile books ----- 3247
 Reference books ----- 997
 Bound Periodicals ----- 1850
 Public documents ----- 1167
 Total ----- 20154

LIBRARIAN'S REPORT.APPENDIX.Circulation by Classes.

| | June | July | Aug. | Sept. | Oct. | Nov. | Dec. | Jan. | Feb. | Mar. | Apr. | May. | Totals | Per cent | Books loaned in room |
|--------------------|------|------|------|-------|------|------|------|------|------|------|-------|------|--------|----------|----------------------|
| General works ---- | 18 | 21 | 17 | 29 | 38 | 58 | 41 | 59 | 33 | 87 | 92 | 42 | 535 | .62 | 918 |
| Philosophy ----- | 21 | 31 | 36 | 27 | 33 | 52 | 33 | 63 | 50 | 62 | 55 | 34 | 497 | .58 | 77 |
| Religion ----- | 28 | 32 | 45 | 30 | 42 | 55 | 38 | 75 | 43 | 52 | 64 | 31 | 535 | .62 | 274 |
| Sociology ----- | 32 | 39 | 31 | 43 | 42 | 50 | 50 | 62 | 81 | 70 | 50 | 34 | 584 | .68 | 306 |
| Philology ----- | | | 3 | 2 | | 2 | 3 | 1 | 1 | 3 | 2 | | 17 | .01 | 7 |
| Natural science - | 41 | 53 | 61 | 52 | 62 | 80 | 48 | 83 | 78 | 122 | 129 | 51 | 860 | 1.01 | 297 |
| Useful arts ----- | 26 | 37 | 46 | 62 | 49 | 49 | 43 | 54 | 66 | 79 | 81 | 33 | 625 | .73 | 162 |
| Fine arts ----- | 43 | 25 | 42 | 44 | 52 | 59 | 67 | 54 | 89 | 68 | 44 | 33 | 620 | .72 | 179 |
| Literature ----- | 208 | 187 | 164 | 168 | 199 | 282 | 244 | 265 | 303 | 350 | 352 | 184 | 2906 | 3.40 | 796 |
| Travel ----- | 91 | 77 | 111 | 87 | 110 | 140 | 143 | 212 | 175 | 201 | 189 | 72 | 1608 | 1.88 | 380 |
| Biography ----- | 45 | 59 | 57 | 48 | 77 | 83 | 81 | 89 | 90 | 99 | 122 | 48 | 898 | 1.05 | 298 |
| History ----- | 67 | 70 | 73 | 70 | 97 | 143 | 146 | 136 | 125 | 139 | 126 | 67 | 1259 | 1.48 | 885 |
| Fiction ----- | 3545 | 3390 | 3673 | 2984 | 2923 | 3528 | 3291 | 3896 | 3588 | 4110 | 4869 | 2105 | 41902 | 49.07 | 328 |
| Magazines ----- | 164 | 178 | 177 | 136 | 141 | 190 | 188 | 209 | 195 | 206 | 179 | 105 | 2068 | 2.42 | 288 |
| Juvenile ----- | 2541 | 2660 | 2453 | 1643 | 1963 | 2390 | 2883 | 2886 | 2570 | 3174 | 3816 | 1497 | 30476 | 35.69 | 1065 |
| Total ----- | 6870 | 6859 | 6989 | 5425 | 5828 | 7161 | 7299 | 8144 | 7487 | 8822 | 10170 | 4336 | 85390 | | 6260 |
| Days open ----- | 26 | 25 | 27 | 24 | 27 | 25 | 25 | 26 | 22 | 26 | 23 | 18 | 294 | | |
| Daily average --- | 264 | 274 | 259 | 226 | 216 | 286 | 292 | 313 | 340 | 339 | 442 | 241 | 290 | | |
| Largest day ----- | 547 | 475 | 526 | 479 | 481 | 698 | 676 | 605 | 672 | 666 | 3753 | 456 | | | |
| Smallest day ----- | 125 | 174 | 154 | 34 | 74 | 170 | 129 | 180 | 212 | 198 | 147 | 123 | | | |

LIBRARIAN'S REPORT.APPENDIX.Circulating Department.Registration.

| | |
|--|------|
| Number of cards issued during the year ----- | 1248 |
| Total number of cards in force ----- | 4908 |

Binding and Repair.

| | |
|-----------------------------|------|
| Books newly bound ----- | 135 |
| " rebound ----- | 1230 |
| " repaired in library ----- | 2362 |

Reading and Reference Room.

| | |
|---|--------|
| Total number visitors to Reading-room ----- | 115478 |
| Largest " " " " in one month ----- | 12789 |
| Smallest " " " " " " " " ----- | 5324 |
| Largest " " " " " " day ----- | 837 |
| Smallest " " " " " " " " ----- | 110 |
| Average " " " " monthly ----- | 9626 |
| Average " " " " daily ----- | 392 |
| Total number visitors to Reading-room and library ----- | 200858 |

LIBRARIAN'S REPORT.APPENDIX.Reference Department.Reference Lists.

Acts, book of.
 American art and artists.
 Carpentry and building.
 Civic improvement.
 Civil service.
 Decatur, Stephen.
 Education, effect of upon character.
 Essays of Elia.
 Foreign possessions of U. S.
 Great Lakes, commerce and resources of.
 Greek literature.
 Hamlet, (Drama).
 Hebrews, history to time of Exodus.
 Herbart and his theory of education.
 Hyacinth and tulip culture in Holland.
 Immigration.
 Irrigation.
 Jefferson, Joseph.
 Julius Caesar (Drama).
 Lafayette, Marquis de.
 Louisiana purchase.
 North American Indian, our responsibility to.
 Old Testament characters.
 Short story.
 Women in journalism.

Bulletin Boards.

Abbey, E. A.
 Animal and bird stories.
 Birds.
 Book covers.
 Christmas.
 Christy, Howard Chandler.
 Domestic economy.
 Drama.
 Easter.
 Economics.
 Fairy tales.
 Hallowe'en.
 Lafayette monument.
 Library buildings.
 Lincoln, Abraham.
 McKinley, William.
 Memorial day.
 Music.
 New Year.
 St. Valentine's day.
 Sea stories.
 Thanksgiving.
 Thompson, Ernest Seton.
 Trees.
 Washington, George.
 Woman's Club.

LIBRARIAN'S REPORT.APPENDIX.Gifts.

| | |
|--|-----|
| American Laryngological Association | 2 |
| American Surgical Association | 1 |
| Bblett, L. L. | 1 |
| Boston Public Library | 1 |
| Cincinnati Public Library | 1 |
| Chicago & Northwestern Railway | 1 |
| Chicago Public Library | 1 |
| Ell, M. A. | 9 |
| Public Library | 1 |
| Evans, Mrs. A. G. | 1 |
| Winston Public Library | 1 |
| Worcester Public Library | 1 |
| Harvard University | 1 |
| Math & Co. | 1 |
| Anderson, G. A. | 1 |
| Illinois State Gov't | 2 |
| Illinois State Historical Library | 46 |
| Illinois State Library | 3 |
| Indiana State Library | 1 |
| Indianapolis Public Library | 1 |
| Jacksonville Public Library | 1 |
| Kansas City Public Library | 4 |
| Los Angeles Public Library | 1 |
| Milborough (Mass.) Public Library | 1 |
| Sttoon (Ill.) Public Library | 1 |
| Medical Library Association | 1 |
| New York City Free Public Library | 1 |
| New York Y.M.C.A. | 1 |
| Newark (N.J.) Public Library | 1 |
| Ohio State Medical Association | 1 |
| Omaha Public Library | 2 |
| Peoria Public Library | 1 |
| Robinson, Mrs. A. | 2 |
| San Antonio Public Library | 1 |
| Shields, C. W. | 1 |
| Sons of American Revolution | 1 |
| Stafford, James | 1 |
| Thomas Crane Public Library | 2 |
| United States Gov't | 51 |
| Unknown | 3 |
| Warner & Swasey | 1 |
| Wisconsin State Superintendent of Public Instruction | 2 |
| Withers Public Library (Bloomington, Ill.) | 1 |
| Worcester (Mass.) Public Library | 1 |
| Total | 160 |

PERIODICALS.

The Reading-room is supplied with 159 periodicals which are always available to the public; 105 of these are purchased and 54 donated.

PURCHASED.

Dailies.

Record-Herald.
Tribune.

St. Louis Globe-Democrat.
" " Republic.

Weeklies.

can Field.
ical World & Engineer.
Round World.
er's Weekly. (2 cops.)
pendent.
le's Weekly. (2 cops.)
ary Digest.
le Chronicle.
on News.
cal Courier.
on.
York Herald.
York Times Saturday Review.
ge Judd Farmer.
ook.

Public Opinion.
Publishers' Weekly.
Puck.
Punch.
Saturday Evening Post.
Saturday Review. (London.)
Science.
Scientific American.
" " Supplement.
Springfield (Mass.) Republican.
Sunday School Times.
Title Entries of books, Catalog of.
Uber land und meer.
Vogue.
Week's Current.
Youth's Companion.

Fortnightlies.

Dial.
Le Monde Moderne.

Quarterlies.

ican Historical Review. Poet-Lore.
ary. Quarterly Journal of Economics.

PERIODICALS.Monthlies.

American Kitchen Magazine.

American Monthly.

Amateur.

Artic.

Science and Nature.

Country.

Man.

Seller.

Country and Building.

Country's Magazine.

Country. (2 cops.)

Countryman.

Country Review.

Countryman.

Country Life in America.

Country.

Country Book Index.

Country Index to Periodicals.

Country History.

Country Literature.

Country.

Country.

Country Review.

Country Magazine.

Country Review.

Country.

Country Leslie's Popular Monthly.

Country. (2 cops.)

Country's Bazar.

Country and Review.

Country Magazine.

Ladies' Home Journal. (2 cops.)

Library Journal.

Lippincott.

Literary News.

Literary World.

McClure's Magazine.

Magazine of Art.

Mind.

Missionary Review of the World.

Munsey.

Music.

New England Magazine.

Nineteenth Century.

North American Review.

Our Dumb Animals.

Outing.

Overland.

Perry Magazine.

Photographic Times.

Pittsburgh Bulletin (Carnegie Library)

Popular Science Monthly.

Popular Science News.

Providence Libraries Coöperative Bulletin.

Public Libraries.

Review of Reviews.

St. Nicholas.

Salem Bulletin.

Scientific Am. (Architect & Builder)

Scribner.

Springfield (Mass.) Library Bulletin.

Success.

World's Work.

PERIODICALS --- DONATED.Dailies.

- Professional Record. (U. S. Gov't.)
 Decatur Herald. (Publishers.)
 Decatur Review. (Publishers.)

Weeklies.

