

Jan. 7. 1901 -

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The regular meeting of the Library Board was held Jan 7-1901. Present - The President Mrs Dewey, Miss McCormick, Mrs Gibson Mr Whitten & Miss Brown.

The minutes of Dec. 3<sup>rd</sup> read & approved. The President called upon the Librarian for her report - covering the period from Dec 31-1899 to Dec 31-1900, which report was read & accepted.

The Treasurers report - was also read & accepted. The President then read his report for the Board of Trustees to the City Council, incorporating in it - that of the Librarian & Treasurer for detailed statistics. The report was accepted (and a copy is here appended)

The Secy said the History Club had contributed \$12.00 for purchase of Books abridged Index, also that the Ladies Aid Society of Christian Church had presented the library with an & was gift of an umbrella stand.

Mr Lyle Young of Drs Monroes had given the Daily Capitol for a year. and several books had been given. The Secy reported no further work with Lloyd Percival.

All bills hitherto unapproved were approved. There being no further business the meeting adjourned.

Margaret W. Brownlee.

## FREE LIBRARY IS GROWING

### REPORT OF LIBRARIAN SHOWS A GRATIFYING GROWTH.

Great Increase of Public Interest.  
Work Extended to Country  
Schools. Library a Boon  
to Children.

Miss Margaret Brown, librarian of the Free Public Library of Chariton has made out a very interesting report of that institution and submitted it to the library board of trustees. We publish it in full, feeling that the citizens of Chariton and Lucas County will be interested in knowing something more of the condition and usefulness of that institution. Following is the report:

"To the Board of Trustees of the Free Public Library, Chariton, Iowa:

Ladies and Gentlemen:—Herewith is respectfully submitted the annual report as required by law, covering the period from Dec. 31, 1899 to Dec 31, 1900.

In reviewing the work of the year the growth of the library, as demonstrated by the increasing interest and number of its patrons, augers well for the future. For detailed statistics see tables appended.

#### REGISTRATION OF READERS.

The registration of book borrowers has increased steadily, there having been 1051 borrowers' cards issued since the opening of the Library 2 years ago. The register has been carefully revised, and after withdrawals from, deaths removals and non-residents, the total number of book borrowers now using the library is 770. This does not include 48 readers throughout the county, who have taken advantage of the privileges of the library extended to them on payment of 15 cents per quarter. The arrangement was made in fulfillment of the requirement of the last Legislature in regard to libraries maintained by city tax, and as there is such variation in use from one quarter to another, a separate record is kept.

During the summer the library was closed for several weeks and the improvements then made have enlisted many expressions of pleasure from the patrons. The children's corner, with low table, bulletin boards and shelves reserved for their books, is a special feature of the arrangement, and the children are certainly appreciative of the books, the pictures and the attractive room, as the reading tables are constantly in use, many evenings there being scarcely room sufficient to accommodate the number of boys. That they are acquiring the reading habit, has been observed, and as we are building for the future it is to be hoped, that in the hearts of the rising generation there will grow a love for this institution and a realization that through it, has been received some beneficent influence, which has enriched and ennobled them.

#### CIRCULATION OF BOOKS.

The library was open for the circulation of books 285 days, being closed Sundays, holidays and while improvements were being made. The total number of volumes taken out for home use was 11,450, with an average daily circulation 40 volumes. The largest issue of any one day was 136 volumes on February 17 the smallest 7, on September 4, while there was 10,076 visitors in the reading room, showing a gain of 1,474 over last year.

#### BOOK PURCHASE.

115 books have been added during the year. 103 by purchase, 12 by gift and deducting the number worn out and withdrawn 13, we have in the library

1073 books. A careful inventory showing no books lost except two, which were very old and almost ready to be withdrawn.

#### REFERENCE.

The literary matter in a public library must meet the demands of all classes, and in the purchase of books that has been the endeavor, in as much as the inadequate fund permits. While many patrons depend upon the library for their light reading, and a large per cent of fiction has been purchased, it has been the aim to make it of such high standard that there will be no reproach in showing a high per cent of fiction circulated. This has made it impossible to build up the reference department, wherein is found the real test of a library's strength—for in its ability to enlighten and render real service to the inquiring mind, is the proof of its permanent usefulness.

