

Public Document

No. 9

SIXTH BIENNIAL REPORT

OF THE

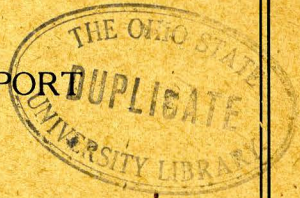
Public Library Commission

of the State of North Dakota

1916-1918

TRIBUNE PRINTING CO.

Bismarck, N. D.





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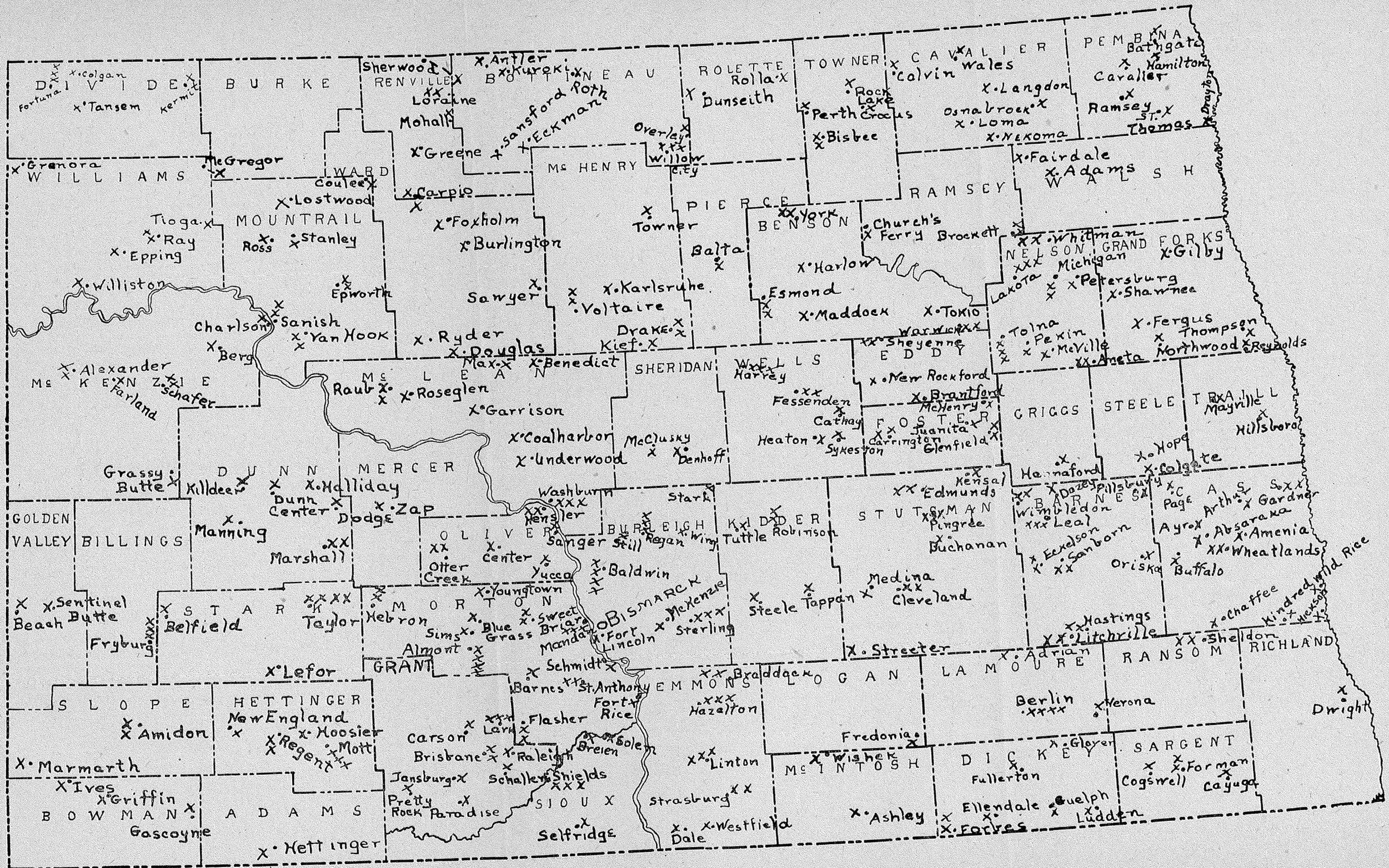


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• = Shipping point.
 x = Number of traveling library stations in county.
 518 Libraries shipped to 322 stations, July 1, 1916-June 30, 1918.

NORTH DAKOTA STATE BOARD OF REGENTS

July 1, 1916

L. F. Crawford.....Sentinel Butte, President
Frank WhiteValley City, Vice-President
J. D. Taylor.....Grand Forks
Emil Scow.....Bowman
J. A. Power.....Leonard

June 30, 1918

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PUBLIC LIBRARY COMMISSION

Mrs. Minnie Clarke Budlong.....Secretary and Director

STAFF

July 1, 1916

Florence MacPheeChief Traveling Library Department
Earl H. Davis.....Legislative Reference Librarian
Haldora PetersonStenographer
Elsie SmithClerk

June 30, 1918

Charlotte Matson.....Deputy and Legislative Reference Librarian
Helen Frances Carleton.....Chief Traveling Library Department
Mary Ethel Fleming.....Stenographer
Mrs. S. Sloan.....Clerk

LETTER OF TRANSMITTAL

To the State Board of Regents:

Gentlemen:—The report of the North Dakota State Public Library Commission for the period July 1, 1916 to June 30, 1918, is herewith submitted.