- Appeal to Reason. (Mr. Lyons.)
 Argenta Hustler. (Publishers.)
 Bethany Echo. (Publishers.)
 Blue Mound Leader. (Publishers.)
 Breeder's Gazette. (Mr. Elliott.)
 Concert Goer. (Musical Culture Club.)
 Decatur Deutsche Zeitung. (Publishers.)
 Decatur Labor World. (Publishers.)
 Epworth Herald. (Epworth League of the First M. E.)
 Macon Record. (Publishers.)
 Motor Age. (Mr. Shlaudeman.)
 Moultrie County News. (Publishers.)
 New Voice. (Dr. Bridgeman.)
 Patent Office Gazette. (U. S. Gov't.)
 Stonington Star. (Publishers.)
 Sullivan Democrat. (Publishers.)
 Union Signal. (W. C. T. U.)
 Warrensburg Times. (Publishers.)

Fortnightlies.

- Book notes.
 College Rambler. (Illinois College.)
 University of Illinois. (Univ. of Ill.)

Bi-monthly.

- Jersey City Library Record. (Jersey City Library.)

Quarterlies.

- Church Building Quarterly.
 Omaha Public Library Bulletin.
 (Omaha Pub. Lib.)

PERIODICALS --- DONATED.Monthlies.

- American Missionary.
- Baptist Home Mission Monthly. (Baptists.)
- Baptist Missionary Magazine. "
- Christian Science Journal. (First Church of Christ
Scientist.)
- Cook's Excursionist. (Publishers.)
- Criterion. (Mrs. Haworth.)
- Crop Reporter. (U. S. Gov't.)
- Good Roads Magazine. (Publishers.)
- Human Faculty.
- Ice and Refrigeration. (Mr. Shlaudeman.)
- Illinois Climate & Crop service. (Ill. State Gov't.)
- Johns Hopkins Univ. Circulars. (Johns Hopkins Univ.)
- Missionary Record.
- Missionary Tidings.
- Paradise of the Pacific.
- Sunset.
- Traveler's Record.
- Woman's Missionary Friend.

Medical Magazines.

- Albany Medical Annals.
- American Medicine.
- Cleveland Medical Journal.
- Journal of American Medical Association.
- Journal of Assoc. of Military Surgeons.
- Kansas City Medical Index-Lancet.
- Medical and Surgical Monitor.
- Medical Dial.
- St. Paul Journal.



PRESIDENT'S REPORT.

Twenty-eighth annual report of the President and Board of Directors
of the Free Public Library of the City of Decatur, Illinois.

To the Honorable Mayor and City Council:

Gentlemen:

We submit the twenty-eighth annual report of the condition and
statistics for the year ending May 31, 1903.

The statistics herewith appended show the number of books in the
library to be 21,568 volumes. The Librarian's report gives all facts
in detail. A consideration of this report will satisfy you that noth-
ing has been left undone to advance the interest of the library and
meet all requirements of the patrons. The public interest continues
and the importance of the library as a means of education is still
established. Its influence and power can not be overestimated.

The new library is practically completed but has not been for-
mally accepted by architects. As soon as formally accepted and all
bills paid, a full and complete statement will be made of all money
received and expended, showing the actual condition of the new
library building. We feel our selection of architects and con-
tractors was eminently wise and that the City of Decatur has one of
the finest buildings in the West, for the money. Everything is of
the very best and there has been no evasions of any kind in complying
with plans and specifications.

We further feel the new library is an honor to the City and will
be appreciated at present and in the future. We hope our work and
labor in carrying on the work will meet with your approval and the
citizens of Decatur.

Respectfully submitted,

President.

Secretary.

Financial statement.

SECRETARY'S REPORT.

To the Honorable Mayor and City Council:

I herewith respectfully submit the following report of the financial condition of the Public Library for the year ending May 31, 1903.

RECEIPTS.

| | |
|--|-----------|
| From Appropriation | \$7449.00 |
| " Fines | 225.26 |
| " Non-resident cards | 47.75 |
| " Reservepostals | 13.80 |
| " Lost and damaged books | 5.33 |
| " Sale of duplicate copy North American Review | 1.50 |
| Account overdrawn May 30, 1903 | 6.00 |
| Total ----- | \$7748.64 |

EXPENDITURES.

| | |
|--|-----------|
| Amount overdrawn May 30, 1902 | \$10.21 |
| Salaries | 2875.50 |
| Books | 1962.61 |
| Furniture | 225.37 |
| Periodicals | 228.95 |
| Insurance | 353.90 |
| Printing and supplies | 135.90 |
| Rent and heating | 900.00 |
| Binding | 505.41 |
| Lights | 305.85 |
| Librarian's expenses to Ass'n meetings | 75.15 |
| Membership fees | 12.00 |
| Copper box for new building | 3.15 |
| Ice | 12.00 |
| Rent of safety deposit box | 2.50 |
| Cleaning | 1.50 |
| Incidentals | 78.64 |
| Total ----- | \$7748.64 |

SECRETARY'S REPORT.

State of Illinois,

County of Macon.

I, Mary W. Barnes, Secretary of the Board of
Directors of the Free Public Library of Decatur, Illinois, do solemnly
swear that the foregoing statement of the condition and statistics
of the Library is true to the best of my knowledge and belief.

Secretary, Library Board.

Subscribed and sworn to before me, a Notary Public, this _____
day of June, A. D. 1903.

LIBRARIAN'S REPORT.

To the Board of Directors of the Free Public Library:

Herewith is submitted the 28th annual report, showing the work of the library for the year ending May 31, 1903.

CIRCULATING DEPARTMENT.

In the 297 days during which the library was open, there were issued for home use 85,635 books, which is an increase over last year.

The circulation was cut down somewhat because no books were issued during the last ten days, owing to the fact that all books were called in preparatory to moving into the new library. The largest circulation for one day was 698 on April 4th and the smallest day which occurred October 16th, was 80.

The library was closed July 3d from 12 M. to 7 P.M. on account of Mr. Orlando Powers's funeral, and again on January 10th, from 1 to 3 P.M. on account of the funeral of Mrs. W. J. Quinlan, wife of the President of the Library Board.

Among the most popular books of the year, as shown by the reserve list, are the following:

| | | | |
|-----------|----------------------------|-------------|----------------------------------|
| Gray- | Stephen Decatur. | McCutcheon- | Graustark. |
| Barnham- | Right princess. | Major- | Dorothy Vernon of Haddon Hall. |
| Table- | Bylow Hill. | | Lovey Mary. |
| Murchill- | Crisis. | Rice- | Mrs. Wiggs of the cabbage patch. |
| Boyle- | Hound of the Baskervilles. | Rice- | Lady Rose's daughter. |
| Agleston- | Dorothy South. | | Valley of Decision. |
| Ord- | Janice Meredith. | Ward- | Virginian. |
| Johnston- | Audrey. | Wharton- | |
| | | Wister- | |

ACCESSIONS.

Among the more important purchases of the year may be mentioned:

| | |
|--|----------|
| Cram's standard American railway system atlas of the world. | |
| Dictionary of National biography, with Supplement. | 66v. |
| Encyclopaedia Britannica; New volumes. | v.25-31. |
| Gunsaulus- Reference library; modern engineering practice. | 10v. |
| New International encyclopaedia. | 9v. |
| Poole's index to periodical literature; Fourth supplement, 1897-1902. | |
| Reed, and others- Modern eloquence. | 15v. |
| Stoddard- Lectures. | 12v. |
| Thomas- Universal pronouncing dictionary of biography and mythology. Ed.3. | 2v. |
| Tissot- Life of our Saviour Jesus Christ. | 4v. |
| Wilson- History of the American people. | 5v. |

LIBRARIAN'S REPORT.REFERENCE DEPARTMENT.

The number of books used in the reference department during the year was 9,101, making 2,841 more than last year. This does include the reference books to which the people help themselves. A large amount of the reference work done, has been for the pupils in the high school and graded schools. Closely following, in amount of time spent in looking up topics, comes the work with clubs, particularly the Woman's club, Study class, and Art class. Books in demand by club workers have in many instances, been 3 day books, for the time, in order to make them accessible to the persons. This has been done at the request of the classes. The reference librarian has made some very pretty and artistic bulletins on subjects of current interest, with select reading lists attached. A list of these bulletins and reading lists is appended.

CATALOGUING DEPARTMENT.

The total number of new books classified and catalogued was 179. The use of the printed catalogue cards from the Library of Congress has been of great assistance in the work of cataloguing. We have received 3194 printed cards during the year.

In addition to ordering printed cards for the new books, we subscribed to the cards for the current accessions of the more important new books recommended by the Library of Congress. We receive a small bunch of these cards every week. We use them for order cards, selecting those titles which represent books we most need. These books are then recommended and ordered when next purchasing new books. We also bought the printed cards for the Warner Library of the World's best literature, which are furnished by the American Library Association Publishing Board. There are 1,000 cards in this set, which thus analyzes the work and makes it doubly useful.

Besides the printed cards mentioned, many cards were typewritten, as the Library of Congress does not as yet furnish printed cards for all classes of books.

LIBRARIAN'S REPORT.SUNDAY OPENING.

The opening of the library on Sunday afternoons, from October through May, still proves successful. There were 2791 visitors to the library on the 34 days it was open; of these 1625 were men, 637 women and 529 children. The largest number on any one Sunday was 135. The total number of books used from the Circulating department was 344, of these being fiction and 266 of other classes.

LIBRARY MEETINGS.

The library was represented at the A. L. A. meeting at Magnolia, Mass. in June, by the librarian. The state meeting which was held in Chicago, April 13-15, was attended by the librarian and assistant-librarian.

STAFF.

Our staff remains the same as last year and to them much credit is due for faithful and intelligent discharge of duty, each one being ready to co-operate with all plans for the welfare of the library. We hope, after getting thoroughly settled in our new library, to form an apprentice class, of from two to four young women, for training in library work, so that at any time we will have a reserve force on which to call when more help is needed. Even with a fair education it takes several months of practical work, with careful oversight by one in charge of a department, to make an efficient library assistant. We cannot have trained help from some of the library schools, the best solution of the question is to train our own assistants in the rudiments of library science. If they are ambitious to succeed in the work, they may later take the six weeks training at some of the summer schools of library training, and come back to us with added knowledge and enthusiasm for the work.

The importance of having library assistants who thoroughly understand their work can hardly be overestimated. This means not only the technical side of the work, but the human side as well,- knowing how to meet the public.

LIBRARIAN'S REPORT.

In closing this report the librarian wishes to thank the members of the Board, particularly the chairmen of the various committees for their cordial support.

Respectfully submitted,

Alice G. Evans.

LIBRARIAN'S REPORT.

APPENDIX A.

Circulating department.

Registration.

Number of cards issued during the year ----- 1174
Total number of cards in force ----- 5141

Binding and repair.