Recognizing this problem which confronts every small library, the state library commission has asked the cooperation of the librarians and people of the state in establishing a clearing house for exchange of magazines, as by so doing, with little or no expense, the librarians may acquire valuable material which otherwise could only be obtained in expensive reference books, and in answer to my request for magazines through newspapers and its clubs, a number have given of their store, there being about 100 volumes on file which will be bound as fund will allow. The magazines, with the key to their contents in the Pool's abridged index, which the history club has generously contributed the fund to purchase, and cumulative to date, will give splendid resources to the library.

#### BINDING.

The binding for the year includes 100 rebound books and three newly bound by myself, making a total of 103. No account has been kept of the number of books repaired in the library, but the books in circulation have constant supervision, and are mended until long after they should be withdrawn. This work, which requires much patience and care, takes up a great part of the assistant's time, but is a constant saving in expense.

#### WORK WITH THE SCHOOLS.

Believing that the library should be an important factor in the educational system of the community, in so far as means will permit, everything is being done that tends toward greater cooperation between the school and the library.

A supplementary course of reading along the lines suggested by the National Educational Association is in preparation for the city schools, and recognizing the value of pictures as an aid to instruction, a collection has been gathered from every available source, mounted and classified, and furnished free to any teacher in the county upon application.

Considerable effort has been made to place the state traveling libraries in the school districts. Juvenile libraries as well as miscellaneous collections of fifty books, free of cost, except transportation, can be procured, and six libraries are now in use, and greatly appreciated by the teachers.

#### ACKNOWLEDGMENTS.

To the PATRIOT, Democrat and Herald I am deeply indebted for their notices and book lists, and acknowledgment is also due the friends of the library who have so kindly remembered it by gifts of furniture, including the linoleum for the floor which added so much to the comfort and appearance of the room. I also wish to express the gratitude I feel for the patience and consideration shown by the patrons of the library, and the faithful work of the book. In the

future we hope to be able to greatly extend the field of usefulness and make the library a greater factor in the community.

Respectfully Submitted,  
MARGARET BROWN."

## REPORT OF TREASURER, BOARD OF TRUSTEES, FREE PUBLIC LIBRARY.

To the Board of Trustees:

Herewith is submitted a tabulated statement of the receipts and expenditures for the year ending Dec. 31, 1900.

## RECEIPTS.

Credit with City Treasurer, account taxes.

Collected,-----	\$ 433.00
Cash on hand, Federated clubs 1899,-----	31.37
Federated Clubs, 1900,-----	53.85
Lucas County Fair Association,-----	40.00
Harmony School,-----	6.00
	<u>\$564.22</u>
Overdrawn,-----	.20

## DISBURSEMENTS.

Repairs -----	\$ 9.15
Printing-----	6.25
Coal,-----	9.25
Rent,-----	75.00
Janitor,-----	11.30
Improvements,-----	85.37
Miss Cook, Assistant Librarian,-----	144.00
Binding books,-----	51.82
Insurance,-----	6.25
Magazines,-----	34.45
Books,-----	85.83
Furniture,-----	40.50
Supplies,-----	3.20
Picture mounts,-----	8.30
	<u>\$ 570.67</u>
	<u>\$564.42</u>

There has also been collected by the librarian the following sums:

Cash on hand Jan. 1, 1900,-----	\$ 1.72
Borrowers' cards,-----	4.44
Fines,-----	35.71
Quarterly cards,-----	8.25

Which sum has been expended as follows:

Books,-----	\$ 9.72
Scrubbing & cleaning,-----	6.30
Freight and express,-----	17.67
Miscellaneous,-----	16.43
	<u>\$50.12</u>
	<u>\$50.12</u>

Feb. 18. 1901

The Library Board met Feb. 18. Present the President, Miss McCormick, Mrs Devey & Miss Brown.

Minutes of Jan 7 read, & approved. On motion the bill of \$5<sup>00</sup>-<sup>40</sup> for Cumulative Index & reading lists, was allowed.

