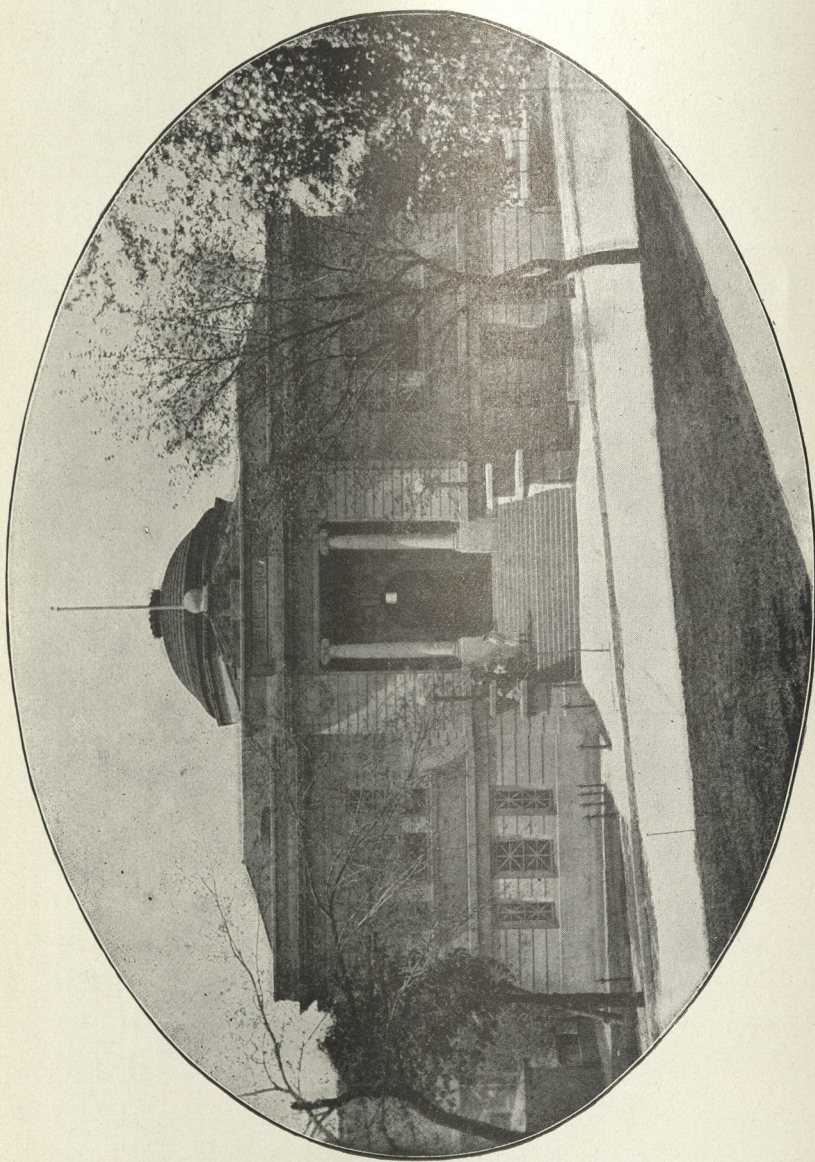
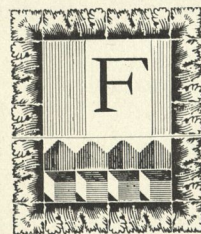


The Public Library of
Ottumwa, Iowa
1907

Fifth Annual Report



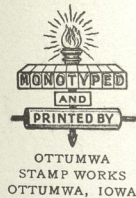
OTTUMWA PUBLIC LIBRARY



FIFTH ANNUAL
REPORT *OF THE*
PUBLIC LIBRARY
OF OTTUMWA, IOWA, 1907

OTTUMWA, IOWA
THE PUBLIC LIBRARY

1908



BOARD OF TRUSTEES.

J. T. HACKWORTH, President

S. P. HARTMAN, Secretary

W. A. McINTIRE	R. H. MOORE	CHAS. P. BROWN
J. J. SMITH	G. F. HEINDEL	C. M. MYERS
	F. W. SIMMONS	

Term Expires June 30, 1909

CHAS. P. BROWN	C. M. MYERS	G. F. HEINDEL
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Term Expires June 30, 1911

W. A. McINTIRE	J. J. SMITH	F. W. SIMMONS
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Term Expires June 30, 1913

J. T. HACKWORTH	S. P. HARTMAN	R. H. MOORE
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COMMITTEES OF THE BOARD.

EXECUTIVE.

J. T. HACKWORTH	S. P. HARTMAN	W. A. McINTIRE
	C. M. MYERS	F. W. SIMMONS

FINANCE.

F. W. SIMMONS	J. J. SMITH	R. H. MOORE
---------------	-------------	-------------

BOOK.