Books newly bound ----- 228
" rebound ----- 544
" repaired in library ----- 4082

Reading and Reference room.

Whole number visitors to Reading-room ----- 125053
Largest " " " " in one month ----- 12872
Smallest " " " " " " " ----- 8432
Largest " " " " " " day ----- 698
Smallest " " " " " " " ----- 80
Average " " " " monthly ----- 9579
Average " " " " daily ----- 421.
Total number visitors to Reading-room and library ----- 210688

Notices sent.

Reserve postals --- 703 Delinquents --- 1319 Contagious diseases -54

Reference Department.

Reference lists.

Arnold, Benedict.
Books, List of oldest in library.
Brown, Captain John of Ossawattomie.
Debates. (14).
European travel.
Greek literature.
King Lear.
Lincoln and his reconstruction policy.
Municipal government.
Opera, German.
Parks, National.
Tarleton, Banestre.
Troilus and Cressida.
Woman on the platform.

Bulletin Boards.

American stage.
Athletics.
Book covers.
Christmas.
Easter.
Fourth of July.
Hollivogg books.
Hallowe'en.

Il Trovatore.
Lincoln.
New Year's Day.
Picture books for small children.
St. Patrick's Day.
St. Valentine's Day.
Thanksgiving.
Washington, George.

LIBRARIAN'S REPORT.

APPENDIX B

Contents of Library.

| | |
|------------------------------------|--------|
| 1, 1902- books on hand ----- | 20,154 |
| Additions: | |
| By purchase (new) ----- | 1109 |
| " " (renewals) ----- | 242 |
| " donation ----- | 278 |
| " magazines bound ----- | 97 |
| Total added ----- | 1726 |
| Losses: | |
| Worn out ----- | 296 |
| Lost and paid for ----- | 4 |
| Unaccounted for in inventory ----- | 12 |
| Total loss ----- | 312 |
| 1, 1903- books on hand ----- | 21,568 |

Accessions according to Classification.

| | No. vols. in Lib'y May 31, 1902 | Added during year | Worn out and with- drawn | No. vols. in Lib'y May 31, 1903 | Per cent |
|-----------------------|---------------------------------------|-------------------------|--------------------------------|---------------------------------------|-------------|
| General works ----- | 1833 | 184 | 1 | 2016 | 9.34 |
| Philosophy ----- | 294 | 21 | | 315 | 1.45 |
| Religion ----- | 703 | 16 | | 719 | 3.33 |
| Botany ----- | 1453 | 176 | 1 | 1628 | 7.54 |
| Zoology ----- | 65 | 3 | | 68 | .30 |
| Natural science ----- | 920 | 93 | | 1013 | 4.69 |
| Useful arts ----- | 830 | 124 | | 954 | 4.42 |
| Fine arts ----- | 648 | 66 | 2 | 712 | 3.16 |
| Literature ----- | 2151 | 156 | 20 | 2287 | 10.60 |
| Novel ----- | 1228 | 75 | 2 | 1301 | 6.03 |
| Biography ----- | 1547 | 141 | | 1688 | 7.82 |
| History ----- | 1535 | 83 | 7 | 1611 | 7.47 |
| Collection ----- | 6947 | 588 | 279 | 7256 | 33.64 |
| Total ----- | 20154 | 1726 | 312 | 21568 | |

These are divided as follows:

| | |
|-------------------------|-------|
| Circulating books ----- | 13666 |
| Juvenile books ----- | 3397 |
| Reference books ----- | 1147 |
| Bound periodicals ----- | 2002 |
| Public documents ----- | 1356 |
| Total ----- | 21568 |

APPENDIX C
Circulation by Classes. (Adult)

| | June | July | Aug. | Sept. | Oct. | Nov. | Dec. | Jan. | Feb. | Mar. | Apr. | May. | Totals. | Per cent. | Books loaned in room. |
|--------------------|------|------|------|-------|------|------|------|------|------|------|------|------|---------|-----------|-----------------------|
| General works ---- | 8 | 25 | 12 | 24 | 21 | 26 | 84 | 100 | 61 | 35 | 30 | 29 | 455 | .82 | 1782 |
| Philosophy ----- | 33 | 31 | 31 | 39 | 39 | 60 | 52 | 37 | 32 | 32 | 46 | 18 | 450 | .82 | 79 |
| Religion ----- | 26 | 24 | 38 | 36 | 37 | 54 | 44 | 59 | 53 | 39 | 45 | 21 | 476 | .86 | 247 |
| Sociology ----- | 31 | 19 | 35 | 37 | 32 | 64 | 69 | 74 | 59 | 65 | 30 | 17 | 532 | .96 | 325 |
| Philology ----- | | 3 | | 5 | 2 | | | 6 | 5 | 2 | 3 | 1 | 27 | .05 | 38 |
| Natural science - | 59 | 59 | 97 | 72 | 81 | 72 | 66 | 107 | 102 | 108 | 84 | 36 | 943 | 1.71 | 399 |
| Useful arts ---- | 40 | 49 | 46 | 54 | 44 | 47 | 60 | 71 | 69 | 85 | 57 | 14 | 636 | 1.15 | 193 |
| Fine arts ----- | 32 | 28 | 34 | 36 | 55 | 66 | 73 | 104 | 114 | 79 | 44 | 26 | 691 | 1.25 | 325 |
| Literature ----- | 180 | 144 | 164 | 185 | 237 | 286 | 239 | 357 | 258 | 275 | 228 | 132 | 2685 | 4.88 | 907 |
| Travel ----- | 125 | 93 | 92 | 73 | 100 | 96 | 99 | 164 | 146 | 140 | 122 | 67 | 1317 | 2.39 | 523 |
| Biography ----- | 54 | 51 | 71 | 88 | 131 | 99 | 102 | 170 | 157 | 139 | 96 | 43 | 1201 | 2.18 | 667 |
| History ----- | 47 | 41 | 67 | 75 | 107 | 121 | 98 | 161 | 124 | 85 | 87 | 39 | 1052 | 1.91 | 1337 |
| Fiction ----- | 3309 | 3364 | 3617 | 3214 | 3474 | 3640 | 3496 | 4366 | 3917 | 4278 | 3646 | 2156 | 42477 | 77.17 | 348 |
| Magazines ----- | 146 | 138 | 167 | 169 | 162 | 206 | 147 | 234 | 224 | 207 | 174 | 127 | 2101 | 3.82 | 652 |
| Total ----- | 4090 | 4069 | 4471 | 4107 | 4522 | 4837 | 4629 | 6010 | 5321 | 5569 | 4692 | 2726 | 55043 | | 7822 |
| Days open ----- | 26 | 26 | 26 | 25 | 27 | 24 | 26 | 26 | 23 | 26 | 26 | 16 | 297 | | |
| Daily average --- | 257 | 271 | 279 | 237 | 240 | 313 | 285 | 341 | 359 | 341 | 288 | 258 | 295 | | |
| Largest day ---- | 553 | 548 | 468 | 464 | 590 | 632 | 596 | 720 | 711 | 671 | 690 | 456 | | | |
| Smallest day ---- | 160 | 158 | 183 | 140 | 80 | 191 | 112 | 193 | 156 | 209 | 103 | 200 | | | |

Total number of books issued during year 1902-03 ----- 85,635.

Circulation by Classes. (Juvenile).

| | June. | July. | Aug. | Sept. | Oct. | Nov. | Dec. | Jan. | Feb. | Mar. | Apr. | May. | Totals. | Per cent. | Books loaned in room. |
|-------------------|-------|-------|------|-------|------|------|------|------|------|------|------|------|---------|-----------|-----------------------|
| General works --- | 26 | 35 | 20 | 18 | 26 | 24 | 19 | 20 | 23 | 27 | 34 | 11 | 283 | .92 | |
| Philosophy ----- | 3 | 4 | | 2 | | 1 | 3 | | 1 | 3 | | | 17 | .06 | |
| Religion ----- | 5 | 3 | 5 | 5 | 4 | 9 | 9 | 3 | 10 | 10 | 3 | 3 | 69 | .22 | |
| Sociology ----- | 11 | 25 | 18 | 11 | 8 | 26 | 12 | 26 | 19 | 13 | 12 | 8 | 189 | .62 | |
| Philology ----- | | | | | | | | | | | | | | | |
| Natural science - | 52 | 51 | 67 | 45 | 50 | 61 | 49 | 53 | 72 | 78 | 86 | 38 | 702 | 2.29 | |
| Useful arts ----- | 17 | 13 | 18 | 6 | 8 | 8 | 10 | 14 | 11 | 12 | 5 | 3 | 125 | .41 | |
| Fine arts ----- | 28 | 29 | 29 | 20 | 26 | 32 | 19 | 43 | 30 | 25 | 30 | 8 | 319 | 1.04 | |
| Literature ----- | 115 | 129 | 108 | 95 | 138 | 193 | 209 | 123 | 172 | 194 | 123 | 69 | 1668 | 5.45 | |
| Travel ----- | 28 | 32 | 37 | 35 | 56 | 54 | 53 | 88 | 87 | 89 | 68 | 23 | 650 | 2.12 | |
| Biography ----- | 32 | 30 | 33 | 33 | 52 | 45 | 47 | 66 | 80 | 64 | 47 | 23 | 552 | 1.84 | |
| History ----- | 54 | 45 | 38 | 59 | 41 | 100 | 105 | 97 | 92 | 109 | 95 | 35 | 870 | 2.84 | |
| Fiction ----- | 2223 | 2378 | 2324 | 1498 | 1558 | 2129 | 2284 | 2343 | 2346 | 2675 | 2298 | 1192 | 25148 | 82.20 | |
| Total ----- | 2594 | 2774 | 2597 | 1827 | 1967 | 2682 | 2819 | 2876 | 2943 | 3299 | 2801 | 1413 | 30592 | | 1279 |

APPENDIX E.

PERIODICALS.

The Reading-room is supplied with 169 periodicals which are always accessible to the public; 110 of these are purchased and 59 donated.

They are divided as follows:

Weeklies-53 Fortnightlies-5 Monthlies-92
Bi-monthlies-23 Quarterlies-10

Dailies.

Chicago Record-Herald.
" Tribune.
St. Louis Globe-Democrat.
" Republic.

Weeklies.

American field.
~~of title entries of books, etc.~~
Charities.
Electrical world and engineer.
Great round world.
Harper's weekly. (2 cops.)
Independent.
Leslie's weekly. (2 cops.)
Life.
Literary digest.
Little chronicle.
Living age.
London news.
Musical courier.
Nation.
New York Herald. (Sunday ed.)
New York Times Saturday review.
Outlook.
Public opinion.
Publisher's weekly.
Puck.
Punch.
Saturday evening post.
Saturday review. (Lond.)
Science.
Scientific American.
" " Supplement.
Springfield (Mass.) Republican.
Sunday school times.
Ueber Land und Meer.
Vogue.
Week's current.
Youth's companion. (2 cops.)
U.S. Copyright office. Catalogue of title entries of books.