Miss McCormick recommended the purchase of Beacon lights of history.

The librarian then stated that she had accepted the position of Franklin Library Assk. at the State Library, and that as this would occupy a large part of her time, she would hereby tender her resignation as librarian.

The President presented the following resolution.

Believing that the employment of the librarian has in view will ultimately result in great benefit to our library; and desiring her continual oversight of the same we respectfully ask her to withdraw her resignation.

The Resolution was unanimously adopted & resignation withdrawn.

Motion carried that the assistant's salary be increased to \$16<sup>00</sup> per calendar month, not understanding that she devote all the time necessary to the work of the library.

Adjournment.

Margaret V. Brown.

May 6, 1961

The regular meeting for the Library Board was held May 6. Present to President - Mrs Dewey, Miss McCormick, Mr Whitten, Mrs Gibson & Miss Brown. Minutes of Feb. 18 read & approved. The President said no meeting had been called for intervening months, as there had been no business of importance to transact.

The librarian then reported that \$31.39 had been spent in new books for adults & 28.10 in collateral reading for use in Public Schools and white books for collateral reading had been supplemented by books from Franklin Library Dept of State Library; placed in the 1st & 2nd Grade in the four school houses & circulated among the children.

The books were selected from lists compiled by best authorities on the subject, & the teachers were well pleased with the books. A letter was then read from Miss Lorraine Holden expressing her pleasure in the books. Motion carried that all bills not provided for since last meeting be allowed.

The announcement of J. L. A. was read & motion carried that the library join the Association, & Secy instructed to send \$1.00 dues to them. The librarian said Mr Bates had presented the library with 14 vol of Review of Reviews, 3 vol of which were bound.

There being no further business, Miss Alice A. Tyler Secy of State Commission

bring present, an informal discussion of library questions took place, including the binding of magazines to build up the reference department of a small library & how to guide the public & interested into the classes books. Miss Tylan suggested the purchase of books on special subject; & believed that the plan inaugurated by Board of placing books in the school would be of material help.

Adjournment.

Margaret H. Brown  
Secy.

July 22, 1901  
Meeting of the Library Board was held July 22. Present - The President, Miss McCormick, Rev. Whittier, Mr. Crocker. Minutes of May 6 - read & approved.

Motion made & carried that a tax of 1 1/2 mills be levied, the same as previous year.

Motion made & carried that library be closed on all national holidays.

Motion carried that bill for O. O. be allowed.

Adjournment.

Estella Cook.

Secy pro tem.

May 6, Nov. 11. -1901  
 The Library Board met in called session  
 Nov 11. - Present, the President, Mrs Cuffs  
 Mrs Gibbon Mrs Drury & Miss Brown.

Minutes of July 22 read & approved.

The Librarian read the list of books  
 purchased & list approved. The list  
 of magazines to be purchased for coming  
 year was also read. The list consisted  
 of 16 magazines & periodicals, and motion  
 carried that the North American Review  
 also be included & list ordered.

Motion carried that the Secy make some  
 suitable acknowledgement of Mrs  
 Laura Woodwards' valuable gift of 39  
 books to the library.

The traveling libraries for use in  
 country was discussed & it was decided  
 that \$25 should be charged to each  
 applicant for use of T.L. in  
 circulation in the County during  
 the year. This sum being estimated  
 as cost of freight on the library  
 during the year. Motion carried that  
 Miss Margaret Fay be paid \$2.00 due her for one  
 week work during summer.

Motion carried that bill for \$5.75 for cards,  
 pockets & book covers be allowed.

Motion carried that all bills not authorized  
 since May 6. be allowed. The Librarian was  
 instructed to take steps to obtain other apprentices  
 that in case of emergencies or illness, Miss Cuffs  
 placed could be supplied.

The discipline in library was also discussed  
 & names of boys excluded for a certain period  
 are as follows Richard Crocker, Harold  
 Householder, Alva Adams, Jim Shelton &  
 Walter Clauson -

Adjournment. Margaret W. Brown.

Secy -

Report of the Board of Trustees.