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	BUILDING AND GROUNDS.	
C. M. MYERS	CHAS. P. BROWN	G. F. HEINDEL

LIBRARY STAFF.

LIBRARIAN.

MARY E. DOWNEY

ASSISTANTS.

MAY B. DITCH	*WILHELMINA HOFMANN	LOIS JOHNSTONE
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†IVA G. MANRO

APPRENTICES.

CARRIE J. EMERSON	LILLIAN BUCKLEW	ABBIE COOPER
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Janitor—PETER OLSON

*To May 1, 1907. †From May 1, 1907

REPORT OF TRUSTEES.

The Board of Trustees has the honor to submit the following report for the year ending December 31, 1907:

There was received from tax levy
 For the site fund..... \$1,179.53
 Balance on hand December 31, 1906..... 1.31

Total..... \$1,180.84

For the maintenance fund..... \$4,718.21
 Balance on hand December 31, 1906..... 203.59
 Ottumwa library association..... 189.70
 Transferred from site fund..... 5.75

Total..... \$5,117.25

There was expended from the site fund \$904.75 leaving a balance of \$276.09. From the maintenance fund \$5,086.61 was paid out leaving a balance of \$30.64 at the end of the year. For detailed report of these items see report of Finance Committee and for loan desk receipts and disbursements, see financial report of Librarian.

Light and heat have been given the library by the Ottumwa Railway & Light Company. The Public Water Works Company has furnished water free, and the Ottumwa Telephone Company gives the library the free use of a telephone.

The building and grounds have had proper care and plans are made to shelve the north-east room of the first floor for the use of documents, newspapers and maps, thus making use of the whole building. This work will be completed early next year and will greatly relieve the stackroom making it unnecessary to put on the additional tier of stacks for some years to come.

Moving the children's room to the first floor has proved a success.

The library has been open to the public every day, except legal holidays, and for three hours each afternoon on Sundays, except during July and August.

Re-registration of borrowers has taken place this year

and by the use of special methods outlined in the report of the Librarian the number is already as large as that left off in the old series.

We now have in the library 23,344 volumes, 2,976 being added during the past year and 440 withdrawn.

The number of books circulated was 80,170 being an increase over last year of 7,064. This growth in circulation has been largely due to the special work of the Librarian in getting the library and working people together by registering people connected with commercial houses and putting small libraries into the factories. For a statement of this and a very complete showing of the satisfactory working of the library in all its different departments we refer to the report of the Librarian.

Many more people have used the reading and reference rooms this year than during any previous one showing that they are appreciated by the public.

The increased use of the library by men is especially noticeable.

In the death of A. W. Lee our Board has lost a valuable member and the Library a good friend.

Respectfully submitted,

PUBLIC LIBRARY BOARD.

By J. T. Hackworth, President.

REPORT OF FINANCE COMMITTEE.

To the Library Board and City Council:

Gentlemen: The Finance Committee of the Ottumwa Public Library herewith submits its report for the year ending December 31, 1907.

Site Fund.

Balance on hand December 31, 1906.....\$ 1.31
 From City Tax levy..... 1,179.53

Total..... \$1,180.84

Disbursements.

Tinting building.....	\$ 218.00
Varnishing.....	26.00
Book stacks.....	655.00
Locks on windows.....	5.75

Total..... \$ 904.75

Total receipts.....	\$1,180.84
Total disbursements.....	904.75

Balance on hand December 31, 1907..... \$ 276.09

Maintenance Fund Receipts

Balance on hand December 31, 1906.....	\$ 203.59
From city tax levy.....	4,718.21
Ottumwa Library Association.....	189.70
Transferred from site fund.....	5.75

Total..... \$5,117.25

Disbursements.

Salaries.....	\$ 2,790.00
Heat.....	13.88
Improvements.....	15.59
Furniture.....	16.47
Printing.....	42.50
Catalogue supplies.....	108.48
Books.....	1,679.90
Periodicals.....	122.50
Binding.....	129.40
Insurance.....	60.00
Miscellaneous.....	107.89

Total..... \$5,086.61

Total receipts.....	\$5,117.25
Total disbursements.....	5,086.61

Balance on hand December 31, 1907..... \$ 30.64

Respectfully submitted,

F. W. SIMMONS,

Chairman.

Librarian's Cash Report.

Balance on hand December 31, 1906.....	\$ 2.00
Loan desk receipts.....	132.07

Total..... \$ 134.07
Disbursements..... 133.57

Balance on hand December 31, 1907..... \$.50

Duplicate Pay Collection.

Balance on hand December 31, 1906.....	\$ 1.52
Receipts.....	49.90

Total..... \$ 51.42
Disbursements..... 23.30

Balance on hand December 31, 1907..... \$ 28.12



REPORT OF THE LIBRARIAN.

To the Board of Trustees:

Gentlemen: Your Librarian takes pleasure in submitting to you the fifth annual report of the Ottumwa Public Library for the year ending December 31, 1907.

