

20 Jan, 1903.

The Library Board met in the library  
Tuesday Jan 20, 1903. Present, The President  
Mrs J. Cornick, Mrs Gorton, Mrs Copes,  
Mrs Dewey, Mr Crocker & Mr Stuart.  
Minutes of Sept 19 read & approved.

All bills since 19 Sept. were allowed.

A letter containing offer from Mr Andrew  
Carnegie of gift of \$10,000 for library  
building was read & discussed.

Motion carried that the Library Board  
of the Chautauque Free Public Library  
accept Mr Carnegie's offer.

It was moved that a committee  
of three consisting of Messrs Crocker,  
Gay, & Stuart be appointed to  
select suitable sites for location of  
a Free Public Library building &  
secure options there on & report  
to the Board as early as practicable.  
Motion carried.

It was also moved that this committee  
be also authorized to interview the  
city council and obtain the assistance  
possible. Mr Stuart to be chairman  
of this last committee.  
Motion carried.

Agreed to meet Friday morning  
Jan 23<sup>rd</sup> at 10 o'clock.

Estella Cook.

Secy pro tem.

Mayor Alexander appointed Dr. Bogutza  
to fill unexpired term of Rev. Whitten



## CARNEGIE OFFERS CHARITON \$10,000

HE WILL GIVE THAT AMOUNT  
FOR A LIBRARY

**Thomas Gay Receives Offer of the  
Gift—City Must Provide Site for  
Building and Vote a Tax of \$1,000  
a Year to Support Institution.**

Here's the best news yet. Chariton is to have a \$10,000 library donated to the town by Andrew Carnegie. This is not "hot air." Read the following letter lately received by Thomas Gay.

**ANDREW CARNEGIE**

2 East 91st Street  
New York.

13th January, 1903.

Thomas Gay, Esq.,  
Chariton, Iowa.

Dear Sir: Responding to your communication in behalf of Chariton. If the city agree by resolution of council's to maintain a free public library at cost of not less than one thousand dollars a year, and provide a suitable site for the building Mr. Carnegie will be glad to furnish ten thousand dollars to erect a free public library building for Chariton. Respectfully yours,  
Jas. Bertrain,  
P. Secretary.

Here is the offer. It is now up to the town to comply with the conditions. A site for the building must be furnished by the town and a tax of \$1,000 a year raised to support the library. This latter condition will be easy to comply with. We are already paying \$700 in taxes for library support and we would not feel the extra amount—a half mill.

Many will be surprised as well as pleased to learn of Mr. Carnegie's offer. It has not come to us unasked, but is the result of several years of determined effort on the part of three or four of our patriotic towns people to secure such a gift if possible. To Miss Margaret Brown is due most of the credit. Since our library was started she has worked unceasingly to bring the matter properly before Mr. Carnegie. She was ably assisted by Mr. Gay. Others lent their aid and tried in various ways to present our desire to Mr. Carnegie. But their methods were not in accordance with Mr. Carnegie's and they received no encouragement. Something over a year ago the proper method was learned and formal application for a donation was made. The application was signed by Mr. Gay and Miss Brown on the part of the library board and by Mayor Alexander for the city. No response was received. Mr. Carnegie was in Scotland and it is probable he was not entertaining new requests for libraries.

But at last a letter came—about three weeks ago—and sundry blanks, to be filled in with statements of Chariton's need for such a building: to what extent the town was deserving, and assurance that the library would be properly supported and all conditions of an offer duly carried out. The blanks were promptly returned with the required information and the letter printed above is the reply.

A meeting of the library board was held Tuesday and a committee was appointed to carry out the conditions of Mr. Carnegie's offer. The committeemen are F. R. Crocker, T. M. Stuart and Thomas Gay.

We append a communication from Mr. Gay concerning Mr. Carnegie's gift and our city library.

Chariton, January 20, 1903.

Editor Patriot: The forgoing letter received from Mr. Andrew Carnegie, on the 15th day of this month explains itself and notifies the people of Chariton that he is ready to furnish the sum of \$10,000 for a library building here whenever the conditions are complied with.

For the size of our city we have the largest circulation of books and we have the best conducted library in the state. This has been shown to Mr. Carnegie and he has responded to our wishes believing doubtless, that the money would be well expended.

In the spring of 1898, the people of Chariton, by a large majority, voted for the establishment of a free public library under the library laws of Iowa. The library was organized July of that year, with Miss Margaret W. Brown as librarian, and later Miss Estella Cook as assistant who is our only salaried officer; and whose care and tactful management has added largely to the success of the library.

Miss Brown, who is enthusiastically engaged in library work has constantly worked for the success of our library, and she has been the chief factor in securing this offer. First by building up a library worthy of the gift of a home; and secondly by having that fact impressed upon the mind of Mr. Carnegie.