Fortnightlies.

American inventor. Dial.

Monthlies.

American monthly.
Architectural review.
Arena.
Art amateur.
Atlantic.
Birds and nature.
Bookman.
Carpentry and building.
Cassier's magazine.
Century. (2 cops.)
Chautauquan.
Contemporary review.
Cosmopolitan.
Country life in America.
Criterion.
Critic.
Cumulative index to periodicals.
Cumulative book index.
Current literature and history.
Eclectic.
Education.
Educational review.
Engineering magazine.
Expositor.
Expository times.
Fortnightly review.
Frank Leslie's popular monthly.
Harper. (2 cops.)
Harper's bazar.
Home science magazine.
House beautiful.
Index and review.
Kindergarten magazine.
Ladies' home journal. (2 cops.)
Lamp.
Le monde moderne.
Library journal.
Lippincott.
Literary news.
Literary world.
McClure.
Magazine of art.
Mind.
Missionary review of the world.

PERIODICALS.

Monthlies. (Cont.)

sey.
England magazine.
teenth century and after.
with American review.
dumb animals.
ing.
land.
y magazine.
tographic times.

Carnegie library. Monthly
Pittsburgh bulletin.
Popular science monthly.
Public libraries.
Review of reviews.
St. Nicholas.
Salem Bulletin. ^{Mass. Public Library.}
Scientific Amer. architect & bldr.
Scribner.
Success.
World's work.

Bi-monthlies.

Springfield (Mass.) ^{city} library. Bulletin.

Quarterlies.

American historical review.
American journal of theology.
American quarterly.

Forum.
Library.
Quarterly journal of economics.

PERIODICALS --- DONATED.

Dailies.

U.S. Congress. Congressional record. (U.S. Govt.)
Decatur Herald. (Pubs.)
Decatur Review. "

Weeklies.

Appeal to reason. (Mr. Lyons.)
Argenta Hustler. (Pubs.)
Bethany Echo. "
Blue Mound Leader. "
Breeder's gazette. Mr. Elliott.
Decatur Deutsche Zeitung. (Pubs.)
Decatur labor world. "
Epworth Herald. (Epworth League of the First M. E.)
Freeman. (Pubs.)
Gospel messenger. (Pubs.)
Macon Record. (Pubs.)
Motor Age. (Mr. Shlaudeman.)
Moultrie County news. (Pubs.)
New Voice. (W.C.T.U.)
Stonington Star. (Pubs.)
Union signal. (W. C. T. U.)
Warrensburg Times. (Pubs.)

U.S. Patent office. ^{official} gazette. (U.S. Govt.)

Fortnightlies.

College Rambler. (Ill. college.) Engineer. (Pubs.)
University of Illinois bulletin. (Univ. of Illinois.)

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PERIODICALS --- DONATED.

Monthlies.

American missionary.
American museum journal.
Baptist home mission monthly. (Baptists.)
Baptist missionary magazine. "
Christian science herold. (First church of Christ scient.
Christian science journal. " " " " "
Crop reporter. (U.S. Govt.) " " " " "
Home mission monthly.
Ice and refrigeration. (Mr. Shlaudeman)
Illinois climate and crop service. (Ill. state govt.)
Johns Hopkin university circulars. (Johns Hopkins univ.)
Missionary tidings.
Sunset. (Pubs.)
Traveller's record. (Pubs.)
Traveller's gazette. "
Wilshire's magazine. (Mr. G. N. Egnor.)
Woman's home companion.
Woman's missionary friend.
U.S. Documents office. Catalogue of United States public documents.

Bi-monthlies.

Public library.

Jersey City Library record.
Peoria Public Library. Bulletin.

Quarterlies.

Bulletin of bibliography.
Business in Christianity.
Church building quarterly.
Omaha. Public library Bulletin.

Medical magazines.

Albany medical annals.
American medicine.
Cleveland medical journal.
Journal of the American medical association.
Journal of association of Military surgeons.
Kansas City medical index-lancet.
Medical and surgical monitor.
Occidental medical times.
Pennsylvania medical journal.
St. Paul medical journal.
University of Pennsylvania medical bulletin.
Western medical review.

LIBRARIAN'S REPORT.

APPENDIX

F.

Gifts.

| | Yols. | Pam. | Nos. |
|------------------------------------|-------|------|------|
| Chicago Public Library ----- | 4 | | |
| Chicago Northwestern Railway ----- | 1 | | |
| Articelli silk Co. ----- | 1 | | |
| Ms, Lillian ----- | 1 | | |
| Ms, Mrs. Ellen F. ----- | 3 | | |
| Artzell, Charles ----- | 1 | | |
| Howard University ----- | 2 | | |
| Smith, D.C. & Co. ----- | 1 | | |
| Clavety, W. T. ----- | 56 | | |
| Illinois State Gov't ----- | 7 | | |
| Malca Institute ----- | 1 | | |
| Smith, T. W. ----- | 1 | | |
| Person, T. W. ----- | 1 | | |
| Library Bureau ----- | 1 | | |
| Mahan, J. H. ----- | 1 | | |
| Medical Library Association ----- | 4 | | |
| New York Central R.R. ----- | 1 | | |
| Ms, David ----- | 1 | | |
| Smith, C. H. ----- | 2 | | |
| Worries, Mrs. ----- | 2 | | |
| U.S. Gov't ----- | 181 | 350- | |
| Unknown ----- | 6 | | |
| Total ----- | 278 | | |

PRESIDENT'S REPORT.

Twenty-ninth annual report of the President and Board of Directors
of the Free Public Library of the City of Decatur, Illinois.
To the Honorable Mayor and City Council:

To submit the twenty-ninth annual report of the condition and
statistics for the year ending May 31, 1904.

The statistics herewith appended show the number of books in the
Library to be 22,873 volumes. The Librarian's report gives all facts
in detail and shows a large and increased interest in the Library.
Consideration of this report will satisfy you that nothing has been
done to promote the interest of the Library and to meet all
wishes of the patrons. The importance of the Library in advancing
education is being more firmly established and its great influence
cannot be overestimated.

Since our last report the new library has been completed and
opened. Everything has met our most sanguine expectation. The
public universally appreciate^{it} and express nothing but words of com-
plimentation. Visitors generally speak of it in the highest terms and
say we have one of the finest libraries in the West. We feel that
the City of Decatur should be proud. To your Honor and Members of the
City Council we desire to return our thanks, for the interest shown
in the Library and for uniform and kind treatment in the administration.

In the administration of the Library the last year we have had
to face many changes. Expenses have been increased in the various
departments, but we have tried to meet the conditions and have endeav-
ored to economize in every way. You appreciate that owing to the
assessments were made our income was greatly reduced, just at a
time when expenditures increased. We hope that the Legislature at
the next session will amend the present law which is obsolete, so that
the tax can be increased to meet the varying changes in assessments.

The Building committee submit a full and detailed account of all
money received for the new library and all expenditures are itemized
so that the City may know the actual cost of the Library as a matter

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PRESIDENT'S REPORT.

the city resources. We hope the work and labor during the past
will meet with your approval and the citizens of Decatur.

Respectfully submitted,

W. J. Quinlan,
President.

~~Secretary~~

LIBRARIAN'S REPORT.

To the Board of Directors, Decatur Free Public Library:

Herewith is submitted the twenty-ninth annual report, showing the condition and work of the Library for the year ending May 31, 1904.

Since the last annual meeting we have moved into our new building, a gift of Mr. Carnegie.

The actual moving of the books and equipment from the old quarters occupied only one week, but getting the final touches done to the building, with numberless details and delays, together with the re-arranging of most of the shelving in the stack as well as that in the various rooms, the laying of the cork carpet, the unpacking and placing of the new furniture, all of these, with the planning for the opening took the entire month of June.

Six moves have been made by the library since its organization in 1876, and it is a pleasure to feel that at last we have a home of our own, and such a beautiful, convenient one as well.

On July 1st, the doors were thrown open to the public, when for three afternoons and two evenings the citizens had a chance to inspect their new building. Despite the extremely hot weather the receptions were attended by thousands of people eager to get a glimpse of the inside of the building whose exterior had long been a joy.

After a year's test of the building we feel that it has fully proved its fitness for the purpose for which it was planned, and that there are but few, if any, changes we would make if we were doing it over. Aside from its dignity and beauty the arrangement of the building is very satisfactory for working purposes.

At the height of the busy season, the Reference room and Children's room have been crowded to their utmost capacity. It is a comfort to know that we have planned for growth and have an upper floor to use for library purposes when needed.

The stack room too is rapidly becoming inadequate, and the time is not far distant when a third stack will be necessary.

The heating of the building during even moderately cold weather

not satisfactory, in certain parts of the house, the Reference and study rooms, and the Librarian's room, particularly, although the pressure was all the plant could supply.

The year has been a busy one in all departments, and a distracting one as well, because of the many interruptions in the regular work to new visitors over the building.

On opening up in the new library the fine for overdue books was reduced to two cents a day in the Children's room. We soon found that it would be better to have a uniform amount charged in both departments, and in September the change was made in the Main department, also.

The number of new books added was 1454, replaced 318, making a total of 1772 books accessioned.

Among the most important purchases and gifts may be mentioned:

- American book prices current, 1903.
- Bryan. Dictionary of painters and engravers. 3y.
- Cambridge modern history. 3 v.
- Cheyne & Black, ed. Encyclopaedia biblica. 4v.
- Daughters of the American revolution. Lineage books. 14v.
- Encyclopedia Americana. 11v.
- Hoar. Autobiography of seventy years. 2v.
- Hughes. Musical guide. 2v.
- Hulbert. Historic highways of America. 6v.
- Hunt, Leigh. Autobiography. 2v.
- Lippincott's gazetteer of the world. 2v.
- Mallory. Compiled statutes of the United States. 3v.
- Monroe, James. Writings; ed. by S. M. Hamilton. v.7.
- Morley. Life of Gladstone. 3v.
- Moulton. Library of literary criticism. v.6.
- Myers. Human personality. 2v.
- New International encyclopaedia. v.10-17.
- Reference catalogue of current literature, 1902. 2v.
- Seeger & Guernsey. Cyclopedia of manufactures and products of the United States. 1899.
- U.S.-War dept. Reports of explorations and surveys to ascertain the most practicable and economical route for a railroad from the Mississippi river to the Pacific ocean. 13v.
- United States catalog; books in print, 1902.

CIRCULATING DEPARTMENT. (Miss Wayne.)