We now close six years of service as a public library, one year of organization and five years of regular work. Our registration has reached over one-third of the population, our number of books is eight times that with which we started, large enough to give every person in the city a book at the same time, and our circulation has grown in proportion with our book supply.

Registration.

Part of our patrons have reregistered and so many people registered as to give the work of the library an impetus which is truly remarkable. Within six months of the time we began reregistering our number has as large a showing as that with which we left off. The letter A is put before the numbers of the new series. The latest city directory has been checked as the cards appear at the library and the old numbers changed to the new. In addition a borrower's card has been addressed to each person in the city directory not registered, a one cent stamp put on the card and mailed. No number is put on the card until presented at the library when the registration is finished. The Post Office has recently permitted us to use its directory which is kept up to date, giving the names of new people coming to the city and eliminating those who have moved away. Using this method we are assured that every adult is offered an opportunity to use the library while the children have been reregistered through the schools thus giving every child a library card. It is remarkable how frequently a card with a one cent stamp on it comes to the loan desk sometimes accompanied with a remark like the following "I never had a library card. I often thought I would use the library but a card had to be sent me before I did." This method also serves as the best advertising medium we have found, as it sets

everybody talking about the library. The loan desk money has been used for this purpose and the work is being done gradually. It will likely continue through all of next year, but enough has been done to show that any library can make itself used to the limit of its capacity.

Names and addresses of the workmen in many of the large commercial houses and factories have been obtained, cards filled out and distributed through the employers. Registration has been done in this way for all places having "Shop libraries," as the workmen call them, or reading rooms, supplied from the main library. Perhaps the greatest result of this effort is the increased use of the library by working men, especially in the evenings. The little library invariably leads people to the big one.

Since reregistration began 7,119 new cards have been issued, 4,110 to adults and 3,009 to children. To people out of the city 15 cards were issued.

Circulation.

Along with getting the library known to all the people, books have been put within their reach as far as the limitations of the library and time of the staff would permit. This effort accounts in a great measure for the increase in circulation. We have put into practice Sam Walter Foss' trite remark that "Nearly every librarian ought to double the circulation of his books and treble the circulation of himself." So the people have been visited, in commercial houses, clubs, churches and schools, with the object of taking the library to them.

In the coming year we expect to visit every Sunday School in town and give a library talk in the hope of reaching worthy young people who have left school too early to have the reading habit well established, and who may come in touch with the library in no other way. Mr. T. Henry Foster who has always been interested in our work at the East End offers this helpful suggestion.

The rearrangement of books in the stack room at the end of last year has been a great success meeting all the objects for which it was intended.

The circulation of magazines has been increasingly large and they give great pleasure to our readers.

The circulating department was open 306 days, with an average daily circulation of 268. The largest daily issue from the main library was 621 on February 23, being the largest daily circulation in the history of the library. The smallest was 41 on July 29, the library being closed on the afternoon of Mr. Lee's funeral. The largest monthly circulation was 8,351 in November breaking the record of March which has always held the highest figures. The smallest monthly circulation was 4,957 in July as usual. The circulation reached a total of 80,170 a gain of 7,064 or 9½ per cent over that of the preceding year. The circulation to children was 26 per cent. Fiction reading was 60 per cent being an increase of 1 per cent, due to our buying for adults being a larger amount of needed fiction.

Several of our women's clubs have fiction in their courses of study which to some extent raises the standard of fiction reading.

A number of fiction lists have been made and 300 copies taken from the multicopy for distribution. The following lists have been very helpful: Twelve great novels, New England, Southern, Mississippi Valley, and Western fiction. It is our plan to continue lists for all subjects in which patrons are interested both in fiction and classed books.

Through agencies outside the main library 22,802 volumes circulated, being 28 per cent of the entire circulation.

In the year books have circulated from 24 places in the town as follows: Main Library; East End Branch; West End Branch; South Side Station; Open Door Mission; Y. M. C. A. Senior Dep't. Y. M. C. A. Boys' Dep't. Y. W. C. A. Morrell's Packing House, Girls' Dep't. City Prison; County Hospital; Ottumwa Hospital; Iowa Steam Laundry; Ottumwa Railway and Light Co. Hardsocg Mfg. Co. Little Wonder Drill, & Overall Factory; Ottumwa Iron Works; Johnston & Sharp Mfg. Co. Ottumwa Fire Dep't. North Side; Agassiz, Franklin, Hedrick, and Irving Schools.

It is also fitting that mention should be made of the kind work done by many of whom we have no record and by those whom we know, in taking books to those who cannot come to the library. The following persons have

been especially prominent in this work: Miss Emma Cooper, Miss Ella Spaulding, Miss Ruby Ditch, Miss Evelyn McElroy, Mrs. W. Stinson, Rev. J. E. Cummings, Miss Leonora McGinnus and members of the library staff. We are glad to encourage this work in every possible way.