**(MRS.) MINNIE CLARKE BUDLONG,
Secretary and Director,
Public Library Commission.**

DUTIES OF THE PUBLIC LIBRARY COMMISSION

Chapter 156, Laws of 1909, outlines for the North Dakota Public Library Commission the following duties:

1. Charge of educational reference library.
2. Charge of traveling libraries and increase in their number and usefulness.
3. Establishment and care of legislative reference bureau.
4. Free aid, advice and instruction to public libraries.
5. Assistance in formation of libraries where none exist.
6. Preparation of statistics of public libraries and record of work done by commission.

REPORT OF SECRETARY

The work of the North Dakota Public Library Commission is organized under the following divisions:

- I. Educational reference department.
- II. Traveling library system.
- III. Legislative reference bureau.
- IV. Field work.

The offices of the Commission are in the Capitol at Bismarck. The secretary of the Commission is director of all departments of work. There are department heads for the traveling library system and the legislative reference bureau. Educational reference work and field work are performed by the secretary, assisted by the staff. The Library Commission together with the University, Agricultural College, Normal Schools, School of Science, Industrial School, and School of Forestry is supervised by the State Board of Regents.

EDUCATIONAL REFERENCE DEPARTMENT

Invoice taken May, 1918, shows the educational reference department to consist of 4,879 books and 19,507 pamphlets and clippings, representing all classes of literature. These may be borrowed by any club or individual in the state who will pay the cost of transportation, and agree to be responsible for their safe return. No guarantee is required.

This collection contains very little fiction and no juvenile books. It is strong in history, biography, travel and sociology, and is especially intended as an aid to individuals, to clubs and to debating societies. Books are loaned for a month and renewed if requested, and an effort is made to supply students with books in their special line of research. Clippings, cut from magazines and newspapers, and mounted for circulation, keep this collection up to date. When the legislature is not in session, this department lends material from the collection of the legislative reference bureau.

From June 30, 1916, to July 1, 1918, 12,564 pamphlets and clippings and 5,473 books were sent from this department, besides 825 programs loaned 129 clubs. This makes a total of 18,863 pieces sent in answer to 5,232 applications. The requests came from 396 postoffices reaching every county. In the first six months of 1918, requests were received from 57 postoffices not previously on the mailing list, which shows the rapid extension of the demands on this department.

As every piece sent generally serves a group varying in size from a small study club or a school class to a community league, the real good accomplished can not be indicated by figures. The total is surprising when one considers that these figures cover only the period of war activity in

which many clubs have reduced study outlines to the simplest form and High School classes have been materially decreased in numbers. Also the circulation of fiction and children's books from this office to the city of Bismarck, which in 1916 averaged 164 volumes a month, has been discontinued since the opening of the Bismarck Carnegie library 1917. This correspondence service is one of the most popular and practical departments of the Library Commission work, and will continue to grow in importance until public libraries are established in each county to reach all students.

The use of this department to supplement school resources is shown by the fact that in the spring of 1918, 55 requests from 37 students and teachers in one High School (Grafton) were received. To them were sent 20 books and 368 pamphlets and clippings. In May alone material was sent to 127 people in 70 towns. This reached many more than the 127 patrons. For instance one teacher at Forbes requested material on 22 subjects for her school, receiving 4 books and 79 pamphlets. Grafton received the most material of any town for the month of May, 3 books and 125 pamphlets and clippings being sent to 17 patrons on 19 subjects. Many of these requests served many more than the one individual writing the letter, altho the material is all entered in the one name. For instance, it is not unusual for the secretary of a club to request material for a number of members in one letter. In May one club letter from Mercer asked material for nine papers. Of the 127 people to whom material was sent in May 37 were legislators, club women and public speakers, and 90 were teachers and High School students.

The books in the educational reference department are consulted many times daily by the public and of this use no record is kept. The work of this department is hampered by having no department head, as have the traveling library system and the legislative reference bureau, whose special work it shall be to keep all the material up to date, to answer at length reference questions and to keep records of the work done. A trained chief for this department is the next addition that should be made to the Library Commission staff.

TRAVELING LIBRARY SYSTEM

The traveling libraries serve many purposes in the development of the state. They are of great help to teachers in schoolhouses where few, if any, books are found. They furnish supplemental aid to textbooks in history, literature, geography, agriculture and other subjects, and with their illustrations in color broaden the outlook of pupils who have not yet traveled beyond the home environment. They supply individuals and clubs with an incentive and a means of study. They furnish reading for improvement and recreation to all in the community. They aid social life by providing the center around which groups gather for study and discussion. They promote community life and spirit and are proving a powerful factor in the betterment of farm conditions.

The traveling library system consists of fixed collections of books sent out in wooden cases for three to six month's loan, wherever in the state responsible people will agree to care for them, to circulate them free of

charge and to return them to Bismarck with freight paid both ways. There are three kinds of these libraries:—Farmers' libraries—12 to 15 technical books on farming; School libraries—20 to 25 books selected for use in schools; and Community libraries—40 to 50 volumes for general reading of interest to adults and children. The selections of books varies, some cases containing a larger proportion of books for adults and some being better adapted to children or young people. Some are largely composed of books for recreation and inspiration. Others are technical books for clubs and students. The demand for these libraries exceeds the supply, and application for community and school libraries should be filed early in the summer to insure prompt shipment in the fall. The Library Commission owned June 30, 1918, 324 traveling libraries, containing 10,606 books.