The tide in our library affairs is now at its flood. There is but one Carnegie and one offer. It depends upon Chariton to secure the gift by gladly complying with the conditions at once.

The amount of the additional tax required to meet the conditions of this offer would only be an additional half mill to what we now levy. The first thing to be considered is a site for the building.

The personnel of the board of trustees, F. R. Crocker, T. M. Stuart, Dr. F. H. Boynton, Miss Margaret Brown, Mrs. Victoria Dewey, Miss Margaret McCormick, Mrs. R. L. Gibbon and Mrs. J. O. Cripps, is certainly such as to convince the people of Chariton that the site of the library will be judiciously selected.

I am convinced that the people of Chariton who voted our library into existence by so large a majority, and who have so generously supported it until now, will feel like doing everything possible, both by word and deed, to further the plans of those who have charge of this matter and eventually show Mr. Carnegie a model library building, constructed in a universal spirit of thankfulness, to the donor and with the utmost harmony among ourselves.

Thomas Gay,  
President board of trustees.



23<sup>rd</sup> January 1903.

The Library Board met at the Library  
Friday Jan 23, 1903.

Present, the President, Mrs Gibbon, Dr  
Boydton, Mrs Dewey & Mr Crocker, &  
Mayor Alexander.

Resolution from the Council was  
read & it was moved, to accept said  
resolution, this was carried unanimously.

The Committee on Site asked for a  
longer time.

Adjourned to meet at call of President  
& Secretary.

Wesley Cork.

Secy pro tem.

Approved March 31, 1903.



STATISTICAL REPORT OF THE

*Chariton, Free Public*

LIBRARY,

for the year ending *31 Dec*

*1902*

Book Account.

Additions.

Number of books in library at beginning of fiscal year ..... 1323  
 Number added by purchase ..... 290  
 (New books ..... Duplicates ..... Replace copies .....)  
 gift ..... 24  
 binding ..... 73  
 exchange.....  
 Total additions for fiscal year ..... 387

Withdrawals.

Number of books condemned ..... 24  
 (Books worn out, destroyed on account of contagion, etc.)  
 books lost by borrowers..... 4  
 (Of this number..... were paid for.)  
 books missing..... 2  
 books sold .....

Total withdrawals for fiscal year ..... 30

Number of volumes in the library ..... 1580

Classified List of Books.

CLASSES.	ADDITIONS.			TOTAL NUMBER IN LIBRARY.		
	Circulating Department.		Reference.	Circulating Department.		Reference.
	Adults.	Children.		Adults.	Children.	
General works .....						
Philosophy .....						
Religion.....						
Sociology .....						
Language.....						
Natural science.....						
Useful arts.....						
Fine arts .....						
Literature .....						
Travel .....						
History .....						
Biography .....						
Fiction.....						
U. S. documents.....						
State documents.....						
School duplicate collection.....						
Bound periodicals.....						
German books .....						
French books .....						
Norwegian books.....						
Swedish books.....						
Polish books.....						
Bohemian books.....						
.....						
.....						
.....						
Total.....						



Pamphlets.

Number in the library at beginning of fiscal year .....  
 Number added by gift .....  
     purchase .....  
 Total number of pamphlets in the library .....

Binding.

Volumes of periodicals bound ..... 73  
 Number of books rebound ..... 76  
 Average number of times new book circulates before rebinding .....  
 What five new books showed the smallest circulation before rebinding.....  
 .....  
 .....  
 Books mended 282  
 Number of talks given on the care of books.....

Circulation Statistics.

CLASSES.	FROM MAIN LIBRARY.		THROUGH SCHOOLS.		FROM BRANCHES AND STATIONS.		Total.	Percentage.
	Adults.	Children.	Adults.	Children.	Adults.	Children.		
General works... 37		15						
Philosophy .....	7							
Religion .....	23	111						
Sociology .....	88	110						
Language .....	5							
Natural science .....	27	324						
Useful arts .....	23	7						
Fine arts.....	35	36						
Literature.....	97	132						
Travel .....	125	209						
History .....	224	570						
Biography .....	157	59						
Fiction .....	7587	3405						
German books.....								
French books.....								
Norwegian books.....								
Swedish books.....								
Polish books.....								
Bohemian books.....								
Current periodicals ..	655							
Traveling library.....								
Total.....	9123	4978					14101	

Number of days library has been open for circulation ..... 309  
 Average daily circulation ..... 4.5  
 Largest daily circulation 146 Smallest daily circulation 13 Smallest weekly circulation...  
 Increase in circulation of books for adults..... 17.65  
 In what class is the gain largest.....  
 Increase in circulation of children's books..... 236  
 Percentage of children's books circulated ..... 4.1%  
     fiction circulated ..... 7.7%  
 Number of volumes in the renting collection of duplicates.....  
 Circulation from this collection.      Cost of the collection.      Income from the collection.  
 Do readers approve of the plan .....