To the Hon. Mayor and Council of the City of Chariton, Iowa:

The Board of Trustees of the Chariton Free Public Library submit for your consideration their Third Annual report for the year 1901, as provided for by sec. 731 of the Code.

Book circulation.

In the purchase of books we have not only kept in mind the truth that Reading is the key to all knowledge but we have endeavored so far as possible to make that knowledge accessible to library patrons by placing before them such literature as the most discriminating minds deem best for a public library. In this respect we feel that what has been placed upon the shelves during the year is safe and wholesome for our army of readers. Especially is this true of the juvenile books and never before in our city has such profitable and entertaining literature been possible to obtain or so eagerly sought and read.

In addition to our own books the library has the use of the State Free Traveling Library which is of large importance in supplying the wants of our patrons.

Book reference.

In the reference department there has been added during the year the bound volumes of our leading magazines since 1895. These with Pooles Index open to the patrons for examination and study the most important literature in all departments which has been written during this period. This department, which will be enlarged as funds permit, will greatly benefit the studious and those who desire special information.

Periodicals.

What is true of the circulating department is also true of the periodicals of the reading room. The tables carry the best of our weekly and monthly literature and the patronage is excellent.

Finance.

The levy of one and one half mills in 1900 has given us funds with which to provide rent, salary of librarian, janitor, coal, binding, printing, extra help, books, magazines, and incidentals. The financial statement will show in detail where our judgment has placed the funds and we trust our action will meet your approval.

Librarian.

Miss Margaret W. Brown, whose unceasing perseverance and energy has been so great a factor in the building of our library and who has given her time and strength gratuitously, is Librarian and Miss Estella Cook is her efficient and salaried assistant.

The benefits of a properly conducted and well patronized library with suitable literature is best appreciated by those who interest themselves in its work and who by their presence there observe for themselves the character of its literature and its dissemination to its patrons and we trust the Hon. Mayor and members of the Council to whom the library is indebted for many favors, will do us the honor of spending an occasional hour as patrons of this institution.

For a more detailed account of the work and condition of the library during the year 1901 we call your attention to the enclosed report of Librarian and financial statement.

Respectfully submitted,

Dec. 31, 1901.

Report of the Librarian.

To the Board of Trustees of the Free Public Library of the City of  
Chariton, Iowa:-

In presenting this Third Annual report on the condition of the Free Public Library it may be well to state that the primary purpose, in the maintenance of such an institution, is the development of the highest citizenship.

At no time can a just estimate be placed upon the silent influence of books, that stimulate and inspire, or the opportunities given for the development of civic pride, born of a respect for an institution of the people and by the people. That such results have been obtained even in a small measure in our library is perhaps more apparent among the eager, restless boys who surround the reading tables each evening. Coming first to look at pictures in the illustrated periodicals many have become interested in the printed page and so unconsciously drifted into the wider field of knowledge contained within the covers of the current magazines and the books upon the shelves. To every citizen there is given the privilege, which I regret is not more often used, of encouraging and assisting in the upbuilding of this institution through active personal interest, made manifest by at least occasional visits to the library.

Twelve hundred sixty six book cards have been issued since the opening of the library three years ago, and after withdrawals from death and removals it is estimated that the total number of book borrowers is one thousand. The library has been open for the circulation of books 306 days and the total number of books taken out for home use is 11400; of this 7358 were for adults, 4042 for children, with an average daily circulation of 38 books. The largest issue of any one day was 111, Saturday, Nov. 23, and the smallest 7, Sept. 6, while it is estimated that there were 7677 visitors in the reading room, 261 books have been added during the year, of which 83 were gifts, and deducting the number worn out and withdrawn-11- we have in the library 1323 books. Of the gifts mentioned, many were of considerable value. Mr. B. F. Bates contributed almost a complete file of the Review of Reviews, including some bound volumes. Through Prof. and Mrs. C. F. Geltry ~~the~~ gave Harpers Cyclopedia of U. S. History, while Mrs. Laura E. Woodward, formerly of Chariton, contributed 39 books, of which the Websters Dictionary and the bound magazines have especially aided in our reference department.