REORGANIZATION

During this biennium the traveling library system has been completely reorganized. Lack of libraries to supply the demands has necessitated dropping many stations. In this report only stations that have received boxes July 1, 1916 to June 30, 1918, are included.

In ten years of service many books have worn out. In this biennium 69 libraries containing 3,194 books have been withdrawn. For this reason lists have been revised, new editions substituted, new titles added, and additional libraries prepared. For all departments of Commission work there have been purchased in these two years 5,163 books costing approximately \$4,300.00.

School libraries formerly varied from boxes containing 20 to 25 books for the lower grades to collections of 40 to 50 books suited to all grades. Henceforth the name "school library" will be used for the small collections only and the larger collections will be classed with community libraries. Under this classification the Library Commission owned June 30, 1918

74 School libraries containing.....	1,797 books.
161 Community libraries containing.....	7,618 books.
89 Farmers' libraries containing	1,191 books.
Open shelf collection	2,103 books.

12,709

SCHOOL LIBRARIES

School libraries consist of 20 to 25 books in history, literature, biography, science and juvenile fiction. They are intended primarily for use in the first five grades of school, but contain also reading of interest in homes and communities. There were 58 of these collections at the beginning of the biennium and 112 requests were filled, each library serving two stations. They are loaned on request of teacher and school board or to six responsible people who agree to care for them and to insure their safe return. They may be kept six months and renewed if requested, and the only expense to borrowers is freight both ways. They are usually kept thru the school year and must then be returned to the Library Commission

office where they are thoroly cleaned and repaired before being shipped to another station.

The service rendered by school libraries can not be recorded in figures since their first use is as reference in class or in preparation of lessons. When taken home by pupils they reach families and often groups of families while the entry on the card records only one reader—the borrower. A more accurate indication of their usefulness is found in letters of appreciation from patrons. A few extracts from such letters are given on page 25.

Thirty-five school libraries have been purchased in this biennium, containing 895 books and costing \$609.13.

COMMUNITY LIBRARIES

Community libraries are boxes containing 40 to 50 books suited to all ages and conditions. Usually 15 books are adult fiction and 10 juvenile fiction. The remainder includes history, literature, travel, sociology, biography, war books and other recent books of general interest. These libraries may be borrowed by groups of six responsible people and kept at any place convenient of access. 339 community libraries containing 15,278 books were loaned in this biennium and were distributed among 131 schools, 81 residences, 30 banks, 13 offices, 20 country stores, 10 drug stores, 7 clubs, 6 postoffices, 5 courthouses, 5 libraries, 4 churches, 3 city halls, 2 hotels, 2 Odd Fellows' halls, 1 farm, 1 fort, and 1 restaurant.

The distribution by counties is as follows:

In 1 county	are 21 stations	that have had 32 libraries
" 1 " "	16 " " "	27 " "
" 2 counties	" 15 " " "	37 " "
" 2 " "	" 14 " " "	49 " "
" 1 county	" 12 " " "	17 " "
" 1 " "	" 11 " " "	19 " "
" 3 counties	" 10 " " "	49 " "
" 1 county	" 9 " " "	19 " "
" 2 counties	" 8 " " "	28 " "
" 6 " "	" 7 " " "	67 " "
" 7 " "	" 6 " " "	67 " "
" 3 " "	" 4 " " "	28 " "
" 3 " "	" 4 " " "	21 " "
" 5 " "	" 3 " " "	22 " "
" 8 " "	" 2 " " "	23 " "
" 7 " "	is 1 station	" has " 15 "
53 counties		322 stations
		518 libraries

64 community libraries containing 3,006 books have been withdrawn in this period. Many of these books had been in circulation over 10 years. 75 libraries containing 3,340 books, costing \$2,840.13 were purchased. The Library Commission owns, June 30, 1918, 161 community libraries containing 7,618 books.

FARMERS' LIBRARIES

Farmers' libraries consist of technical books on farming, stockraising, machinery, gardening, poultry, dairying and related subjects. They are in great demand among the farmers during the winter months and in the schools teaching agriculture. It is impossible to show in figures the use made of these books, as there is no librarian such as the traveling libraries have to keep record of circulation. The cases containing 12 to 15 books are sent wherever three men sign an application card and may be kept three months if freely circulated in the community. In school they are used as text and reference by classes in agriculture and in clubs as material for papers and discussions. They are also used as texts for individual consultation and study. The Commission has 89 of these collections and 261 stations to which one or more has been sent. The collections were started in 1909 and circulated thru the cooperation of the Agricultural College, farmers' institutes, and bankers' associations. The Agricultural College thru its extension department now furnishes information on agricultural subjects. It is the policy of the Library Commission not to dissipate its funds and energies in the duplication of work in fields which can be occupied to better advantage by some other state agency. Consequently, no attempt has been made to add to the number of these libraries. They are still sent to schools and clubs on request. The following extract from a letter written by a principal of schools is typical in its statement of what is accomplished by farmers' libraries: "I am returning the farmers' library today * * * we have used the books as reference for our class in High School agriculture. There are 11 members in the class, and the books were very helpful. The children often took them home for their parents."