For overdue books 303 postal cards were mailed.

Accessions.

The number of books in the library has increased 2,976, 2,238 being added by purchase, 706 by gift and 32 by binding periodicals for reference. There were 440 books withdrawn, being worn out, not returned, or destroyed on account of contagion. The library now contains 23,344 volumes. Of the 2,976 added, 2,292 were for the adult circulating department, 630 for the children and 54 for reference.

Among the more notable purchases of the year were: Bailey, Cyclopedia of American horticulture; Ball, Things Chinese; Beach, Geography and Atlas of Protestant missions; Horner, Modern milling machines; Perrigo, Modern American lathe practice and Modern machine shop; Johnson, Poultry book; McCarthy, Irish literature; Grote, Greece; Gibbon, Rome; Stanley, How I found Livingstone; Gray, Anatomy; Howard, Insect book; Holland, Butterfly book and Moth book; Nave, Topical Bible; Lodge, History of nations, and many of the books making up the file of Granger's Index to poetry and recitations.

To keep the library well balanced in classed books has been our first care and since special needs seem to be well met, filling the lack of older, standard fiction has had a larger share in our purchases. Children's books, too, of which we never have enough have had their fair proportion.

As more reference room shelving is in sight and pressing needs elsewhere have been met we can afford to continue completing magazine files and buying books of reference in the coming year. Our experience in extension work shows that we must also carefully consider books adapted to the mechanical needs of our working men.

The purchase of a large 30 inch globe has been one of our most valuable acquisitions. Aside from being a beautiful and attractive feature it has far reaching instructive

merit. It has been interesting to note the different classes of people it attracts, ranging from the most scholarly use for various purposes to the immigrant, who can scarcely read or write our language, but whose face beams as he notes with pride some foreign country from which he has come, to the workman who points to Alaska or the Philippine Islands saying he knows somebody there, or to the little child just beginning his geography who comes with joy to a larger example of the world being round than he has yet seen. Few people have seen so large or so fine a globe.

Binding and Repair.

The binding includes 32 volumes for reference and 322 volumes have been rebound. Our reference room shelving having nearly reached the limit of its capacity for books and as our magazine needs are adequately met for the present it seemed better to specialize along other lines this year. There have been mended in the library 2,881 volumes. Whenever it is possible we have some one from the bindery come to the library to do the mending, giving us skilled help and at a less cost than to use the more valuable time of the library staff. This work is paid for from the fines at the bindery rate of employment. It is only when regular work is slack that we are able to get their help.

Cataloguing.

The catalogue is to date for all reference purposes and the systematic instruction given in the use of the library has increased its value many fold. This is one of the most gratifying signs of a more scholarly appreciation of the library.

Duplicate Collection.

Making a special feature of increasing the fiction in our general supply has more nearly met the popular demand, temporarily reducing the need of our duplicate pay collection. We had a balance on hand of \$1.52 and \$49.90 has accrued. \$23.30 has been expended, leaving

a balance of \$28.12. Our increasing patronage, with normal purchase of fiction, is sure to make a correspondingly greater demand for this collection.

Reference Department.

As a library grows older less time should be required for organization giving more and more opportunity to develop its use and emphasize the scholarly side. As the reference resources grow more adequate their use should be increased correspondingly.

Our marked progress in reference work is due to the systematic instruction given to 419 people in classes while many have been helped individually to a better understanding of how to use a library. The High School freshman class, 96 teachers attending the summer Normal School and 6 women's clubs have made up the groups of from 7 to 22 coming to the library at convenient times for this instruction. Copies of the divisions of the classification were made on the multicopy and distributed. Explanation of the classification, arrangement of books on the shelves, catalogues and periodical indexes was followed by problems in finding books on the shelves by using the catalogue, and references from the periodical indexes.

The success of the work for teachers attending the Normal School is largely due to the co-operation of Miss Nye, County Supt. of Schools, Prof. Ensign of the Iowa State University and Mr. Bentley of St. Joseph, Mo.

Principals Roberts and Reed of the High School have assisted in every way possible to make the work with the students successful. It is hoped that the teaching may be given to the junior class before the school year ends so that next year every student in the High School will have had the instruction, and hereafter the course will only need to be continued with the freshman class.

Miss Harrington, instructor in English, brought the senior class, studying Chaucer, to the library in groups to study the beautiful picture of the Canterbury Pilgrimage given by the class of 1902.

The suggestion of taking up the work with clubs came

from the women themselves and has met with greater response than could have been anticipated.

It is a pleasure to see people in large numbers approach the reference helps with greater confidence and sense of ownership, and to hear the expressions of appreciation of having made so simple that which before seemed as difficult as the working out of a Chinese puzzle.

We are glad to note the constantly increasing reference use made of the library by people from the public schools, colleges, and clubs of neighboring towns. Aside from visiting the library for the purpose of study much reference material goes out to them by mail and is returned in the same way. The clippings, and magazines bound, a few numbers together, are especially adapted to mailing purposes.