To assist in the upbuilding of this very important feature of the library the magazines contributed by the townspeople and by the Iowa Library Commission, through its Periodical Clearing House, are being bound and through the use of Pool's Abridged Index, a gift of the History Club, this valuable store of reference is made accessible.

The demand for fiction and the more entertaining class of literature has made it impossible to strengthen the reference department to any great extent, and while it is the duty of the library to supply the demand for any class of literature in so far as means will permit, it is no matter how large the fund for book purchase. To fill the shelves of a small library with the ephemeral books of the hour diverts the use of public money by failure to give not only the best and most wholesome, but that which will be of the highest educational value.

In pursuance of your long cherished conviction that the greatest results in the formation of a taste for the best in literature are obtained by reaching the children, last spring, through the cooperation of the teachers, an experiment was made in placing supplementary reading in the 1st, 2nd, and 3rd grades of the public schools. The books were selected by the teachers from lists compiled by the best authorities and the results gave indication of the splendid possibilities awaiting us when funds permit the expense of carrying forth the work.

The plan inaugurated last year of using our library as a center for exchange of the State Free Traveling Libraries has been successful. 12 libraries consisting of from 25 to 50 books each, have been in circulation throughout the county. In all cases it has been through the interest and effort of the teachers that the books have been brought to the different communities and placed in the school house where they are used not only for supplementary work in school but for the pleasure and profit of the community. There has been considerable use of the mounted pictures in the different schools throughout the county. The pictures are used to supplement and illustrate lessons on special subjects and also find their place upon the bulletin board in the library to commemorate the birthdays and anniversaries of great men and historic days. Last spring a very successful exhibit called "Out of doors in spring time" interested the children, while all holidays have been observed by special exhibits and reading lists.

From Miss Alice S. Tyler, Secretary of the Iowa Library Commission, our library has received great assistance through personal visits and many helpful suggestions.

The hearty appreciation of the patrons of the library is most encouraging to us and while other official duties have made it impossible for me to give much time to the routine work of the library the work has been carefully outlined and has been most efficiently carried out by Miss Cook.

Respectfully submitted,

Margaret W. Brown.

Report of Treasurer of Board of Trustees of Free Public Library.

To the Board of Trustees:

Herewith is submitted a tabulated statement of the receipts and expenditures for the year ending Dec. 31, 1901.

Credit with City Treasurer - acct. tax collected	\$700.00	
Donation F. Q. Stuart	14.80	
Disbursements		
<i>Overdraft, 1900</i>		<i>20</i>
Miss Cook	\$187.00	
Coal	13.51	
Printing	4.80	<i>4.50</i>
Books	190.77	
Rent	75.00	
Janitor	16.60	
P.O.Box rent	1.00	
Supplies	10.63	
Dues I.L.A.	1.00	
Extra salary Miss Gay	4.00	
Binding	89.50	
Magazines	55.10	<i>675.06</i>
<i>Total expenditure =</i>	<i>\$648.31</i>	
Balance on hand	66.19	<i>65.99</i>
	\$714.80	\$714.80

Respectfully submitted,

The following sums have also been collected by the Librarian:

Fines, quarterly cards, \$44.31

Of this sum there has been expended:

Freight	\$16.89
Scrubbing and cleaning	8.50
Books	2.95
Supplies	3.61
Postage, etc.	6.32
Stoves, cleaning windows	3.00
	\$41.27
Cash on hands Jan. 1, 1902	3.04
	\$44.31

March 28-1902

The Library Board met in called session Friday, March 28. Present - The President - Mrs. Pettin, Mrs. Dewey, Mr. Crocker & Miss Brown.

Minutes of Nov 11 - read & approved.