This department has had some difficult problems to confront. Being the first year in our new building, the unfamiliar locations, the incompleteness of the desk equipment and many other minor details, have prevented the work from being carried on with ease and facility.

When the library was first opened, July 6th, there was nothing to separate the working-space from the stacks, as the desk intended for this purpose was not yet finished. So free access to the shelves was not put into operation until November, and it was necessary to serve

LIBRARIAN'S REPORT.

people at the loan desk which, on account of its construction is adaptable to such use.

The present open-shelf system has been successful, though a few persons who seemed very anxious to select their own books, upon being given that privilege, now say it requires too much time and prefer to have them chosen by one of the assistants. But to the teachers, the students, and to the majority of our readers it has been a great satisfaction and help.

While in some ways the work has been lightened by this system, there are many new demands upon our time, resulting from it, such as: explaining the arrangement of the books, explaining the relation between the card catalogue and the shelves, helping our patrons in their selection, constant reading of shelves, extra mending caused by more frequent handling of books, being careful that books are not taken from the stacks without first being noted, preserving order in the stack room, etc.

It is especially gratifying to note the results of the inventory which shows only three books missing from this department and which in proportion to the number of visitors, and books circulated, is very small.

The circulation of books for home use was not as large this year as last, on account of being closed during June, though the last few months have averaged higher than the corresponding ones of last year.

The system of reserving books is greatly appreciated by the people, many having been reserved this year. Among the most popular are:

| | | | |
|-------------|----------------------------------|-------------|-----------------------------|
| Adams. | Log of a cowboy. | Wagner. | Simple life. |
| Allen. | Mettle of the pasture. | Ward. | Lady Rose's daughter. |
| Beveridge. | Russian advance. | Webster. | When Patty went to college. |
| Crawford. | Heart of Rome. | Williamson. | Lightning conductor. |
| Fox. | Little shepherd of Kingdom Come. | Wister. | Virginian. |
| Garland. | Hesper. | | |
| Haigh. | Tragic drama of the Greeks. | | |
| Johnston. | Sir Mortimer. | | |
| McCutcheon. | Castle Craneycrow. | | |
| McCutcheon. | Graustark. | | |
| McCutcheon. | Sherrods. | | |
| Martin. | Tillie: a Mennonite maid. | | |
| Page. | Gordon Keith. | | |
| Reed. | Lavender and old lace. | | |
| Rice. | Mrs. Wiggs of the cabbage patch. | | |
| Riggs. | Rebecca of Sunnybrook farm. | | |
| Rives. | Hearts courageous. | | |

LIBRARIAN'S REPORT.CHILDREN'S DEPARTMENT. (Miss Abel.)

The Children's room opened July 6, 1903 with 3397 volumes on the shelves. The additions and withdrawals during the year are as follows:

| | | | |
|----------|--|----------|----------|
| Added | { new books | | |
| | { renewals | | 275 |
| | { transferred from other departments | | 161 |
| | { found (missing previous to May 31, 1903) | | 70 |
| | | | <u>2</u> |
| | | | 508 |
| Deducted | { withdrawn | 256 | |
| | { transferred to other departments | <u>6</u> | |
| | | 262 | |

Now in this room ----- 3643

All children under fifteen years of age were required to reregister at this department was opened, and the first day 109 children registered, of these were renewals. For several weeks after opening the reregistering and withdrawing from the main register consumed a great deal of time.

1363 cards have been issued during the year, 584 of which were renewals; 15 cards have been transferred to the Main department, the children having reached the age of fifteen years. ~~Every day new cards are issued and often several have been given in one day.~~ Since the recent migration to the city the demand for cards has increased to a great extent. Several certificates have been applied for by teachers in the public schools, these have been given to pupils of the various grades, who have taken out cards before.

34148 books have been loaned from the Library besides a great many which have been read in the room.

A number of the teachers have visited the Children's room and compiled lists of books suitable to the grade which they teach. One teacher spent several mornings looking through books for the third and fourth grades, and made a list, giving call numbers in addition to authors and titles, which had printed at her own expense. These lists have helped the children a great deal in finding the exact location of the books on the shelves, thus creating more than a passing interest in the use of the catalogue and the meaning of the shelf numbers.

The Superintendent of Primary work in the Public Schools also visits the room carrying away with her lists of books to be used in her work.

A teacher of the seventh grade collected a number of library cards belonging to her pupils, and drew from the Children's room all of the books

LIBRARIAN'S REPORT.

the early period of the Civil war in America which she could obtain. The books were kept in the school room and used for reference and supplementary reading during the time devoted to the study of the Civil

A teacher's card would be very helpful on such occasions, making the buying and renewal of the books less complicated and at the same time placing the responsibility for the care of the books upon the teacher, instead of the various pupils. Besides, the children are deprived of the use of their cards for several weeks at a time, to enable the teacher to retain the books until her classes are through with that particular line of study.

The mounted pictures have proved very helpful in aiding the classes in geography, particularly those of the third and fourth grades, while the illustrations on American history and the Indians have been used to great deal by the older pupils. Often when pictures are returned from the schools, illustrations have been added to the collection by the pupils, and at one time a complete set of illustrations on the American Indian was given by a teacher with the remark that "they would reach more children through the library". During the school year 1922 pictures have been loaned to the schools.

Copies of Charles Welsh's Right reading for children, which were sent us by the publishers for distribution, have been given to the teachers in the primary grades, and to some parents who have made application for it.

On the bulletin boards and the screen special days of the year have been remembered by illustrations, poems, and lists, also current events of interest to the children have been noted. At present the screen displays Memorial illustrations and Lincoln's Gettysburg speech, while on one bulletin board, is posted a portrait of Henry M. Stanley, a list of his books interesting for boys, and some references to his biography; and on the other, a short history of the Louisiana Purchase with a map. Hallowe'en, Thanksgiving, Christmas, New Year's day, Lincoln's and Washington's birthdays, Easter and Arbor day, have in turn, - also bulletins on Japan, Snow and Ice, Spring and Birds, and lists of books in regard to each. ~~and~~ A display of bookmarks has

LIBRARIAN'S REPORT.

the boys and girls suggestions for reading. The bulletin on
 day with illustrations of the various trees of America, showing
 of each kind of wood has been one of the most pleasing as well
 instructive ones of the year.

Magazines and books on Raphael, Corot, Millet, and Landseer were
 from the Main department during the winter and placed in the
 children's room as reference books for the use of the schools, and
 of paintings by these artists were loaned to the schools.

There has been little trouble in regard to the order in the
 children's room, a few words to the noisy serves as a reminder, and the
 proof does not often have to be repeated.

The loss of hats and articles from the vestibule has been our great-
 trouble, and it seems to be impossible to find the guilty one.

The open shelves have proved very satisfactory in this department,
 though the increased handling of books is noticeable in the appearance
 of the volumes.

In reviewing the year's work we feel that no part of the Library has
 been any more appreciated by those for whom it was planned than has the
 children's room.

REFERENCE DEPARTMENT (Miss Hawes).

The number of volumes from the stack which were used for reference
 during the past year was 9,409 showing an increase of 308. The increase
 smaller than that of last year owing to the fact that the Library
 was closed during June.

The Reference room has been much used by students of all classes,
 and the Study rooms especially have been appreciated. In the old library
 rooms, it was very difficult to keep the room perfectly quiet and order-
 ly, because there, the Reference room and Reading-room were practically
 the same. In the new building all have seemed to realize the fact that
 the room must be kept quiet and used as a work-room only. As a result,
 there has been very little of the old-time visiting, which is certainly
 a change for the better.

Many new and valuable books have been added during the past year
 and we may now congratulate ourselves upon having an up-to-date Refer-
 ence department.

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LIBRARIAN'S REPORT.

Last year several posters relating to current topics were made in department, but this year that work has all been done by the children's librarian.

United States government pamphlets are received each month and of them are quite valuable. These have been classified in a very special way, and those pertaining especially to foods, hygiene, cooking, have been frequently used by the domestic science students of the Millikin University.

The Library has for several years collected portraits of prominent men and women. Many of these have this year been mounted on heavy India paper and indexed. This makes it possible to produce them quickly when they are called for.

A list is appended of subjects which the patrons of our Library asked to have looked up for them during the past year. These lists have in most cases been preserved for future reference.

American artists in London and Paris.
American illustrators.
Arts and crafts in India.
Autumn flowers of the Middle West.
Coffee-houses, taverns, and clubs in England in the 18th century.
Coffee, its culture, varieties, etc.
Compressed air.
Conbar, Paul Lawrence.
Early handicraft of American women.
Elizabethan theatre.
English illustrators.
English statesmen prior to the 18th century.
Harp-tones.
Hilte, Jean and Pierre.
Literary women of Illinois.
Lost Atlantis.
Louisiana purchase.
Mound-builders.

Music of Hungary and Bohemia.
Mythological references in literature, especially of the Victorian age.
Negro problem of the present day.
Pericles, Prince of Tyre.
Present condition of land in Texas.
Primitive man in Egypt, Peru and Mexico.
Private art collections in the United States.
Russian music.
St. Louis Louisiana purchase exposition.
Schubert.
Trend of theology in Germany.
True greatness.
Uses of plants.
War of 1812.
Washington, George (portraits, statues, ^{and} busts of).
What Christianity has done and is doing for women.
Women composers.

In addition to these ^{subjects}, material for eight debates was looked up.

CATALOGUING DEPARTMENT (Miss Dill).

The total number of books classified, catalogued, and shelf-listed during the year was 1454. This is twenty-five books less than last year. For these books 7270 cards were made for the main catalogue, and 1375 for the children's catalogue, making a total of 8645 new cards added. In addition, 2139 printed cards were received from the Library of Congress,

LIBRARIAN'S REPORT.

after the necessary collation, adding call-numbers, subject-headings, they were filed in the card catalogue.

We also received from the Library of Congress 490 printed cards the current accessions of the more important new books. These are as order cards when the books are desired for purchase, and afterwards the printed cards for the catalogue can be ordered very easily on the serial number on the cards. The extra cards not needed, or duplicates received, are kept in a permanent file in the Cataloguing Department, to be used when the occasion arises.

The printed cards are not used for the children's catalogue, as the Library of Congress does not furnish the "I", or index size. The cards for children's books have always been duplicated in the main catalogue, and it was thought best to have one complete catalogue. This makes additional work, but we have never regretted it, for having but one place to look is always an advantage, while no one can doubt the usefulness of the separate catalogue of children's books for the express use of the children. It is also a decided saving on the wear and tear of the main catalogue, as is shown by the soiled and battered condition of the cards and guides in the children's catalogue, an evidence of dirty hands, but also of much use, which is encouraging. Many of the cards in the children's cataloguing were rewritten during the year, and full set of guides put in. The "see" and "see also" reference cards for the children's catalogue were finished and filed. About 1000 extra guides were filed in the main catalogue, also.