Registration of Borrowers.

Number of borrower's cards in force at date of last report *New series readers*  
(Adults ..... Children under 16 *cards issued*  
cards issued during fiscal year ..... *895*  
(Adults *442* Children under 16 *453*)  
(New names ..... Re-registration .....)  
cards withdrawn during the year *17*  
(Expiration ..... Cancellation .....)  
Total number of cards in force at date ..... *878*  
Number of cards held by country people ..... *45*  
other non-residents .....

~~Number of readers holding two cards or special non-fiction cards~~ .....

For how long a period are cards issued ..... *2 yrs*

Reference Department.

Is there a separate reference room ..... *no* ..... table ..... *no*

Approximate number of students .....

Number of reference lists made ..... *1. Birds & Nature exhibit*  
*exhibits held Birthdays & Anniversaries*

How have bulletins and exhibits influenced the reading ..... *following list*  
*in Quarterly of Santa Barbara Library Comm.*

Has there been any noticeable increase in circulation when books of a certain class have  
been advertised .....

Has the library been systematically advertised in the local papers ..... *no, but lists*  
*of new books printed*  
What has been done in the way of systematic instruction in the use of the library ..... *none*

What systematic work has been done for clubs and debating societies ..... *a few books*  
*provided when requested*

Number of clubs having programs on file in the library and regular bulletin space .....

Number of week days open ..... *6* ..... Reading Room. Number of hours per day ..... *4 1/2*

Average daily attendance ..... *26*

Number of Sundays open ..... *visitors estimated by*  
*Sunday readers average 2078*  
periodicals subscribed for .....

given .....

Has reading room been open on legal holidays ..... *no*

Average holiday attendance .....

Cost of Sunday service ..... Of holiday service .....

Work with Schools.

Number of visits to schools made by librarian .....

talks given in school rooms by librarian .....

classes which have visited the library .....

books circulated through the schools .....

in school duplicate collection .....

issued on teacher's cards .....

Number of teacher's cards in force ..... Number of books allowed each teacher .....



Finance.

Receipts.

Unexpended balance... *from 1901* \$ 659.2  
 City appropriation *Report of County Treasurer* 626.58  
 Gifts .....  
 Special funds .....  
 Fines ..... 36.78  
 Lost and injured books .....  
 Sale of finding lists .....  
 Fees from non-residents ..... 2.90  
 Total receipts... *from all sources* \$ 809.25

Expenditures.

Rent ..... \$ 75.00  
 Heat ..... 11.90  
 Light .....  
 Janitor service ..... 22.55  
 Salaries... *Cook \$ 225.00, Gay \$ 5.00* 233.60  
 Repairs and improvements .....  
 Furniture and fixtures ..... 12.40  
 Printing .....  
 Stationery and catalog supplies ..... 12.15  
 Postage and express .....  
 Books ..... 120.33  
 Periodicals ..... 43.35  
 Binding ..... 24.90  
 Insurance .....  
 Miscellaneous... *P.O. box* 2.00  
 Special .....

(Specify unusual items of large amount)

Total expenditure 642.18  
 Balance 120.33  
 Amt in hand of Lib. by append report 46.68  
 (Mark with an asterisk names of those whose terms expire at the date of this report.)  
 \$ 809.25 809.25

Summary Table.

Number of volumes in the library ..... 1680  
 Total circulation during the fiscal year ..... 14,101  
 Number of borrowers' cards in force ..... \$ 878  
 Total receipts for the fiscal year ..... \$ 809.25  
 expenditure for the fiscal year ..... \$ 642.18

Signature of librarian:

Date: .....

I have carefully read this report and with the consent of the library board submit it to the Council and to the Free Library Commission.

.....  
 President.

.....  
 Secretary.



REPORT OF LIBRARIAN.

To the Board of Trustees of the Free Public Library,  
Chariton, Iowa.

The Fourth Annual Report of the Free Public Library for the year ending Dec. 31, 1902 is hereby submitted <sup>with</sup> ~~for~~ statistical records furnished by the Iowa Library Commission.

The growth of interest in the library has been most encouraging, for the year the total circulation of books being 14,101, which shows an increase of 1765 in the use of books by adults and 936 by children.

$\frac{230}{2671}$  The first of the year a new series of readers' cards was issued and the only departure from the previous plan was the omission of the fee of 2¢ charged for each reader's card. With the new issue of cards, it is possible to make an accurate report on the number of readers and the cards in force now are 878.