The Secy presented the bills of Miss Priscilla Pickell for \$4.40 for type writing annual report - Feb 1901; & Library Bureau for book supports \$1.00. On motion these bills were allowed. The Secy then read the bills paid to date #111 to 137 inclusive & on motion these bills were allowed. Miss Cook's salary was then discussed & the motion carried that the compensation of Miss Cook be increased to \$20.00 per month; for no specified term, with the understanding that all her time should be at the disposal of the library; & that the work of the library should be done promptly. The Secy reported numerous requests had been made last summer, that the library should be open mornings during the holidays. Motion carried that beginning with June 1<sup>st</sup> & until Sept 1<sup>st</sup> the library be opened from 9 until 12 a. m. & 7:30 to 8:30 P. M., with additional hours on Saturday from 1:30 to 5 P. M. The Secy reported a continual increase in the number of the patrons since the issue of the 12<sup>th</sup> series of borrower cards. The number having reached 609. As Mr. Whittens removal from town leaves a vacancy on the Board, the motion the Secy was appointed a

committee to wait on the Mayor, & present to him a request from the Board for the appointment of Miss Ethel Bantelmeier for the Miller's unexpired term.

The President stated that the yearly report - for the Board & Librarian had been handed to the Board and as the reports were to be printed in local papers it was decided to waive the reading of same in Board meeting. The new magazines which had just been received from the binding were examined. The President & Secy reported his efforts in regard to gift of library building from Mr. Carnegie & the matter was discussed with much interest -

Adjournment -

Waquant N. Brown  
Secy

Estimate of expense for Chariton Public Library  
for 1903.

Tax for 1902,

\$660.57

Rent,	\$ 75.00
Fuel,	15.00
Janitor about 42 wks. at 60¢.,	25.00
Asst. librarian, Miss Cook, 12 mo. at \$20.00,	240.00
P. O. Box rent,	2.00
Printing and supplies,	5.00
Books,	250.00
Magazines,	58.00
Rebinding,	50.00
Incidental expenses,	<u>\$ 25.00</u>
	<u>\$745.00</u>

July 3<sup>rd</sup> 1902.

The Library Board met in called session Thursday morning July 3<sup>rd</sup> at the library. Present the President, Miss McCormick, Mr. Stuart, Mr. Crocker & Miss Brown.

Minutes of March 28 read & approved.

The Librarian said that the inventory had been made & only three books were missing, which made a total of 4 books lost from the shelves in the three years the library had been in existence; she also said that every one seemed pleased with the morning hours at the library, as general satisfaction had been expressed to Miss Cook.

The order for 90¢ for reading lists not already provided for in usual expenditures was allowed.

The discussion of the annual tax levy new took place & the President said he had called upon the mayor & presented a conservator's estimate of expenses for 1903, made by Librarian. It stated to the mayor that he believed it to be the desire of the Library Board if it met with his approval to increase the levy from 1/2 mills to 2.

The mayor said he did not believe that the council would feel justified in confirming the two mill levy at present, but consented on the suggestion of the President to an increase of 1/10 mills making a total levy of 1 1/10 mills for 1903. As each member of the Board present expressed a desire to have perfect

harmony between the Board & the City Council & while they fully realized that the sum was inadequate to the growing needs of the library they deemed it advisable to act upon the President's suggestions.

Mr. Stuart moved that the Board report a tax levy of one mill & six tenths ( $1\frac{6}{10}$ ) to the city authorities as maintenance fund for 1903. Motion carried unanimously.

After some discussion over the probability of a gift from Mr. Carnegie the meeting adjourned.

Mayant W. Brown  
Secy

Approved 19. S. 1902.

Sept 19, 1902

135

The Library Board met in the library Friday morning Sept 19, 1902. Present, the President, Mrs Dewey, Mrs Gibson, Miss McCormick, Mrs Crisp, & Miss Brown.

The minutes of July 3<sup>rd</sup> were read & approved.

The bill for new books was allowed.

The Secretary presented the need of the library for more shelf room and motion carried, that additional shelving be placed on north wall, in space now used for Bulletin board. The Secretary was authorized to assume the responsibility in the matter & have the shelving made.

The President said that the Council had failed to make the levy of 1 1/10 mills as requested by the Board, and had made the levy of 1 5/10 mills as last year.

The President said he would investigate the matter & see if it could be rectified.

This subject of loaning Franklin libraries to the rural districts was discussed & motion carried, that for one year the funds received from the sale of Quarterly cards be used to pay freight on Franklin Libraries for use of schools.

The Board examined the new books & reading lists recently purchased.

Adjournment.

Margaret W. Brown

Approved. 20 Jan. 1903.