In addition to the new books catalogued, the Yearbooks of the Department of Agriculture, 1894-1902, were analyzed, using the printed cards which were furnished by the Department of Agriculture. 1042 of these cards were used, and it took almost two weeks to finish this work notwithstanding we had the printed cards, for there was much other work to be done besides writing our call-number on each card:- collating the printed cards with our catalogue to see that names are used uniformly, deciding on the subject headings to be used, and changing those suggested which did not agree with the practice here, checking the List of subject headings and entering new subjects, making reference cards, recording the subject heading used or tracing, etc.

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LIBRARIAN'S REPORT.

On account of now having a separate Children's room some books have been transferred from the Main ~~Circulating~~ department ~~and Reference~~ to the Children's room, ~~as~~ being needed there. These were principally duplicate copies of certain popular, standard books which are called equally by old and young, as Ernest Thompson Seton's ^{animal stories,} Cooper's ^{her} stacking tales, etc. Others transferred were volumes or sets of reference works of which new editions had been purchased for the reference room, as Johnson's universal cyclopaedia and Lippincott's ^{reference} ~~reference~~ works. Annotated and graded lists and catalogues of children's books which are needed by the Children's librarian and the teachers were transferred. These and a few other changes made necessary the changing of call-numbers of 86 books, on all of the records: catalogue cards, shelf-cards, etc.

Since the beginning of this library year the shelf list cards have been made on the typewriter instead of by hand as heretofore. Some time has been saved this way, as they can be made by the cataloguer along with the catalogue cards, and revised at the same time as the other cards.

The card catalogue seems to have become more popular, and its use more general, since our removal into the new building—perhaps this is because along with the other new furniture, two sixty-tray cabinets were bought for the catalogue cards, and these transferred from the small cabinets in which they had been. Everything being new in the new building, patrons on their tours of examination run onto these also and investigate their contents, and finding out the trick of it and how much easier it was to use it than was supposed, and how useful it was, have continued to do so. Then too the university people have made a perceptible difference in the use of the Library in this, as in other ways.

While it is said that open shelves to a large extent do away with the need of the card catalogue, this is only so with the aimless reader who looks for "the latest new book", or, "any good book", yet it has been found that those who want some particular book of an author, a certain title, or a definite subject, find that in order to help themselves they must go to the catalogue, as that is the key to the collection.

Moving into the new building with its attendant distractions of settling, planning a course and having charge of an apprentice

LIBRARIAN'S REPORT.

for four months, all made inroads into the cataloguer's time, and of the extra work that was planned for this year will have to be next.

Cataloguing of the pamphlet collection is one of the undertakings we hope to see put through in the coming year,- also the access-
classification, cataloguing and shelf-listing of the Medical
Library.

SUNDAY OPENING.

The number of visitors to the Library Sunday afternoons, from
October to May inclusive, was 2,187,- 1,167 of these being men, 550
women, and 470 children. The number is 604 less than visited the
Library last year.

Only the Reading-room is kept open as the opening of the Reference
Children's rooms would necessitate extra attendants, and mean that
certain amount of reference work must be done, which was not the idea
when Sunday opening was thought of.

While five year's experience in Sunday opening shows that many do
appreciate it, yet it does not draw to the Library those who have little
opportunity for coming through the week, as working men, but instead it
attracts the regular week-day frequenters who come. The order is noticeably
better in the new library than it was in the old quarters on Sunday
afternoons, because the supervision is easier.

APPRENTICE CLASS.

As more assistants were needed in the Library after moving into
the new building, it was decided to have an apprentice class and train
several young girls who could be called upon for supply-work when
needed, besides taking regular places for Saturday and night-work.

No full-time position was held out on the completion of the course,
there was no opening at this time, but it was understood that if they
completed the course satisfactorily, the one who had done the best work,
both theoretical and practical, and who had in other ways showed herself
most adapted to the work would be selected for the regular substitute,
and would be in line for a position when there was an opening.

LIBRARIAN'S REPORT.

Six applicants were notified when the entrance examination was to be held, and three appeared to take the examination, all of whom passed. One applicant was considered who had not a high school education or its equivalent.

The apprentice work began June 22d. From this time until July 31, a time (7 hours a day) was spent in practical work at the loan desk, in the Children's room in getting familiar with the classification book numbers, with the arrangement of the books on the shelves, the filing system, the process of registration and the various indexes, the periodical checking system, and the care of the reading-room, in becoming better acquainted with the reference books and tools in the reference room, such as Poole's index, and in using the card catalogue. One was expected to practice library handwriting and to hand in each week a sample sheet for correction.

Beginning August 3, two regular lessons were had each week, and problems were given out at certain stages of the work.

Besides the three apprentices, Miss Harry, one of the staff, joined the class for the lessons, as she had entered the Library when a six-months' apprentice course was all that was required, and consequently had received this instruction before.

The following subjects were taken up: Order and Accession work, Classification and book-numbers, Shelf-listing, and Reference work. Lectures were also given on certain modern library movements, library associations, library schools, etc. Lists of suggested readings on subjects which had been studied, or other library matters of popular interest were distributed.

Actual work along the lines of the subjects taken up was done in the different departments, under supervision. Two examinations were given: one on Order and Accessions work, and the Loan-desk work; the other on Classification and book-numbers, and the Shelf-list.

The apprentice work closed with the last of October, - covering thus a little over four months. It was the intention to have had the course over six months, but through a misunderstanding with some of the class it was thought the time to be but three months, as was first proposed, a compromise of four months was agreed upon. On account of the shortened

LIBRARIAN'S REPORT.

no instruction was given in cataloguing, as the time was too short for this, with the rest of the work outlined, in a satisfactory way. It was thought best to do a few things thoroughly, rather than to cover the ground. The time of the apprentices was given to the library in return for the instruction received, except that, beginning with September they were paid for regular night work.

Miss Dill, the cataloguer, had charge of the class. The practical work of the apprentices was under the constant supervision of the attendants in the different departments. One member of the class dropped out to enter the James Millikin University, when it opened in September. During the course the class and the library staff listened to a good talk by Miss Randall, of the Library School of the University of Illinois, on the work of that school.

LIBRARY MEETINGS.

The meeting of the Illinois Library Association, April 19-21, to which we had long looked forward, was one of the most important events of the year in our new building.

The sessions were held in the second story rooms of the library, which are well adapted to the purpose. They were attended by sixty more library people from over the State, also by some of our townspeople.

The program was carried out very successfully and with much profit to the hearers. It was a pleasure to us all to have our former assistant-librarian, Miss Tyler, on the program at one of the most important sessions. We were glad of the opportunity to entertain the librarians of the state in our new library, this being the first Carnegie building in Illinois in which the State association has met.

CLUB MEETINGS.

Several clubs held their meetings in the Medical room in the basement during the winter and spring months. These were the University Club, the Domestic science association, and the Biology class.

LIBRARIAN'S REPORT.DRAWING EXHIBIT.

May 19-21 the drawing exhibit of the public schools was held on upper floor of the building. The wall space of three rooms and hall were filled with work of the pupils. The display brought a great many parents to the Library who had never been here before. Several thousand visited the exhibit.

We were glad to have this opportunity to show our interest in the schools, and hope it is but a beginning of a closer connection and a basis of further cooperation.

COOPERATION WITH THE SCHOOLS.

We feel that more use could be made of the library and better results obtained if we granted certain privileges to the teachers and schools, such as are given in most libraries of this size over the country. For example the issuing of a teacher's card to each teacher in the city on which may be taken from six to ten books to be used in connection with the lesson; the sending of school room libraries of fifty volumes or so to the schools in the outlying districts to be kept a month or more, these books to be circulated among the children, for home use, the teacher keeping a record. In this way many children and homes will be reached who now know nothing of the Library. It will increase the circulation, and suggest to many a better class of reading. The library not much larger than ours records the school circulation over 50,000 volumes.

In the same way interlibrary loans are customary every place. We would feel at liberty to borrow certain books of the James Millikin University or they of us,- the party receiving the favor agreeing to be responsible for the care and safety of the books, and paying for their transportation. The right is always reserved by any library of calling a book in when it is needed.

The granting of a reader's card to out of town students attending any of the educational institutions in the city, for the school year, is a move in the right direction.

LIBRARIAN'S REPORT.PUBLICATIONS.

A list of the new books added each month was printed for free distribution up through December, when it was discontinued with the expectation that a quarterly bulletin would take its place, beginning with the months of 1904. This has not yet been accomplished but we hope to have it done within the next month or so. We feel that something of the kind is needed, both for the use of our patrons, as well as for the benefit of the Library in being able to exchange with other libraries.

After a useful existence of twenty-nine years in a quiet way it seems that the time has come for us to print our annual report like other libraries, and show what we are doing. We have received hundreds of library reports, all of which have been of much service to us, but we have not been able to send ours in return.

A few months ago we had our Rules and by-laws printed and can now respond to the requests for these which so frequently come from libraries that are being organized.

STAFF.

On opening in the new building Miss Harry who had been the regular day and night assistant, was taken on for full time. Miss Fletcher, who was the apprentice class, was selected to take her place, when the class was finished, and Miss McNeil also an apprentice, was given the extra work. In other respects the staff is the same as last year.

This has been a critical year in the history of the Library, and a year in many ways, but each and every one of my staff have I found to be good supporters. There has been a pride in the new building, and in their departments which gave added zeal to their work.

LIBRARY BOARD.

To the members of the Library Board who have given so much of their time in seeing that all details in the new building were satisfactory and that defects were remedied, who assisted so greatly in arranging for the meeting of the Illinois Library association, and who have at all times given their cordial support, we wish to express our sincere thanks.

Respectfully submitted,

Alice G. Evans.

LIBRARIAN'S REPORT.APPENDIX.CIRCULATING DEPARTMENT.Registration.

| | | | |
|---|---|-----------------|------|
| Number of cards issued during the year | { | Main department | 1009 |
| | | Children's room | 1363 |
| Number of cards expired during the year | | | 1313 |
| Number of children's cards withdrawn from the Main department | | | 590 |
| Total number of cards in force June 1, 1904 | | | 5585 |

Notices sent.

Delinquents- 731

Reserve postals - 601

Binding and repair.

| | |
|---------------------------|------|
| Books newly bound | 149 |
| Books rebound | 840 |
| Books repaired in library | 3206 |

Number of Visitors to Library
(not including opening receptions, exhibits, etc.)

| | |
|----------------------------|--------|
| Total number of visitors | 118827 |
| Largest " " " in one month | 13482 |
| Smallest " " " " " " | 8432 |
| Largest " " " " day | 1920 |
| Smallest " " " " " | 172 |
| Average " " " monthly | 10802 |
| Average " " " daily | 429 |

LIBRARIAN'S REPORT.APPENDIX.Contents of Library.