CIRCULATION

The record of circulation for traveling libraries can, at best, be only approximate, since some libraries are returned with only the evidence of much usage to record how many times books have been read. The highest recorded circulation in this biennium for one use of a traveling library is from Mott where 23 patrons read 301 books. This is an average of 13 books read by each patron in six months. The largest number of readers recorded for one shipment is at Center where 125 borrowers drew books from one traveling library. Often the greatest usefulness of these libraries is not at a populous station, which can record a large number of readers or of circulation but at some sparsely settled point where a few families are opening new territory and find in these libraries a nucleus for the winter's reading, recreation and sociability. They are proving a valuable aid in the development of rural community life.

EXPENSE OF TRAVELING LIBRARIES

To Borrowers: The heaviest boxes weigh less than a hundred pounds and often the freight is not more than 25c. If there are transfers, the expense is greater. A leaflet has been prepared, giving freight rates from

Bismarck to a number of stations from which borrowers can estimate to their own station. While no charge can be made at the library station for the use of books, it is permissible to assess a fine for overdue books, and at some stations this sum proves sufficient to pay freight. At others, the six signers of the card contribute the few cents apiece necessary to raise the amount. The freight on school libraries is often paid from the school fund.

To the State: In no way can good reading be furnished citizens with so little expense to the state as thru a traveling library system. The Library Commission has the advantage of purchasing books in large quantities. The waste of purchasing thru agents and middlemen is eliminated. It has expert aid in book selection so that no money is spent in undesirable titles or worthless editions. The loss from books standing idle on a shelf after a few readings is minimized. Only books well recommended are found in its collections and they are constantly in use until worn out. To the state the cost of a reading of a book by each borrower is less than two cents, and the reader has no capital tied up in a book rapidly becoming out of date.

INDEFINITE LOAN

Books too worn to be longer included in traveling libraries are sent to schools or camps under the title "indefinite loan," since there is no time set for their return. They usually wear out in the place to which they are sent, as the Library Commission asks for no report upon them after acknowledgement of their receipt. 801 books were thus distributed thru rural teachers who called at the Library Commission office.

The opening of the Carnegie library in Bismarck relieved the traveling library department from further local circulation of fiction and juvenile books which had been conducted for the accommodation of Bismarck patrons. 104 books were "indefinitely loaned" the Bismarck public library.

While the State Militia was encamped at Fort Lincoln, N. D., 797 volumes of "indefinite loan" were sent to the soldiers.

When books were being collected by the American Library Association for soldiers' use in camps and cantonments, 980 were contributed by the Library Commission.

This makes a total of 2,682 volumes distributed thru "indefinite loan."

TABLE SHOWING NUMBER OF STATIONS FOR TRAVELING
LIBRARIES IN EACH COUNTY AND NUMBER OF
LIBRARIES SENT EACH COUNTY

Counties	Stations	No. Libraries
Adams	1	2
Barnes	16	27
Benson	9	19
Billings	3	5
Bottineau	10	12
Bowman	3	4
Burke	1	1

Counties	Stations	No. Libraries
Burleigh	15	17
Cass	14	29
Cavalier	6	10
Dickey	7	10
Divide	6	10
Dunn	7	9
Eddy	4	4
Emmons	12	17
Foster	6	7
Golden Valley	2	4
Grand Forks	6	7
Grant	14	20
Griggs	1	4
Hettinger	7	10
Kidder	5	8
LaMoure	6	10
Logan	1	2
McHenry	7	10
McIntosh	2	2
McKenzie	8	16
McLean	11	19
Mercer	1	1
Mountrail	10	24
Morton	21	32
Nelson	15	20
Oliver	7	14
Pembina	6	12
Pierce	1	2
Ramsey	3	7
Ransom	2	3
Renville	4	13
Richland	1	1
Rolette	2	2
Sargent	4	4
Sheridan	2	3
Sioux	3	3
Slope	3	3
Stark	5	15
Steele	2	4
Stutsman	10	13
Towner	5	5
Traill	2	3
Walsh	2	2
Ward	7	14
Wells	8	12
Williams	6	11
Total	322	518

LEGISLATIVE REFERENCE BUREAU

The work of the Legislative Reference Bureau is primarily the collection of material for use of law makers and state officials and aid in the preparation and drafting of bills. The bureau contains 852 books and 19,121 pamphlets and mounted clippings. This increase in the number of pamphlets and clippings does not represent the actual increase in material the department has received, as owing to lack of space in the library it is continually necessary to discard old or duplicate material to make room on the shelves for what is new and up to date. The material of the department when not needed during sessions is loaned thru the Educational Reference Department to clubs and individuals in the state—much of the debate work for schools being handled by the Legislative Reference Bureau. February, 1918, was the record month of the biennium, so far as circulation statistics were concerned, the department sending out 45 books, 156 pamphlets, 22 typed manuscripts, 11 bills and 597 clippings, a total of 631 articles in answer to 110 questions.