Clippings.

The mass of material accumulated for this purpose has been worked up to date resulting in great addition to our reference resources. The envelopes now number 10,813, 3,813 having been added during the year, and fill 27 shelves. Although it cannot be counted as books the collection is an invaluable adjunct, serving at least one third of our reference patronage.

In constantly meeting requests from the public one becomes very skilful in knowing what to preserve. Staff members like the work and it has a peculiar instructive element for while the articles are not read, a great deal of general knowledge is absorbed from giving the same attention to subject headings, titles, and sketching that one does in classifying books. So it serves as a fine medium to make a staff observant and alert.

The clipping habit is very contagious. It appeals to every one. The collection has served as a model for many individuals, schools, and libraries.

Pictures.

In like proportion with the clippings do we find the

picture collection growing in number and use. The collection now contains 14,980 an increase of 6,226 and is a constant source of delight and service to lovers of art, in clubs or schools, and to those studying technically.

Reading Room.

The reading room has been open to the public every day, excepting holidays, and Sundays during July and August, and attracts more and more readers. Periodicals numbering 87 find their way to the reading tables, and one only needs to see the eager manner in which they are used to realize how much they are appreciated. All periodicals except those of the current month, or week are borrowed for home use and are in great demand. Many of the more popular current magazines are borrowed from the duplicate collection.

Bound volumes of magazines have filled the shelves making it necessary to move the fiction and classed books, selected to attract readers and raise the standard of reading, to the stack room. It is also more convenient for the staff to have as few places as possible to look for a desired volume.

Sunday afternoon brings the usual patrons, among them several regular ones whose time is so occupied on week days as to make them unable to take advantage of the reading room. Some of the Sunday afternoon readers are also regular evening visitors to the reading room.

One of the greatest advantages in our extension work is the opportunity given for reading room privileges especially at the noon hour. Many who never take books home employ every spare moment at noon time reading and the room devoted to the library is often filled with readers. Often on being asked for the monthly circulation the one in charge of the library will say there are many who read but do not take books home and we also notice this in noon visits to the little library. The great object is good done even though it cannot be fully shown in statistics. When increasing our periodical collection, as in buying books, we should consider magazines suited to the technical needs of the workman.



CORNER OF CHILDREN'S ROOM

Children's Room.

The children's room becoming full-fledged last year has had a new year of continued good service. New books numbering 630 have been added to the collection. Field's Fingerposts to children's reading has been checked and the books not in our collection have been obtained. Many of the books are too old for our children but they make a fine stepping stone to those beginning adult reading when the boy or girl needs most careful attention.

A new bulletin board has been made for the room and a number of new picture bulletins added to the collection, representing the months of the year, Hallowe'en, Thanksgiving, Famous illustrators, and Trees, while pictures and books calling attention to noted occasions are put on the board at the proper date.

A Christmas tree adorned the room during the holiday season pleasing the children and suggesting cheer and good will.

The circulation of children's books was 21,576 or 26 per cent of the whole. Aside from the main library children's books have circulated from the Agassiz, Franklin, Hedrick and Irving schools, the Y. M. C. A., Y. W. C. A. East End Branch, South Side Station, and West End Branch.

Some children's books are put into all our extension collections as they are often more appreciated than adult books. They seem to be needed everywhere and the more we can supply to the library the better.

The children often show an interest in their room by bringing gifts of books, pictures and flowers.

Ottumwa Library Association.

The Ottumwa Library Association has expended \$189.70 from the Ballingall funds for the purchase of 226 books, many of them chosen from Everyman's library.

Gifts.

Patrons have contributed the usual gifts of books,

magazines, clippings, pictures, cut flowers and plants which often bring some value or attraction we would not otherwise have. The local newspapers have continued to supply the reading room with their daily and weekly issues. Light and heat have also been furnished free by the Ottumwa Railway and Light Company, while the Public Water Company has continued the free supply of water and the Ottumwa Telephone Company the use of a telephone.

A list of donors is appended to this report.

Library Extension.

After procuring a public library for a town perhaps the greatest problem that arises is to get it to the people for whom it is primarily intended, the people who do not have books. A most interesting thesis could be written on the development of this feature of our work. The telling of it after accomplishment sounds like something easily done when it really requires the utmost tact, patience and hard work. Results often come only after months of careful thought and work. These little libraries might well be called the children of the main library. They offer great variety of treatment and experience for no two can be managed alike. The conditions need to be considered carefully before placing a library. The work sometimes takes the form of a reading room only, which brings no statistics, but good is accomplished and that is of more value than words or figures. Perhaps the greatest result has been the bringing of large numbers of working men to the main library.

Our ideal is to have all the books suited to special conditions and needs, a staff sufficiently large to take care of the work without assistance from others, and at least three new branch library buildings, but for the present we must be satisfied to do all we can with what we have and are very grateful for the kind services of those who are interested in this feature of our work.