1, 1903- books on hand ----- 21,568

Additions:

By purchase (new) ----- 871
 " " (renewals) ----- 318
 " donation ----- 434
 " periodicals bound ----- 149
 " books found (missing previous to
 May 31, 1903) ----- 6
 Total added ----- 1778

Losses:

Worn out ----- 461
 Lost and paid for ----- 5
 Unaccounted for in inventory ----- 7
 Total loss ----- 473

1, 1904- books on hand ----- 22,873

Accessions according to Classification.

| | No. vols. in Lib'y May 31, 1903 | Added during year | Worn out and with- drawn | No. vols. in Lib'y May 31, 1904 | Per cent |
|----------------|---------------------------------------|-------------------------|--------------------------------|---------------------------------------|-------------|
| al works ----- | 2016 | 173 | 28 | 2161 | 9.45 |
| osophy ----- | 315 | 15 | 1 | 329 | 1.43 |
| ion ----- | 719 | 21 | 1 | 739 | 3.23 |
| ology ----- | 1628 | 286 | 12 | 1902 | 8.31 |
| ology ----- | 68 | 10 | 1 | 77 | .33 |
| al science -- | 1013 | 109 | 1 | 1121 | 4.90 |
| al arts ----- | 954 | 120 | 2 | 1072 | 4.64 |
| arts ----- | 712 | 63 | 5 | 770 | 3.36 |
| erature ----- | 2287 | 134 | 21 | 2400 | 10.48 |
| el ----- | 1301 | 64 | 7 | 1378 | 6.03 |
| graphy ----- | 1688 | 93 | 2 | 1779 | 7.77 |
| ory ----- | 1611 | 88 | 3 | 1696 | 7.41 |
| tion ----- | 7257 | 582 | 389 | 7449 | 32.57 |
| | 21,568 | 1778 | 473 | 22,873 | |

These are divided as follows:

Circulating books ----- 14166
 Children's room ----- 3643
 Reference ----- 1205
 Bound periodicals ----- 2135
 Public documents ----- 1724
 Total ----- 22873

Appendix.

Circulation by Classes. (Adult).

| | June | July | Aug. | Sept. | Oct. | Nov. | Dec. | Jan. | Feb. | Mar. | Apr. | May | Totals. | Per cent | Books loaned in room |
|--------------------|------|------|------|-------|------|------|------|------|------|------|------|------|---------|----------|----------------------|
| General works ---- | | 20 | 34 | 21 | 30 | 37 | 27 | 52 | 44 | 48 | 47 | 47 | 407 | .81 | 2349 |
| Philosophy ----- | | 15 | 36 | 23 | 26 | 41 | 37 | 35 | 41 | 56 | 45 | 34 | 389 | .77 | 91 |
| Religion ----- | | 54 | 26 | 25 | 40 | 44 | 34 | 28 | 51 | 38 | 43 | 28 | 411 | .81 | 276 |
| Sociology ----- | | 21 | 23 | 28 | 36 | 65 | 33 | 64 | 49 | 52 | 52 | 51 | 474 | .94 | 402 |
| Philology ----- | | | | 1 | 7 | | 1 | 4 | 2 | 6 | 4 | 8 | 33 | .07 | 144 |
| Natural science - | | 42 | 46 | 49 | 71 | 51 | 40 | 62 | 82 | 121 | 95 | 55 | 714 | 1.42 | 257 |
| Useful arts ----- | | 37 | 50 | 35 | 58 | 56 | 60 | 74 | 71 | 83 | 74 | 47 | 645 | 1.28 | 194 |
| Fine arts ----- | | 34 | 49 | 50 | 63 | 77 | 69 | 93 | 116 | 143 | 95 | 86 | 875 | 1.74 | 355 |
| Literature ----- | | 94 | 129 | 154 | 219 | 291 | 252 | 274 | 350 | 373 | 340 | 368 | 2844 | 5.65 | 1268 |
| Travel ----- | | 39 | 88 | 114 | 121 | 123 | 143 | 150 | 197 | 199 | 161 | 108 | 1443 | 2.87 | 433 |
| Biography ----- | | 37 | 42 | 59 | 110 | 109 | 89 | 112 | 127 | 130 | 122 | 86 | 1023 | 2.03 | 598 |
| History ----- | | 24 | 48 | 81 | 108 | 143 | 77 | 154 | 118 | 123 | 101 | 80 | 1057 | 2.10 | 1764 |
| Fiction ----- | | 2402 | 3111 | 2972 | 3602 | 3456 | 3226 | 3988 | 3872 | 4319 | 3696 | 3275 | 37919 | 75.35 | 367 |
| Magazines ----- | | 118 | 153 | 155 | 199 | 184 | 162 | 238 | 213 | 248 | 226 | 198 | 2094 | 4.16 | 787 |
| Totals ----- | | 2937 | 3835 | 3767 | 4690 | 4677 | 4250 | 5328 | 5333 | 5939 | 5101 | 4471 | 50328 | | 9285 |
| Days open ----- | | 23 | 26 | 25 | 27 | 24 | 26 | 25 | 23 | 27 | 26 | 25 | 277 | | |
| Daily average --- | | 128 | 148 | 151 | 174 | 195 | 163 | 213 | 232 | 196 | 204 | 179 | 192 | | |
| Largest day ----- | | 246 | 276 | 334 | 330 | 430 | 320 | 462 | 495 | 496 | 467 | 373 | | | |
| Smallest day ---- | | 57 | 95 | 80 | 113 | 109 | 88 | 102 | 128 | 83 | 92 | 79 | | | |

Closed for moving into the new building.

16

Total number of books issued during year 1903-04. ----- 84,476 (Adult and Juvenile:)

APPENDIX.

Circulation by Classes. (Juvenile).

| | June. | July. | Aug. | Sept. | Oct. | Nov. | Dec. | Jan. | Feb. | Mar. | Apr. | May. | Totals. | Books loaned Per to other cent. rooms |
|--------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|---------|--|
| General works ---- | 18 | 18 | 29 | 16 | 26 | 28 | 48 | 50 | 57 | 63 | 55 | 34 | 424 | 1.24 |
| Philosophy ----- | | | | 2 | | | | 2 | 1 | 5 | 4 | | 14 | .04 |
| Religion ----- | | 3 | 11 | 1 | 7 | 14 | 15 | 13 | 18 | 29 | 27 | 27 | 165 | .48 |
| Sociology ----- | | 12 | 15 | 7 | 23 | 25 | 13 | 23 | 26 | 51 | 30 | 30 | 255 | .74 |
| Philology | | | | | | | | | | 1 | | 1 | 2 | .005 |
| Natural science - | | 65 | 58 | 77 | 94 | 101 | 76 | 56 | 98 | 163 | 142 | 81 | 1011 | 2.96 |
| Useful arts ----- | | 9 | 9 | 9 | 12 | 14 | 19 | 18 | 22 | 31 | 24 | 31 | 198 | .56 |
| Fine arts ----- | | 25 | 43 | 27 | 48 | 44 | 32 | 40 | 46 | 66 | 49 | 40 | 460 | 1.34 |
| Literature ----- | | 188 | 222 | 144 | 298 | 355 | 323 | 255 | 268 | 302 | 270 | 303 | 2928 | 8.57 |
| Travel ----- | | 53 | 69 | 63 | 92 | 142 | 88 | 146 | 182 | 274 | 188 | 170 | 1467 | 4.29 |
| Biography ----- | | 19 | 27 | 27 | 52 | 65 | 50 | 54 | 89 | 127 | 82 | 73 | 665 | 1.94 |
| History ----- | | 77 | 74 | 77 | 121 | 146 | 104 | 123 | 171 | 158 | 122 | 88 | 1261 | 3.69 |
| Fiction ----- | | 2,153 | 2,263 | 1,502 | 2,205 | 2,539 | 2,381 | 2,304 | 2,358 | 2,963 | 2,580 | 1,986 | 25,234 | 73.93 |
| Magazines ----- | | | 3 | 9 | 2 | 4 | 6 | 5 | 14 | 5 | 9 | 7 | 64 | .18 |
| Totals ----- | | 2622 | 2823 | 1961 | 2980 | 3477 | 3155 | 3089 | 3350 | 4238 | 3582 | 2871 | 34,148 | 124 |
| Days open ----- | | 23 | 26 | 25 | 27 | 24 | 26 | 25 | 23 | 27 | 26 | 25 | 277 | |
| Daily average --- | | 114 | 108 | 78 | 110 | 144 | 121 | 123 | 145 | 157 | 138 | 114 | 123 | |
| Largest day ---- | | 153 | 157 | 144 | 197 | 294 | 242 | 269 | 307 | 320 | 321 | 222 | | |
| Smallest day ---- | | 49 | 67 | 21 | 76 | 85 | 49 | 55 | 51 | 69 | 65 | 64 | | |

Closed for moving
into the new building.

F

GIFTS.

| | Vols. | Pamphlets. | Nos. |
|-------------------------------------|-------|------------|------|
| Berton library, Monticello, Ill | 1 | | |
| berst college | | 1 | |
| cal to reason | | | 52 |
| our institute | | 2 | |
| association of medical librarians | | | 197 |
| anta (Ga.) Carnegie library | | 1 | |
| anta (Ga.) Chamber of Commerce | | 1 | |
| ist church | | | 24 |
| lleville (Ill.) public library | | 1 | |
| hany echo | | | 52 |
| the Mound leader | | | 52 |
| ston Book Co. | | | 4 |
| oklyn (N.Y.) public library | 1 | 3 | 12 |
| en, W. G. | 1 | | |
| on Mawr college | | 2 | |
| arnegie, Andrew | 1 | | |
| ro Cordo star | | | 52 |
| oweth, Dr. W. J. | 11 | | |
| icago public library | | 1 | |
| urch of Christ, Scientist | | | 76 |
| ico press | | | 52 |
| ark & Baker | 1 | | |
| leveland (O.) public library | | 1 | |
| ok, Thomas & son | | | 12 |
| ughters of the American revolution, | | | |
| Deatur chapter | 14 | | |