An important part of the regular work of the Legislative Reference Bureau consists in reading and clipping magazines and papers. 12 weekly, 10 daily and 2 semi-weekly newspapers; 10 weekly, 1 biweekly, 12 monthly, 1 bimonthly, and 7 quarterly magazines are indexed, clipped, marked for future clipping or filed away for use with the periodical indexes. The collections of the department must be kept up to date, and this necessitates sending many requests for material each month to departments of other states and of the government. The latest compilation of laws of all the states on such subjects as labor, banking, taxation, corporations, insurance, education, highways, health, fish, and game, etc., have been collected. Special attention has been paid to the subject of the liberty loan, taxation and other matters relating to war finance.

During the biennium there have been two sessions of the Legislature, the regular session of 1917, and the short special session of 1918. 444 bills were introduced in the House and 323 in the Senate during the regular session, and of these 329, or almost half passed thru the Legislative Reference Bureau, some for amendment and others for complete drafting. No bill drafter was employed for the special session as the preliminary work on the bills had been done for the most part before the session began, but many bills were copied. The bills of both sessions have been indexed. In preparation for the meeting of the special session letters were sent to all the states asking for copies of existing or proposed laws on the subjects of seed grain and war moratoriums, and the information received was tabulated for use of Legislators. The principal work done during the session was reference work, among the questions on which information was furnished being the following: Absent voters laws for soldiers; laws relating to home guards; government policy in renting Indian lands; seed grain laws; state laws establishing councils of defense; moratory laws.

FIELD WORK

The demands of office and correspondence prevented the secretary from undertaking much field work. Visits were made including 24 towns and many addresses were given before state and district associations, educa-



Carnegie Library, Bismarck.

tional and club meetings, schools, Red Cross societies, and other gatherings.

Addresses, sometimes as many as five, were made in practically all the towns visited. School and public libraries were visited in all these towns not previously inspected. Work on the school library at Steele was finished and work at LaMoire, Page, and Cando begun. The towns included in field work were: Baldwin, Bismarck, Cando, Devils Lake, Dickinson, Egeland, Ellendale, Fargo, Garrison, Grand Forks, LaMoire, Leeds, McClusky, Mandan, Minot, Mott, Napoleon, New Salem, Oakes, Page, Steele, Stewartsdale, Valley City, Williston.

The only trips outside the state in this biennium were one to Chicago, January, 1917, to attend the annual meeting of the League of Library Commissions in which the secretary is first vice-president, and one to St. Paul, August, 1917, where the United States Bureau of Education was holding a conference on rural school problems and invited the secretary to discuss library extension from consolidated schools.

At the 1917 meeting of the North Dakota Educational Association, an exhibit was conducted to acquaint teachers with the aids to be obtained from the Library Commission.

The Fifteenth Legislative Assembly included in the budget for the Library Commission an appropriation which will permit the employment of an organizer after July 1, 1918. The much needed work with schools and public libraries can then be systematically undertaken.

BISMARCK'S LIBRARY BUILDING

The \$25,000.00 library building that Carnegie gave Bismarck has been erected on a lot 75x100 ft. facing the courthouse square.

It is in Colonial design with ground dimensions of 46x64 ft., having one story and finished basement. It is built of dark red brick and hollow tile and trimmed with Bedford limestone. With shingles of asphalt and crushed green slate, it will resist all kinds of weather and fire from outside sources. Special care has been taken to prevent the penetration of the walls by either dampness or frost. It is steamheated from its own plant.

The library proper is on the main floor. This is one room, 44x62 ft., with a ceiling 15 ft. high. It is divided by floor book stacks, into general reading room, children's room, reference room, stack room and librarian's office. Bookcases and magazine racks line the walls of all rooms. The finish of all woodwork in the library proper is ivory enamel with shelves of birch mahogany. Walls are tinted a soft warm gray. The woodwork of lobby is white oak finished in a gray stain with walls to match the library. The lighting fixtures are semi-indirect of a design to harmonize with the Colonial treatment of the room. The entire floor is covered with heavy cork carpet.

The basement contains a Community room, 26½x43½ ft. with a lecture platform. In addition there are a staff room, work room, janitors room, and the boiler and fuel rooms. The finish in the basement is Douglas fir stained a rich brown and the walls are a deep buff. The main entrance lobby is on the north and the basement entrance on the east. Adjoining stairs connect the two floors and are so enclosed that communication between the floors can be stopped at will. The basement story is 10 ft. 6 in. high. The architect is Frederick W. Keith.

STATISTICS FOR PUBLIC LIBRARIES of 3,000 OR MORE VOLUMES, JULY 1, 1916—JUNE 30, 1918.

Place	Population State Census, 1915	Date of Organization	Volumes Owned June 30, 1918	Borrowers June 30, 1918	Circulation July 1, 1916 to June 30, 1918	Name of Librarian
*Bismarck	6,344	1917	4,680	506	2,063	Mrs. Florence Davis
Devils Lake	4,525	1898	4,879	1,939	39,016	Marie O'Brien
Dickinson	4,120	1908	5,017	1,724	44,070	Zenka Irma Trinka
Fargo	20,549	1900	13,030	7,932	125,947	Winnie Bucklin
Grafton	2,474	1897	4,702	2,141	29,466	Mary Morris
Grand Forks	13,554	1899	8,245	44,076	61,822	Lillian Cook
Jamestown	5,516	1902	7,078	4,051	33,669	Alice M. Paddock
**Mandan	4,142	1895	3,019	190	3,391	Mrs. Ada Bartlett
Minot	10,053	1908	6,646	3,818	62,067	Margaret Greene
Valley City	4,783	1900	5,296	2,172	33,491	Edna Hackett
Williston	4,678	1910	5,029	1,492	34,614	Bessie R. Baldwin

* Report covers eight months.