We are also glad to have our extension work so well organized and established as to be ready to serve people beyond the city limits when they take advantage of the new law providing for township extension of public libraries.

East End Branch.

The library at the East End has been open on Monday evenings, Wednesday afternoons and either Saturday morning or afternoon through most of the year. To the interest and service of Charles McClellan, Edith Foster, Ada Hall, and Elizabeth Merrick the results are largely due. The library contains 779 volumes.

West End Branch.

Rev. J. E. Cummings' unflinching interest has continued the work at the West End, which has been the best example of personal work in our extension movement. He knows his people thoroughly, studies their likes and needs and spares no effort to meet their wants. The books were all returned to the Main library in July when the church was remodeled providing a room for the exclusive use of the library. In October the work was reorganized. The library has the use of 302 volumes.

South Side Station.

The library on the South Side was operated through the confectionery store till the opening of school in September when the South Side schools assumed the work.

Ottumwa Railway and Light Company.

The men employed by the Ottumwa Railway & Light Company have continued to enjoy the privileges of their library and reading room, having had the use of 362 books from the library and current periodicals provided by the company.

Young Women's Christian Association.

The success of the reading room at the Y. W. C. A. has surpassed the most optimistic anticipation of those interested. Being within a block of the library, it would seem on first thought not to be needed, but many of the

girls are too tired or have too short a time for lunch, gymnasium or class to make a visit to the library possible and if the books and magazines are right at hand many a minute may be usefully employed in reading. The reading room is filled with girls through the noon hour and at many other times. The library contains 210 books from the public library, which are changed as often as desired, and a well filled case of books belonging to the Y. W. C. A. Interested individuals and women's clubs have subscribed for 9 current magazines and the daily papers are contributed by their editors. The room has had 3,060 readers during the year. Miss Johnstone and Miss McElroy also took great interest in circulating magazines to the women at Morrell's Packing House at their Wednesday noon visits.

Young Men's Christian Association.

The Boys' Branch at the Y. M. C. A. has continued steady interest throughout the year. On Mr. Hunting's appointment to the general secretaryship he organized the Senior Department Branch and Mr. Debenham took up the work with the boys. The Y. M. C. A. has 103 volumes in the Senior Branch and the Boys' Branch has had the use of 130 volumes.

Open Door Mission.

Early in the year the room provided for a library at the Open Door Mission was needed for other purposes. The missionaries have continued to do a great deal of personal work in the circulation of books to those whom they visit, coming to the main library for the book suited to the individual

City Prison.

As heretofore the prisoners have been provided with reading from the main library. Books and magazines numbering 1,465 have been sent to the jail and distributed.

County Hospital.

In like manner the people at the County Hospital have been furnished with books and magazines numbering 675.

Fire Department.

The firemen continue to take books in numbers to the stations, the circulation being kept with the regular account at the library.

Ottumwa Hospital.

Short stories have been taken from duplicate standard magazines, a picture cover put on the outside and the whole neatly fastened with Dennison fasteners. Booklets made in this way have been sent to the Ottumwa Hospital and also distributed to the sick from the library. The hospital has been given 1,027 and a supply is always kept at the library for doctors or others to distribute among the sick. Pictures for covers are obtained from the magazines taken apart and from the illustrated covers of magazines sent to the bindery. Only duplicate pictures are used in this way as the first copy is always put in the picture collection. Pamphlets made in this form are attractive and light in weight for the invalid to hold. Short stories, bits of humor and pictures are also pasted on manilla sheets for their use. Material suitable for children has not been forgotten. The library staff has been assisted in making these booklets by the Mt. Holyoke Club, and Miss Edith Foster whose help and interest have been greatly appreciated.

Iowa Steam Laundry.

Although within two blocks of the library it was found that 57 out of 65 people employed at the Iowa Steam Laundry had never used the library. Any library undertaking this work will make such discoveries on every hand. The plant was visited and the suggestion of putting in a little library met the hearty approval of the managers. Miss Higdon was appointed librarian, the employees reg-

istered and the library installed. The laundry, has the use of 130 books and the interest in them is most encouraging.

Hardsocg Manufacturing Company.

Libraries have been placed at the Hardsocg Mfg. Co. Overall and Cap Factory, and Little Wonder Drill. Our gratitude for cooperation in the work is due to the managers and to employees in charge of the little libraries. The 3 factories have the use of 380 volumes, the libraries changing places as the books are used.

Ottumwa Iron Works.

The Ottumwa Iron Works presents a fine field for a shop library. The work has developed slowly but surely and the interest is bound to increase steadily. The reading room element is an important feature of the work. The library contains 229 books.

Johnston & Sharp Manufacturing Company.