The binding of the magazines has added materially to the reference department. The steady increase in the use of the reading room has demonstrated the fact most forcibly that it is not large enough to comfortably accommodate its patrons. As the library must be conducted upon the same business principles as any commercial enterprise, it is only through an increase in maintenance fund that it can satisfactorily supply the demand of this increased patronage.

Owing to other official duties, my time has been given to the direction of the general work of the library, the purchase of books, etc., but the assistant, Miss Cook, has most efficiently and satisfactorily carried on the routine of the work.

Respectfully submitted,

Margaret Wright Brown



The Librarian has received as entered in report:

Sale of Quarterly cards (non-residents), - - - - -	\$ 9.90
Fines, - - - - -	33.74
Balance in hand Dec. 31, 1901, - - - - -	<u>3.04</u>
	\$46.68

Of this sum there has been expended:

Scrubbing, - - - - -	\$12.00
Postage, - - - - -	1.48
Freight and drayage, - - - - -	6.93
Magazines and books, - - - - -	3.84
Additional help, - - - - -	1.50
Coal, - - - - -	1.00
Paste, mending materials, etc., - - - - -	<u>8.60</u>
	\$35.35
Balance on hand Dec. 31, 1902, - - - - -	<u>11.33</u>
	\$46.68

To the Board of Charleston Free  
Public Library = I will sell  
you <sup>South</sup> 82½ X 100 feet of my  
lot (part Lots - 5 & 8 - Block 8 -  
adjoining Dr Brant on  
the east -) for \$2,500. - reserving  
the building thereon -  
Mch 30/03 J. R. Crocker



To the Board of Trustees of the <sup>Free</sup> Charlton Public Library:

Your committee, elected Jan. 20<sup>th</sup> 1903, to select a site for a Free Public <sup>Library</sup> Building, under the offer of Mr. Carnegie, made Jan. 15, 1903, submit the following report:

The matter, through Mayor Alexander <sup>was</sup> submitted to the the council, Jan. 22, 1903, as to whether they would accept the offer, provide a site and not less than \$1000.00 yearly maintenance. This was unan-  
mously provided for and by resolution of the council Mayor Alexander  
was added to said committee. Time has been taken to consider the  
relative merits of a number of locations; but, taking into considera-  
tion size of lots and central location, <sup>nearest to</sup> ~~nearest to~~ the business center,  
and probability of future growth of the City &c., your committee has ~~xx~~  
selected for your consideration as a site the east half of lot no  
eight and the south 17 and one-half feet off of the east half of  
lot five, Block eight in the original plat of Charlton. Making as an  
entire site a frontage on Braden Ave. of 82 & one-half feet and 100  
feet on eighth street. This location can be secured for \$2500.00.

In the absence of Mr. T.M. Stuart, one of your committee, we attach  
his statement as to his ideas and wishes and desire it to become a  
part of our report.

Thomas Gay )  
W. Alexander ) Com.  
)  
)



Chariton, Iowa, March 5th, 1903.

To:

The Honorable Board of Trustees of Chariton Free Public Library:

Expecting to be necessarily absent for a few weeks I take this method of expressing to you my ideas about the location for our new Library Building. It seems to me that our ultimate object should be to obtain a location as near the center of population as we can. My first idea of such location was that it should be in a public place; perhaps on the Public Square, but my views in this respect have changed, and I now think it should be located at some place which would be more quiet, and as near the center as possible, on a corner lot with as good surroundings as possible- either on the Crocker lot East of the North-east corner of the square or on Mrs. Holmes lot East of the South-east corner of the square. Mr. Crocker's lot is much the largest and certainly the most valuable for any purpose, unless it would be for the purpose of a Library Building. The Holmes lot, or rather one-half lot, I suppose would be amply sufficient in size for our building, giving us a clear way for light and air all around the building. I have examined several locations, and my judgment is that one of the above lots should be selected. I have talked with Mrs. Holmes, and while she does not appear anxious to sell, I think we could purchase her one-half lot for \$1800. or \$2000.00 while Mr. Crocker perhaps could not afford to sell his lot for less than about \$3,500.00. I would be entirely satisfied with either of these lots at the prices named that a majority of the Board would agree upon.

Very respectfully

*J. M. Stuart.*



Report of Site Committee  
 Mch 31 - 1903.

To The Honorable Mayor And Council Of The City Of Chariton:

On the thirteenth day of Jan. 1903, an offer of a Free Public Library, was made to the City of Chariton, by Andrew Carnegie, providing the city would secure a site, and provide a maintenance fund of not less than \$1,000.00 per year.