**Subscription library. Report for one year only.

STATISTICS OF COLLEGE AND INSTITUTIONAL LIBRARIES, JULY 1, 1916 TO JUNE 30, 1918.

Name of Library	Location	New Books 1916-1918	Total No. of Books Owned July 1, 1918	Name of Librarian
† Agricultural College	Fargo	1,454	26,683	Mrs. Ethel McVeety
Fargo College	Fargo	702	8,327	F. E. Stratton
* Historical Society	Bismarck	2,858	17,858	Edna L. Rupp
Industrial School	Ellendale		3,800	Carrie Tuttle
†† Institution Feeble-Minded	Grafton			A. R. T. Wylie
†† Insane Asylum	Jamestown			W. M. Hotchkiss
Jamestown College	Jamestown			F. B. Taylor
Law Library	Bismarck	600	16,100	J. H. Newton
Library Commission	Bismarck	5,163	17,840	Mrs. M. C. Budlong
Masonic Library	Fargo	322		Clara A. Richards
Normal School Library	Mayville	635	6,840	Nelle A. Olson
Normal School Library	Valley City	2,598	14,401	Helen M. Crane
† Penitentiary	Bismarck	120	3,638	Frank Davis
School of Forestry	Bottineau	25	861	Mabel Rosel
School of Science	Wahpeton	315	1,959	Lillian Mirick
† University	Grand Forks	2,847	65,125	Blanche Hedrick (Acting Librarian)

* Report covers 15 months.

†† No report this biennium.

† Report covers 1 year.

STATISTICS FOR PUBLIC LIBRARIES OF LESS THAN 3,000 VOLUMES. JULY 1, 1916 TO JUNE 30, 1918.

(In this list are included only those libraries which have sent the Library Commission a report in this biennium. This does not necessarily mean those dropped from previous list have ceased to exist or have diminished their activity, but only that their Board has not realized the importance of stopping its war work long enough to send the annual report.)

Place	Population 1915 Census	Date of Organization	Volumes Owned July 1, 1918	Borrowers July 1, 1918	Circulation July 1, 1916 to June 30, 1918	Source of Income	Total Income	Name of Librarian
Alexander	274	1917	450			Gifts		Mrs. Edwin Johnson
Antler	294	1912	950	125	1909	City Appropriation	\$ 338.01	Mrs. Geo. C. Brown
Bathgate	376	1916	275	190	1,335	Gifts	92.71	Mrs. J. J. Manning
Beach	1,542	1915	1,175	487	6,832	†Subscription	695.14	Isabelle S. Whitaker
Bowman	744	1913	1,938	704	1,770	††Gifts	1,427.12	Mrs. Jas. Touhey
Cando	1,177	1902	2,431	30	540	Subscription		Mrs. Jas. V. Brooks
*Carrington	1,328	1906	2,663	753	10,963	City Appropriation	774.81	Edna E. Parker
Casselton	1,564	1906	1,882	848	9,740	City Appropriation	629.40	Caroline E. Newton
Edgeley	718	1912	447	47		Subscription	49.50	Mrs. George F. Schaper
*Ellendale	1,361	1911	1,982	521	7,469	††City Appropriation	466.79	Mrs. Fred Blumer, Jr.
*Langdon	1,150	1912	1,320	130	2,500	City Appropriation		Mrs. J. H. Harlan
*Leeds	631		1,851	80	1,060	Gifts		Marie Wardrope
*Leonard	437	1913	1,629	223	3,621	City Appropriation	254.00	Susie E. Nystul
Mott	738	1912	1,212	490	8,233	City Appropriation	507.86	Louise Wagner
Oakes	1,403		1,875	598	6,384	City Appropriation	1,053.36	Anna B. Fay
*Rugby	1,458	1912	1,068	30	862	††City Appropriation	256.27	Grace B. Fox
*Sanborn	412	1903	788	28	780	Subscription	13.63	Katherine Clure
Wahpeton	2,814	1912	2,381	314	19,187	City Appropriation	800.15	Mrs. Jessie C. Searing
Washburn	622	1915	1,298	260		Gifts		Mrs. C. A. Rice

* Report for one year only.
 † Made free to the public 1917.
 ††Voted city tax 1918.

NOTES ON LIBRARIES

Public Libraries

It is interesting to note the effect of war conditions on the ten larger libraries of the state. Eight have added over 500 new books each, Jamestown adding 1,398, Minot 1,745 and Fargo 2,632. Jamestown increased its number of borrowers 23 per cent with a slight decrease in circulation. Minot increased borrowers 40 per cent and circulation 33 per cent. Three libraries show a decrease in circulation, but these towns were very active in Red Cross work. Valley City increased its borrowers 50 per cent with a very slight increase in circulation. Practically all libraries show a marked increase in amount of non-fiction circulated. Evidently in these cases the libraries are reaching an increasing number of patrons, and borrowers are reading fewer and better books. Dickinson doubled its number of borrowers and increased circulation 40 per cent. The notable increase in number of borrowers is as follows: Williston 18 per cent, Jamestown 23 per cent, Fargo 36 per cent, Minot 40 per cent, Valley City 50 per cent, Dickinson 100 per cent. The increase in circulation is as follows: Williston 9 per cent, Mandan 11 per cent, Devils Lake 12 per cent, Fargo 32 per cent, Minot 33 per cent, Dickinson 40 per cent.