The shop library was installed soon after the Johnston & Sharp Mfg. Co. moved into their new factory. Mr. Roy Johnston helped plan for the library, the employees were registered and Miss Meany appointed librarian. The library has 198 volumes.

Schools.

Reregistration of the pupils has been a large part of our work with schools this year. Visits have been made to all the schools and the librarian has given a number of talks on the value of reading. The High School freshman class has had instruction in the use of the library as last year. Books have circulated from the Agassiz, Hedrick and Irving schools, the three most remote from the library.

The teachers keep us in touch with what is needed at certain times to supplement the course of study so that

we are able to make available the material the library affords on given subjects.

Students have been permitted to come to the library for special study in school hours.

Press.

We are under continued obligation to the local newspapers for their cordial support and for free copies of their issues. Notices of new accessions, lists on special subjects and reports of the work are given space whenever desired.

We keenly feel the loss of Mr. A. W. Lee not only as a member of our Board but also as a promoter of library interests through the Courier. He was one of the first and most loyal friends of the library.

Staff.

The library staff has had no changes except that Miss Wilhelmina Hofmann asked for leave of absence the first of May and Miss Iva Manro who had been in the library since March substituted in her place. Mrs. Carrie J. Emerson came in as an apprentice through part of May and June, Miss Mary Billingsley came into the library for a month of practice work on finishing her first library school year at the University of Illinois, and Miss Lillian Bucklew and Miss Abbie Cooper have been apprentices in the last three months. Miss Manro and Mrs. Emerson attended the Chautauqua Library School in the summer. Staff meetings have been held as usual, the work this year including reference work and a study of French and American fiction.

Our janitor, Peter Olson, has continued his good and faithful service.

Perfect harmony continually existing in the relations of the Board, the staff and the public, makes our work a constant pleasure.

Respectfully submitted,

MARY E. DOWNEY,

Librarian.

STATISTICS.

Book Account.

Number of books in library at beginning of year	20,808
Books added by purchase	2,238
Books donated	706
Magazines bound for reference	32
	<hr/>
Total	2,976
Books withdrawn	440
	<hr/>
Volumes in library	23,344

Classified List of Books Added to the Library.

	Adult	Juvenile	Reference
General works	266		
Philosophy	28	2	
Religion	96	14	
Sociology	194	56	
Language	4	5	
Science	149	28	3
Useful arts	91	16	
Fine arts	52	12	6
Literature	231	25	10
History	108	39	34
Travel	55	66	
Biography	79	26	1
Fiction	939	341	
	<hr/>	<hr/>	<hr/>
Total	2,292	630	54
Grand total			2,976

Classified Report of Circulation.

	Adult	Juvenile
General works	11,511	922
Philosophy	447	85
Religion	3,195	785
Sociology	652	2,287
Language	69	785
Science	639	896
Useful arts	1,013	287
Fine arts	737	282
Literature	1,450	521
History	796	1,557
Travel	974	1,082
Biography	1,203	1,023
Fiction	35,908	11,064
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Total	58,594	21,576
Grand total		80,170

Circulation by Months.

January	8,064
February	7,531
March	8,135
April	6,857
May	6,673
June	5,970
July	4,957
August	5,040
September	5,128
October	6,503
November	8,351
December	6,961
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Total	80,170

DONATIONS

Asbury, W. H. H. 1 book.
Art Institute of Chicago, pamphlets.
Baker, Dr. L. J. 8 books, magazines.
Bangor Public Library, pamphlet.
Boston Public Library, pamphlets.
Bromley Public Library, pamphlet.
Brooklyn Public Library, pamphlet.
Brown, Dr. D. J. plants.
Burlington Public Library, pamphlet.
Carnegie Library of Atlanta, pamphlets.
Carnegie Library of Nashville, pamphlet.
Carnegie Library of Pittsburg, pamphlet.
Carnegie Stout Free Public Library, pamphlets.
Cedar Rapids Free Public Library, pamphlet.
Central University of Iowa, pamphlets.
Chicago Public Library, pamphlets.
Christie, M. S. magazines, pictures, plants.
Church of Christ (Scientist.) 1 book, 2 subscriptions.
Cleveland Public Library, pamphlet.
Clinton Free Public Library, pamphlet.
Coen, Mrs. W. S. pamphlets.
Cooper, Emma, pamphlet.
Cornell College, pamphlets.
Cornell University, pamphlet.
Daggett, Mrs. Wallace, flowers.
Daum, Mrs. W. R. 40 books.
Dayton Public Library, pamphlet.
Des Moines College, pamphlet.
Detroit Public Library, pamphlets.
Drexel Institute, pamphlets.
Duluth Public Library, pamphlet.
East Orange Public Library, pamphlet.
Edgerly, Dr. E. T. magazines.
Emerson, Mrs. Carrie, 1 book, magazines.
Evanston Public Library, pamphlet.
Farlow, F. C. 1 book, magazines.
Field Museum, pamphlets.
Fulton, Mrs. T. A. magazines.
Gephart, Rose, magazines.
Grand Rapids Public Library, pamphlet.
Gunberg, Rev. A. 1 book.