This matter was presented to the Council on the twenty-second day of Jan. 1903, and favorable action taken and the Mayor being added to the Committee on site, elected by the Board, this Committee reported to the Board of Trustees of the Chariton Free Public Library, on the thirty-first day of March 1903, that they had selected a plat of ground, consisting of the east half of Lot 8, and 17 1/2 feet of the east half of Lot 5, in Block No. 8 in original plot of Chariton, making a frontage of 82 1/2 feet on Baden Avenue, and 100 feet on Eighth Street, priced to us at \$2,500.00. This report was unanimously approved by the Board, and it now only remains that your Honorable Body take such action as shall complete the acceptance of Mr. Carnegie's offer by your resolution of Jan. twenty-second 1903.

Signed, Thomas Gay, President.  
 Margaret E. Brown, Secy.



March 31, 1903.

The Library Board met Tuesday evening March 31, 1903, in the parlors of the First National Bank.

Present, The President, Miss McCormick, Mrs. Gibbon, Mr. Crips, Dr. Boynton and Miss Brown.

The minutes of Jan. 23rd, were read and approved.

The President requested the Secretary to read the minutes of meeting on Jan. 20th, showing appointment of Committee on Site. When this was done, the President said, in the absence of Mr. Crocker, the Chairman of Site Committee, he would present and ask the Secretary to read, the report of the Committee, as here appended.

The President said as the site selected by the Committee is owned by Mr. Crocker, he took no action in the matter, and the report was signed by Mayor Alexander and himself, and the written statement of Mr T. M. Stuart, now absent from town, was considered as an endorsement of said report. Mr. Stuart's statement and Mr. Crocker's proposition to sell site selected by Committee, was also read, and here appended.

Miss McCormick moved that the Board approve the report of the Committee to purchase Mr. Crocker's lot 82 1/2 x 100 feet. This motion was unanimously carried.

It was then moved that the President appoint a building Committee of five; said Committee to include himself as member ex officio. Motion carried unanimously.

The President then said he would reserve the selection of the Committee until later, and would then notify the members appointed. He also desired that the said Committee should select its own Chairman.

The Secretary read the report of Library for year ending Dec. 31, 1902, and on motion report was accepted. On motion, a bill of \$1.15, for extra help at Library was allowed.

The Secretary reported \$755.26, as fund for Library maintenance for 1903. The Secretary was instructed to submit the report on the selection of the site, to the Council.

Meeting then adjourned.



June 29, 1903.

The regular meeting of the Chariton Library Board was held Monday afternoon, June 29, 1903.

Present, The President, Mrs. Dewey, Miss. McCormick, Dr. Boynton and Miss Brown.

Minutes of March 31, were read and approved.

It was moved that the tax levy for maintenance of Library for year 1904, be 2 (two) mills on assessed valuation of city of Chariton.

Motion carried.

The President said that Mayor Bowen had reappointed the three members of the Board, whose time expired July 1st. The members appointed for six years, are Mrs. Dewey, Mr. Gay and Miss Brown.

Mr. Gay, as Chairman of Building Committee, read a report of work of said Committee to date. The report was accepted and ordered spread upon the minutes.

The bill of \$47.64 expense of four members of Building Committee in inspecting library buildings, was allowed.

It being time for the annual election of officers, on motion, the present officers were continued.

Mr. Gay, President, Miss Brown Secretary, Miss McCormick Treasurer.

The meeting then adjourned. *Margaret H. Brown*



TO THE HONORABLE MAYOR AND COUNCIL OF THE CITY OF CHARITON:

On the 13th day of January, 1903, an offer of \$10,000 for a Free Public Library building was made to the city of Chariton by Andrew Carnegie on condition that the city should provide a site and a maintenance fund of \$1,000 per year. This matter was presented to your Honorable body on Jan. 22, 1903; the proposition was accepted and the Mayor was added to the Committee on site appointed by the Board of Library Trustees.

At a meeting of the Library Trustees on Mch. 31, 1903, the Site Committee reported that they had selected the following described property:

E 1/2 of Lot 8 and S 17-1/2 ft. of E 1/2 of Lot 5 all in Block 8 in original plat of Chariton, making a frontage of 82-1/2 ft. on Braden Ave. and 100 ft. on Eighth St. for the consideration of \$2,500.

This report was unanimously accepted and approved by Board of Library Trustees and is now presented to your Honorable body for the necessary action leading to the transfer of the property to the city for library purposes.

Respectfully submitted,

\_\_\_\_\_  
President.

\_\_\_\_\_  
Secretary.

Chariton, Iowa,  
April 2, 1903.



Reported progress of Building Committee of the Chariton  
Public Library.--Submitted to Board  
of Trustees June 29, 1903.