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LIBRARIAN'S REPORT
APPENDIX

GIFTS

| | Vols. | Pamphlets. | Nos. |
|---|-------|------------|------|
| Winton (O.) public library | | | |
| Westchester deutsche zeitung | | 1 | |
| Westchester herald | | | 52 |
| Westchester high school | | | 313 |
| Westchester labor world | | | 9 |
| Westchester review | | | 52 |
| Wheaton, G. N. | 1 | | 313 |
| Wheeler, George | | | 8 |
| Whitcomb publishing co. | | | 52 |
| Whitworth league | | | 24 |
| White (Pa.) public library | | | 52 |
| Whitman (Ill.) free public library | | 1 | |
| Whitman, Mrs. Spencer (Picture.) | | 1 | |
| Whitman | | | |
| Whitman, Mrs. Ellen F. | | | 52 |
| Whitman & Essick (Picture.) | 6 | | |
| Whitman Brothers | | | |
| Whitford (St.) public library | 1 | | |
| Whitworth university | | | 3 |
| Whitworth, Mrs. Mary E. | 2 | | |
| Whitworth, J. H. | 1 | | |
| Whitworth, J. H. | 1 | | |
| Whitworth state government | 6 | | |
| Whitworth state historical library | 1 | 2 | |
| Whitworth state historical society | 2 | | |
| Whitworth state normal university, Normal, Ill. | | | |
| Whitworth library commission | 1 | 1 | 1 |
| Whitworth Masonic library | | | 4 |
| Whitworth Herman Bosler memorial library, Carlisle, Pa. | | | 3 |
| Whitworth James Millikin university | | | 1 |
| Whitworth Jersey City (N.J.) free public library | | 1 | 5 |
| Whitworth, Mrs. Jane | 13 | | 5 |
| Whitworth Johns Hopkins university | | | 4 |
| Whitworth Juliet public library | | | 5 |
| Whitworth, Mrs. Bessie | 7 | | |
| Whitworth Library Bureau | 1 | | |
| Whitworth, Mr. | | | 52 |
| Whitworth, Mrs. R. P. | | | 7 |
| Whitworth, A. G. & Co. | 1 | | |
| Whitworth Moon county tribune | | | 52 |
| Whitworth Minneapolis (Minn.) public library | 2 | 2 | |
| Whitworth Multic county news | | | 52 |
| Whitworth National sound money league | 1 | | |
| Whitworth New era | | | 52 |
| Whitworth New York public library | | 1 | |
| Whitworth New York state library | 1 | | |
| Whitworth Newark (N. J.) public library | | 1 | |
| Whitworth Niagara Falls public library | | 1 | |
| Whitworth Naha (Web.) public library | | | 2 |
| Whitworth Noria (Ill.) public library | | 1 | 4 |
| Whitworth Philadelphia free library | 2 | 1 | |
| Whitworth Pittsburgh Carnegie library | 1 | 1 | 1 |
| Whitworth Prairie state tribune | | | 52 |
| Whitworth Pratt institute | | 1 | |
| Whitworth Providence (R. I.) public library | | 1 | 4 |
| Whitworth Rockford (Ill.) public library | | 1 | |
| Whitworth St. Louis. Louisiana purchase exposition | 2 | | |
| Whitworth St. Louis mercantile library association | | 1 | |
| Whitworth Salem (Mass.) public library | | 1 | |
| Whitworth Scott, Owen | 18 | | |
| Whitworth Scott, W. D. | 1 | | |
| Whitworth Sclaudeman, Frank | 13 | | 64 |
| Whitworth Sketch book | 1 | | |
| Whitworth Smith college | | 1 | |
| Whitworth Smithsonian institution | | 2 | |
| Whitworth Springfield (Ill.) public library | | 1 | |
| Whitworth Springfield (Mass.) city library | | 1 | 7 |

LIBRARIAN'S LIBRARIAN
APPENDIX

GIFTS.

| | Vols. | Pamphlets. | Nos. |
|--|--------------|--------------|---------------|
| Washington star | | | |
| Albany (N. Y.) public library | | | 52 |
| Thomas Crane public library, Quincy, Mass. | | 1 | |
| United States government | | 1 | |
| University of Illinois | 311 | 206 | 91 |
| University of Michigan | 1 | 1 | 10 |
| Unknown | | 2 | |
| Wesley college | 5 | 1 | 39 |
| Warrensburg times | | 1 | |
| Wynne, Mrs. W. J. | | | 52 |
| Wellesley college | | | 10 |
| Wills, Mrs. Elizabeth J. | | 1 | |
| Western Reserve university | 1 | | |
| Witte, James T. & Co. | | 2 | |
| Women's Christian temperance union | 1 | | 104 |
| Total | 434 | 351 | 2221 |

PERIODICALS.

*indicates donated.

medical annals.
 field.
 historical review.
 inventor.
 journal of theology.
 medicine.
 missionary.
 monthly magazine.
 monthly review of reviews.
 museum journal.
 to reason.
 tectural review.
 hustler.
 amateur.
 interchange.
 tic monthly.
 st home mission monthly.
 st missionary magazine.
 y echo.
 and nature.
 Mound leader.
 an.
 er's gazette.
 lyn medical journal.
 lyn public library and Pratt
 free library. Co-operative
 etin.
 etin of bibliography.
 essage in Christianity.
 entry and building.
 er's magazine.
 ublic world.
 ry magazine.
 o Gordo star.
 ties.
 auquan.
 ago record-herald.
 ago tribune.
 stian science herold.
 stian science journal.
 stian science sentinal.
 ch building quarterly.
 o press.
 eland medical journal.
 er's weekly.
 emporary review.
 s American traveller's gazette.
 opolitan.
 try life in America.
 tsman.
 erion.
 ic.
 relative book index.
 ent literature.
 ur deutsche zeitung.
 ur high school. Observer.
 ur labor world.
 ur review.
 urban.
 tic magazine.
 ation.
 ational review.
 etrical world and engineer.
 nser.
 eering magazine.

*Epworth herald.
 Expositor.
 Expository times.
 Fortnightly review.
 Forum.
 Frank Leslie's popular monthly.
 *Freeman.
 *Gospel messenger.
 Harper's bazar.
 Harper's monthly magazine.
 Harper's weekly.
 *Hartford public library. Bulletin.
 *Home mission monthly.
 Home science magazine.
 House beautiful.
 *Ice and refrigeration.
 Illustrated London news.
 *Illinois college. College rambler.
 *Illinois university. Bulletin.
 *Independent.
 *Iowa Masonic library. Quarterly bulletin.
 *James Millikin university. Bulletin.
 *Jersey city public library. Library
 record.
 *Johns Hopkins university. Circulars.
 *Joliet public library. Bulletin.
 *Journal of the American medical
 association.
 *Journal of the association of
 military surgeons.
 Judge.
 *Kansas City medical index-lancet.
 Kindergarten magazine.
 Ladies' home journal.
 Lamp.
 Leslie's weekly.
 Library.
 Library journal.
 Life.
 Lippincott's magazine.
 Literary digest.
 Literary news.
 Literary world.
 Littell's living age.
 Little chronicle.
 McClure's magazine.
 *Macon county tribune.
 Magazine of art.
 *Medical and surgical monitor.
 Mind.
 *Missionary record.
 Missionary review of the world.
 *Missionary tidings.
 *Modern American.
 (Le) monde moderne.
 *Motor age.
 *Moultrie county news.
 Munsey's magazine.
 Musical courier.
 Nation.
 New England magazine.
 *New era.
 *New voice.
 New York herald. (Sunday ed.)
 New York times Saturday review.
 Nineteenth century and after.
 North American review.

PERIODICALS.

dental medical times.
 public library. Bulletin.
 dumb animals.
 Judd farmer.
 ing.
 look.
 land monthly.
 Pennsylvania medical journal.
 Pennsylvania public library. ~~Bulletin.~~ *Medical bulletin.*
 ry magazine.
 ographic times-bulletin.
 Pittsburgh, Carnegie library. Monthly
 lletin.
 t-lore.
 ular science monthly.
 irie state tribune.
 vidence public library. Quarterly
 lletin.
 ublic libraries.
 ublic opinion.
 ublisher's circular, and book seller's
 ecord.
 ublisher's weekly.
 k.
 ch.
 arterly journal of economics.
 nder's guide to periodical literature.
 Louis globe-democrat.
 Louis republic.
 Nicholas.
 Paul medical journal.
 em (Mass) public library. Bulletin.
 urday evening post.
 urday review.
 ience.
 ientific American.
 ientific American building monthly.
 ientific American supplement.
 ribner's magazine.
 ringfield (Mass.) city library.
 lletin.
 ringfield (Mass.) weekly republican.
 onington star.
 ccess.
 nday school times.
 mset.
 eber Land und Meer.
 raveller's record.
 ion signal.
 . S. Agriculture, Dept. of. Crop
 eporter.
 . S. Agriculture, Dept. of. Illinois
 ection of climate and crop service.
 . S. Congress. Congressional record.
 . S. Copyright office. Catalogue of title entries of books.
 . S. Documents office. Catalogue of United States public documents.
 . S. Patent office. Official gazette.
~~University of Illinois. Bulletin.~~
~~University of Pennsylvania. Medical bulletin.~~
 ogue.
 rrensborg times.
 eek's current.
 eek's progress.
 estern medical review.
 ilshire's magazine.
 oman's home companion.
 oman's missionary friend.
 orld's work.
 outh's companion.

Financial Statement.

~~SECRETARY'S REPORT.~~

To the Honorable Mayor and City Council:

Gentlemen:
I herewith respectfully submit the following report of the financial condition of the Public Library for the year ending May 31, 1904.

RECEIPTS.

| | | |
|-------------------------------|-----------|-----------|
| Appropriation | \$6677.90 | |
| Fines | 177.10 | |
| Non-resident cards | 188.10 | |
| Reserve postals -- | 52.25 | |
| Lost and damages books | 11.04 | |
| Sale of old furniture | 5.64 | |
| Amount overdrawn May 31, 1904 | 87.65 | |
| Total | 311.07 | \$7333.65 |

EXPENDITURES.

| | | |
|-------------------------------|---------|-----------|
| Amount overdrawn May 30, 1903 | \$6.00 | |
| Salaries | 3602.50 | |
| Books | 1453.12 | |
| Furniture | 127.39 | |
| Periodicals | 293.45 | |
| Drawer | 86.48 | |
| Insurance | 178.83 | |
| Freight and drayage | 30.73 | |
| Moving | 119.95 | |
| Printing and supplies | 187.84 | |
| Binding | 500.45 | |
| Coal | 182.03 | |
| Incidentals | 54.51 | |
| Lights | 416.05 | |
| State Association | 22.50 | |
| Cleaning | 46.40 | |
| Membership fees. | 6.00 | |
| Ice | 6.92 | |
| Rent of safety deposit box | 2.50 | |
| Attorney fee | 10.00 | |
| Total | | \$7333.65 |

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SECRETARY'S REPORT.

State of Illinois,

County of Macon.

I, Mary W. Barnes, Secretary of the Board of
Directors of the Free Public Library of Decatur, Illinois, do solemnly
swear that the foregoing statement of the condition and statistics
of the Library is true to the best of my knowledge and belief.

Mary W. Barnes,

Secretary, Library Board.

Subscribed and sworn to before me, a Notary Public, this
17th day of June, A. D. 1904.