Hackworth, Mr. and Mrs. J. T. magazines.
Harris, Mrs. A. M. magazines.
Hartman, Mrs. S. P. flowers.
Hennessey, Mrs. H. V. magazines.
Holt, Emma, magazines.
Hofmann, Mrs. F. pamphlets.
Indiana Library Commission, pamphlets.
Iowa Academy of Science, pamphlets.
Iowa Bar Association, pamphlet.
Iowa Board of Control of State Institutions, pamphlets.
Iowa College, Grinnell Review.
Iowa Library Commission, 2 books, pamphlets.
Iowa State Federation of Labor, Tribune.
Iowa State Historical Society, 3 books, pamphlets.
Iowa State Normal School, pamphlets.
Iowa State University, pamphlets.
Iowa Unionist, subscription.
Jenny, Sarah, pictures.
John Crerar Library, pamphlet.
Johnstone, Lois, 1 book.
Johnstone, Sarah E. 14 books, magazines.
Johnstone, Rev. T. R. 2 books, magazines, pictures,
pamphlets.
Kansas City, Mo. Public Library, pamphlets.
Labor Leader, subscription.
Lacy, J. F. pamphlets.
Ladd, Mrs. Kate, magazines.
Lake Mohonk Conference, pamphlet.
Lasher, Francis, 1 book.
Leland Stanford University, pamphlet.
Library of Congress, 1 book, pamphlets.
Lincoln City Library, pamphlet.
Lindsay, Mrs. George, picture.
Los Angeles Public Library, pamphlet.
McCue, Mrs. A. F. magazines.
McNaul, Willard C. 1 book.
Marshalltown Public Library, pamphlets.
Mast, Mrs. I. N. magazines.
Minneapolis Public Library, pamphlet.
Moore, R. H. Saturday Herald, Kansas City Journal,
Kansas City Star.
Mt. Holyoke College, pamphlet.
Mount Pleasant Republican, subscription.
Mudge, Mrs. John, magazines.

Municipal Ownership Publishing Bureau, 4 books.
pamphlet.
Myers, Mrs. Ira, magazines.
Nebraska Library Commission, pamphlets.
New York Public Library, pamphlet.
New York State Library, pamphlets.
Newark Free Public Library, pamphlets.
Niagra Falls Public Library, pamphlet.
Omaha Public Library, pamphlets.
Ottumwa High School, Argus.
Ottumwa Daily Courier, subscription.
Ottumwa Journal, subscription.
Ottumwa Railway & Light Co. heat and light.
Ottumwa Telephone Co. telephone.
Pacific Northwest, subscription.
Packard, Mrs. A. J. magazines.
Parkersburg Public Library, pamphlet.
Pennsylvania Prison Society, pamphlet.
Peoria Public Library, pamphlet.
Philadelphia Public Library, pamphlet.
Pollard, Eulalie, 1 book.
Portland Library Association, pamphlet.
Poughkeepsie Public Library, pamphlet.
Providence Public Library, pamphlet.
Pratt Institute Free Library, pamphlets.
Public Water Co. water.
Quincy Free Public Library, pamphlet.
Rees, Mrs. H. C. flowers.
Richmond Public Library, pamphlet.
St. Joseph Free Public Library, pamphlets.
St. Louis Public Library, pamphlet.
St. Paul Public Library, pamphlet.
Saturday Herald, subscription.
Sedalia Public Library, pamphlet.
Scranton Public Library, pamphlet.
Seattle Public Library, pamphlets.
Shaner, Mrs. Clara L. 7 books.
Siberell, Mrs. S. magazines.
Silas Bronson Public Library, pamphlet.
Sioux City Public Library, pamphlet.
Spilman, Dr. and Mrs. S. A. magazines.
Stamm, Samuel, magazines.
Still College of Osteopathy, pamphlets.
Stoltz, Mrs. F. F. magazines.

Strong, Harold, 3 books.
Super, C. W. 1 book.
Superior Public Library, pamphlet.
Thomas Publishing Co. 1 book.
Toledo Public Library, pamphlet.
Union Advocate, subscription.
U. S. Government, 4 books, 27 pamphlets, map.
U. S. Patent Office, Official Gazette.
University of Chicago, pamphlets.
University of Illinois, pamphlets.
W. C. T. U. Champion, subscription.
Walker, Mrs. W. W. 1 book.
Western Empire, subscription.
Whitmore, C. W. 5 books, magazines.
Whitney, Percy, pictures.
Wilkinson, Mrs. W. T. magazines.
Winans, Mrs. James, magazines.
Wing, Abram, 1 pamphlet, clippings.
Wisconsin Free Library Commission, pamphlets.
Yamaguchi Public Library, pamphlet.