At a meeting of the Board held Mch. 31, 1903, Thomas Gay was elected a member of the Committee to formulate plans, and construct a library building under the conditions of a gift made by Mr. Andrew Carnegie Jan. 13, 1903 and accepted by the city of Chariton Jan. 22, 1903.

Mr. Gay was authorized to select and appoint four other members of the Board and these five were to constitute the Building Committee of the Library Board. Miss Margaret W. Brown, F. R. Crocker, T. M. Stuart and Dr. F. H. Boynton were selected and the city council afterward appointed Mayor I. M. Bowen as an additional member. After the organization of Committee by the election of Mr. Gay as Chairman and Miss Brown as Secretary and Vice-Chairman, it was decided that an inspection of a few recently constructed libraries was desirable in order that the Committee might come in active contact with their <sup>building committies</sup> working force and learn from them what it was wise to do and not to do, and also to study their architectural appearance and learn something of what ~~we~~ <sup>be</sup> could construct <sup>ed</sup> with the means available.

The libraries of Newton, Grinnell, Eldora and Marshalltown were visited by four members of the Committee and with the experience thus gained it was determined to erect a



one story building with suitable basement for all the rooms necessary outside the library floor.

The Committee believe that while they did not adept any of the plans inspected, in full the knowledge gained was well worth the small amount expended--the actual expenses of such Committee.

~~The~~ Committee selected as architect the firm of Patton & Miller, believing from what work ~~we saw~~ they had done at Eldora and Marshalltown that they were intelligently progressive and well up to date in library architecture. Mr. Miller has already made two visits here and has worked out to the satisfaction of the Committee both interior and exterior plans of the building. These plans are submitted for your inspection and for any action thereon which you may deem proper.

- - - - -



To the Hon. Mayor and City Council of Chariton:

Gentlemen:-

I herein submit for your consideration the report of Librarian and Board of Trustees of the Chariton Free Public Library, for the year ending December 31, 1903.

Book account, classification, reference, reading room and finance are shown in detail.

We note with satisfaction that the largest increase in circulation has been in books of travel. Greater interest in works relating to mechanics, especially in builder's literature, has been manifest.

The action of the Board of Trustees some years since, in providing for a proper reference department, has borne good fruit. Students of our schools and other patrons are constantly growing more numerous, and with additions contemplated for 1904, the reference room of the new building will be of great interest and profit.

Your attention is called to that part of Librarian's report relating to Carnegie building, for which you have made provision for maintenance, and provided site.

The building committee have spent much time and care in planning for a building which will represent economy of management and also meet the necessities of future growth of population and patronage, and which will be worthy of your generosity and that of Mr. Carnegie.

Pres. Board of Trustees.



to the Board of Trustees of the Free Public Library, Charleston, Ia.:

In submitting the fifth annual report of our Free Public Library for the year ending Dec. 31, 1903, it is indeed gratifying to consider the progress of the library during the past year which includes the most notable event in its history since the city voted to maintain it as a free educational institution.

Mr. Carnegie's gift of a building came at a most auspicious time, for with the continued increase of readers using the reading room the capacity of the library to accommodate them has been taxed to the utmost. <sup>next</sup> 287 borrowers' cards have been issued this year, 128 of which were to children, making a total of 1106 cards in force, not including forty-five issued to people in the country for which the nominal charge of 25¢ per quarter is made.

A careful estimate shows 9888 visitors to the reading room. During the winter, there is an average of thirty-five boys who spend their evenings in the reading room and while some come only to look at the pictures an ever increasing number become interested in the splendid collection of magazines upon the tables and such silent influence can not be over-estimated in the development of better citizenship.

To administer a library upon a sound ~~and~~ financial basis, it is necessary to make a just division of the funds in the several departments. To add to the reference department by the ~~purchase~~ <sup>purchase</sup> of magazines, to keep the collection of books in good shape through rebinding, beside the many other expenses absolutely necessary to maintain a properly organized institution renders it impossible with our small maintenance fund to make an expensive purchase of new books. It has, therefore, been impossible to supply our readers with as much of the new fiction as they desire. One copy is not adequate to supply the demand for such a wholesome story as that about Rebecca of Sunnybrook Farm or the brave and true Little Shepherd of Kingdom Come. But while an occasional book is duplicated, it is impossible to add enough copies to supply the immediate demand, which, when the passing interest is satisfied, would leave us with many copies of one book that the public had forgotten or ceased to ~~read~~ <sup>read</sup> demand. Furthermore, with a limited fund for book purchase, it does not seem wise to expend too large a proportion for such books and thus limit



the purchase of books of a more substantial character.