It is easy to see in these figures the widening usefulness of public libraries and their growing influence in the more serious affairs of community life.

Alexander reports the Woman's Club has started a library in a room under the State bank with 450 bound volumes.

Bathgate with only 275 books in its library sent 38 of them to the soldiers.

Beach which has had a subscription library made it free to the public January 1, 1917.

Bowman in 1917 took a complete inventory and classified according to the Dewey Decimal system. In May 1918 the city voted to organize under state law.

Buxton requested aid in classifying its school library of 1,000 volumes.

Center is starting a library movement by buying a few books to use in connection with the traveling library until such time as a permanent library association can be organized.

Columbus has a public library committee which is accessioning 500 books according to the plan recommended by Public Library Commission.

Courtenay reports that Red Cross work has affected library progress.

Dickinson doubled its non-fiction circulation by display of "Better books for children" before Christmas and by new shelves centrally placed on which were arranged groups of books with attractive posters, such as: "Books for business men," "How to entertain," "Books boys like best," etc.

Edgeley reports not so many new borrowers as in previous years but great activity in collecting books for soldiers, conducting food campaigns, and other war work.

Ellendale added reading table and chairs for children, and blackboard for publicity work and distributed literature at weekly Red Cross meetings. It secured a city appropriation of \$400.00.

Fargo had a gain in 1916-7 of 5,329 in adult circulation and of 1,802 in juvenile. The total circulation of 62,399 was slightly increased in 1917-8 in spite of war activities, giving a total circulation for the biennium of 125,947—the largest in the state. The librarian conducted the Food Administration Publicity Campaign among librarians of the state.

Forman. The Literary Club secured a room in the court house free of charge and started a library in June, 1917, to be kept open one day in the week.

Grand Forks was active in A. L. A. war work, sending 800 books to Camp Dodge and 8,000 to France. On this library fell a heavy share of the volunteer work in collection and preparation of books for soldiers not only for the city but also for the northeastern part of the state.

Hope. The Woman's Club conducts a library to which it has recently added 50 new books.

Jamestown secured new borrowers thru printing book marks with special lists of books for school children. It collected 2,000 books for soldiers and \$238.15 cash for books.

Lakota. The Civic League started a small library in connection with their rest room. November 21, 1917, it was formally opened under the management of a city library board of five members, which cooperates with the school library. An attractive feature of their opening night was the exhibit of "100 master pieces from French galleries," and F. Hopkinson Smith's "Venice" loaned by the Library Commission.

Marmarth. The Study Club planned to start a library, but decided to postpone it while war work is so pressing. The school has small library used by pupils only.

Minot. Growth in children's work necessitated fitting of basement in Auditorium for children's room. In 1918 children's books were 56 per cent of the circulation. The librarian conducted the spring book drive for the state started by the A. L. A. to secure books for soldiers.

Mott reports, "Distributing recipes, food pamphlets, collecting money and books for the soldiers, putting up food posters, Liberty Bond and book posters, sending to Agricultural College and University for material on food conservation and farming and distributing the same."

Oakes library moved into a new room with new equipment of shelves, chairs, tables, magazine rack and card file. The library has been used by class in surgical dressings.

Rugby in March, 1918, reorganized under state law.

St. Thomas had the use of a room given free for library purposes and the Study Club, Civic League and other interested parties began keeping it open one day a week in 1917. They report approximately 250 books.

Sanborn reports, "The same ladies who keep this library are keeping their Woman's Club together during these difficult times. Said club took the instruction in Red Cross work and every member is active in Red

Cross work. Not one of the members has a maid, which means 'keep the home fires burning.' "

Valley City cooperated with food administration and with A. L. A. War Council, collecting and preparing over 1,000 books. The increase in number of borrowers from 1,439 to 2,172 in this biennium is notable.

Wahpeton reports Red Cross meetings held in library and 1,670 magazine clippings, and pamphlets, circulated during 1918 in addition to books.

Williston specialized in reference instruction to High School students and experimented with a branch library at Springbrook. Reading room attendance for one year was 8,741 and reference work 1,728.

Wildrose. The Woman's Club organized a library in 1917 in connection with rest room, sending to the Library Commission for its "Plan of organization."

Institutional Libraries

The Agricultural College librarian conducts a course of instruction in library methods consisting of twelve lectures for freshmen. About two hundred students have satisfactorily completed the work.

Fargo College library set apart two rooms which are in use nearly every day and evening by various Red Cross organizations.

Ellendale Normal library shows especially good use of library as reference and study room for students.

Mayville Normal library added clipping and picture cabinet file, collected books in Mayville and sorted and prepared shipments from Devils Lake, Pekin, Sarles, Portland, and Park River.

Minot Normal library reports \$1,744.76 spent for 1,244 books in this biennium and a daily use of reading room of 300 to 500.

State Historical Society library is in process of reorganization. A logical arrangement of books alphabeted under states is being made. A reading room has been provided and special attention is paid to collections from Minnesota, Montana, Canada, and the Northwest. Works of North Dakota are being collected and early North Dakota imprints. A genealogical division has been opened. Arrangements have been made to deposit the four volumes of the Historical Society reports and collections with any school so requesting.