It is the plan of your book committee to add each year to the different classes of literature and so in time provide a representative collection under each subject. It is interesting to note that 673 books of travel were issued this year of which 460 were juvenile. This shows a total gain in the use of nearly 300 in travel and the largest circulation of any one of the classed books. The total circulation for the year is 14,879, a gain of 797 over preceding years.

The library has been the recipient of a number of books during the year, among them being a valuable set of the American Short Horn head book and Official Records of the War of the Rebellion presented by S. H. Mallory.

In order to come in touch with some of the conditions of modern library work, the assistant Librarian Miss Cook attended the Iowa Summer Library School which is held at the State University each summer by the Iowa Library Commission. She took the two-week's course in children's work under Miss Annie Carrll Moore, a recognized authority on the subject.

Mr. Carnegie's proposition of Jan. 13, 1903 to erect a library building to cost \$10,000 on condition that the Council by resolution should agree to maintain a free public library at a cost of not less than \$1,000 a year and provide a suitable site for the building was promptly accepted.

building

During the year, the plans for the library have been slowly and carefully developed. After the lot was purchased by the city some members of your building committee made a tour of inspection of several library buildings in the state and after thus obtaining a basis for comparison and a knowledge of the needs and requirements for a library, they selected as architects the firm of Patton & Miller of Chicago, library specialists who will have supervision of the building as well as preparation of the plans and specifications. Your building committee believes the accepted plan most excellent and satisfactory in every respect. The plan provides ample space for general reading room, children's room and shelving of books, room for future growth being taken into consideration by adopting a plan which is easily capable of extension. To adequately make provision for future requirements in size of rooms and to finish the main floor in an acceptable manner it will be impossible to finish



the lecture room and the local history room on the ground floor with the building fund provided by Mr. Carnegie, but it is hoped that the interest and pride of our citizens in this public institution may lead to the finishing of the entire building.

The contractors, Messrs. Johnson & ~~But~~<sup>Best</sup>, having laid the foundation this fall, will be ready to take up the work as soon as the weather permits in the Spring. It is expected that the building will be ready for occupancy in September and with a permanent home for the library there is every reason to believe that another year will show even more marked advancement than the present year has shown, in practical service to the community.

Respectfully submitted,

Margaret K. Brown.



# Chariton

## ANNUAL REPORT OF THE Free Public LIBRARY, FOR THE YEAR ENDING 31 Dec 1903.

### BOOK ACCOUNT.

Number of books in library at beginning of fiscal year .....					1680
<b>Additions.</b>					
Books added by purchase .....		161			
New books..... Duplicates..... Replace copies.....					
Books donated .....					
Magazines bound .....					
<u>Gifts</u> .....		36			
Total additions for fiscal year .....					197
<b>Withdrawals.</b>					
Books condemned .....		4			
(Books worn out, destroyed on account of contagion, etc.)					
Books lost by borrowers .....		22			
(Of this number..... were paid for.)					
Books sold .....					
Books missing .....					
Total withdrawals for fiscal year .....					44
Actual number of volumes in the library .....					1863

### CLASSIFIED LIST OF BOOKS IN THE LIBRARY.

CLASSES.	ADDITIONS.			TOTAL NUMBER IN LIBRARY.		
	Circulating Department.		Reference.	Circulating Department.		Reference.
	Adults.	Children.		Adults.	Children.	
General reference works and bound periodicals .....	/					/
Philosophy .....		/				
Religion .....						
Sociology .....						
Language .....			/			
Natural science .....						
Useful arts .....						
Fine arts .....						
Literature .....						
History .....						
Travel .....						
Biography .....						
Fiction .....						
School duplicate collection .....		/				
Foreign books .....						
Current periodicals (single numbers) .....	/					/
Pamphlets .....						
<b>Total</b> .....						



CLASSIFIED REPORT OF CIRCULATION.

CLASSES.	FROM MAIN LIBRARY.		THROUGH SCHOOLS.		Total.	Percentage.
	Adults.	Children.	Adults.	Children.		
General reference works and bound periodicals .....	10				10	
Philosophy .....	9	1			10	
Religion .....	16	90			106	
Sociology .....	106	60			166	
Language .....		18			18	
Natural science.....	53	335			388	
Useful arts .....	41	18			59	
Fine arts .....	46	52			98	
Literature.....	181	69			250	
History .....	164	162			326	
Travel.....	213	460			673	
Biography .....	211	63			274	
Fiction .....	7995	3625			11620	
Foreign books.....						
Current periodicals (single numbers)...	875	6			881	
Traveling library.....						
Total .....	9920	4959			14,879	

Number of days library has been open for circulation..... 309.  
 Average daily circulation... 48..... Largest daily circulation... 145..... Smallest daily circulation... 9.....  
 Increase in circulation of books for adults over preceding year..... 727  
 Class in which the gain is largest... Travel  
 Increase in circulation of children's books over preceding year.....  
 Percentage of children's books circulated... 33%..... Percentage of fiction circulated... 78%<sup>adult.</sup> 53%  
 Number of volumes in the renting collection of duplicates .....

Circulation from this collection. Cost of the collection. Income from the collection.

REGISTRATION OF BORROWERS.

\* Number of borrower's cards in force at date of last report ..... 878  
 (Adults..... Children.....)  
 Number of cards issued during fiscal year..... 287  
 (Adults... 159..... Children... 128.....)  
 (New names..... Re-registration.....)  
 Number of cards withdrawn during the year ..... 59  
 (Expiration..... Cancellation.....)  
 Total number of cards in force at date..... 1106  
 Number of cards held by country people... 45..... Number of cards held by other non-residents.....  
 The period for which cards are issued is... 2 yrs

BINDING AND REPAIR.

Volumes of periodicals bound..... 10..... Number of books rebound..... 70  
 Number of books repaired in library ..... 546



REFERENCE DEPARTMENT.

Approximate number of readers using this department *Increase over last year*

Number of reference lists made *as reference dept. is being built*

Number of exhibits held *up*

Number of picture bulletins made.....Subjects.....

*Birthdays & Anniversaries following list in R.C. leaflet # 4*

Number of clubs having programs on file in the library for references

Number of volumes and pamphlets in local history collection

READING ROOM.

Number of week days open *6*.....Number of hours per day *4 1/2*

Average daily attendance (estimated) *32*

Number of Sundays open *visitors estimated by average 1888*

Number of Sunday readers.....

Number of periodicals subscribed for *18*

Number of periodicals given.....

Holidays on which reading room is open

Average holiday attendance.....

Cost of Sunday service (extra).....Of holiday service (extra).....

WORK WITH SCHOOLS.

Number of visits to schools made by librarian

Number of talks given in school rooms by librarian

Number of classes which have visited the library

Number of books circulated through the schools

Number of books in school duplicate collection

Number of books issued on teachers' cards

Number of teachers' cards in force.....Number of books allowed each teacher.....

BOARD OF LIBRARY TRUSTEES.

- |                               |                           |
|-------------------------------|---------------------------|
| 1. Thomas Gay                 | 6. Mrs Victoria Dewey     |
| 2. Mrs R. R. Gibson           | 7. Mrs J. O. Crips        |
| 3. Miss Margaret M. McCormick | 8. F. R. Crocker          |
| 4. J. M. Stuart               | 9. Miss Margaret W. Brown |
| 5. F. H. Boynton              |                           |



The County Treasurer's estimate of \$696.58 as the amount due library fund for 1902 FINANCE, was included in Librarian's report for that year. The City Treasurer actually received \$635.00 making an unexpended balance from preceding year...

Unexpended balance from preceding year				58	81
<b>Receipts.</b>					
Annual income from tax levy	7	40			
Gifts					
Special funds					
<b>Total receipts</b>					798.81
<b>Expenditures.</b>					
Rent			6	8	35
Heat			1	2	44
Light					
Janitor service			3	4	70
Salaries	2	7	1	5	
Repairs and improvements			2	2	5
Furniture and fixtures			4	0	5
Printing					
Stationery and catalogue supplies			1	1	
Postage and express					
Books	1	5	0	9	4
Periodicals			5	5	5
Binding			3	0	5
Insurance					
Miscellaneous P. O. box				2	00
Special <i>New library building</i> <i>(Expense of building, furniture, etc., drain)</i>			7	3	97
<b>Total expenditures</b>					666.85
Balance on hand	31	Dec	1902		131.96

SPECIAL EXPENSE FUND.

Balance on hand December 31, 1902	1	1	33	Disbursements:				
<b>Receipts.</b>				By librarian from cash receipts:				
Petty cash collected by librarian:				Postage			3	87
Fines on overdue books	3	9	29	Special cleaning and care of room			1	275
Damaged or lost books				Freight and express			1	005
Cards to country and other non-resident borrowers	9	7	5	Slight repairs. Supplies			5	49
Sale of old or duplicate books				Incidental expenses Magazines, books, paste, etc.			1	093
							\$	4309
			\$	6037	Balance on hand			1728

SUMMARY TABLE.

Number of volumes in the library		1863	
Total circulation during the fiscal year	14,879	Number of borrowers' cards in force	1106
Total receipts for the fiscal year		Total expenditure for the fiscal year	\$666.85

Signature of librarian

Date

I have carefully read this report and with the approval of the library board submit it to the city council and to the Iowa Library Commission.

*Margaret N. Brown* President.  
Secretary.