Valley City Normal library collected 594 books and prepared 2,454 for camp libraries.

Wahpeton School of Science library in cooperation with Public library prepared books from Wahpeton and surrounding country for camps.

Miscellaneous

Bismarck has now enough trained librarians to form a Library Science Club which meets regularly for the discussion of library news. At present the membership contains representatives from the following schools: Wisconsin Library School; Simmons College; Pratt; Library School of New York City Public Library; Syracuse University.

Libraries having trained librarians have acted as city and regional centers for collection of money and books and for distribution of government material and for American Library Association service and pub-

licity. There are employed in the state at present 15 graduate librarians, and 12 with partial training. They are located in 9 counties. In the remaining 44 counties the support of libraries and creation of interest therein lies largely with club women.

These are a few of the more important news notes. Practically every library did war and publicity work. In fact the notes from Mott and Sanborn are typical of all the smaller libraries. In only a few instances did circulation decrease while there was great gain everywhere in library activity in community life. One library reports a decrease of one-third in circulation, but as this circulation was novel reading the time and energy are well transferred to war work. Libraries keeping their circulation steady show a decided gain in per cent of non-fiction reading. A few of the smallest libraries report "Putting their money in the bank," "Packing up the books" or "Locking the door until the demands of the Red Cross become less insistent."

Few new libraries have been established in North Dakota this biennium, but the notable increase in civic usefulness, in dignity, and importance as social centers of those already established marks this as one of the most progressive periods of library development.

CHANGES OF LIBRARIANS

The changes which war conditions have brought in business have been duplicated in the library world. The value of assistants with training or experience in card systems, and other details of library science has been recognized by tempting offers from business houses which have depleted library staffs.

Public Library Commission

The entire staff of the Library Commission has been changed. Florence MacPhee after nine years of service in building up the traveling libraries resigned as chief of that department, to accept a position of chief bookkeeper for the Overland-Doyle Co., Fargo. Haldora Peterson, stenographer to the commission since 1911, November 1917, was promoted to a position in the office of the State Engineer, and in August, 1918, was called to a position in the headquarters office of the A. L. A. War Service Library of Congress, Washington, D. C. Elsie Smith for five years clerk in the traveling library department accepted a position with the Burleigh County Abstract Co. Stewart S. Williams, who succeeded Earl H. Davis as legislative reference librarian, was called to service in France, where he is sergeant in Quartermaster Corps, American P. O. 705. Earl H. Davis is with the Medical department, 12 Engineers Railway, Headquarters, A. E. F.

Charlotte Matson came October, 1917, from the Municipal branch of the Minneapolis public library to be legislative reference librarian. She was trained in the Library School of New York Public Library. Helen Carleton, graduate Simmons College and former librarian at Dickinson, accepted the position as chief traveling library department, November, 1917. Ethel Fleming, graduate Bismarck Business College, became stenographer, November, 1917.

Grand Forks Public Library

Adah Durand, librarian Grand Forks public library, became Mrs. Lester Chidlaw and resigned to accept a position in Minneapolis public library in order to be near her husband at Fort Snelling. Lillian Cook, formerly librarian at Valley City, was called to the vacancy in Grand Forks library. Her place at Valley City was temporarily filled by the assistant, Edna Hackett.

University Library

Clarence W. Summer, librarian at University, resigned September, 1917, to accept the librarianship of the Sioux City, Ia., public library. The University library has since been in charge of Blanche Hedrick, acting librarian.

WAR WORK

Money Drive

By virtue of office the secretary of Library Commission is state director of American Library War Service.

A campaign was conducted in September, 1917, thru librarians and county chairmen of Federated clubs to raise money for books for soldiers.

In the report published by the national chairman of War Finance committee in Library Journal, March, 1918, North Dakota is credited with having paid \$5,539.01 toward this fund. Subsequent contributions have increased the amount to \$5,928.28 and it will approximate \$6,000.00 when all pledges are paid, as some counties, notably Pierce, give to this fund 5 per cent of all war money raised prior to September 1, 1918. Concerning this contribution the Divisional Director wrote the State Director, "North Dakota has certainly done its share and I should think you would be very proud of it."

At the time of the money campaign, no special effort was made to collect reading matter, but 5,341 books and 12,943 magazines were sent thru the Library Commission from numerous towns in the state to various camps.

Book Drive

In the spring of 1918 a campaign for books was pushed thruout the state. Charge of this work was given to Margaret Greene, librarian Public library, Minot. She reports 131 towns responding out of the 222 asked to cooperate and 28,246 books collected. These were assembled at Grand Forks, Mayville, Valley City, Wahpeton, Jamestown, Williston and Minot to be sorted and prepared for circulation before shipment to camp libraries. 10,630 books were sent to Camp Dodge and 14,300 volumes to ports of embarkation. \$44.50 cash contributed in place of books was forwarded to treasurer of A. L. A. War Council. The expense of the campaign—about \$50.00—was borne by the Minot Public library.

Miss Greene reports, "The enthusiasm and interest shown by school teachers, club women and librarians in helping to carry out the work have been most sincerely appreciated and have made possible the results as noted. Especially do I want to mention the work of the librarians at

the assembling points, for theirs has been by far the greatest task and with not a word of complaint, but always readiness and willingness to do whatever was needed. Most of them have sorted and made ready thousands of volumes."

Publicity

The publicity campaign among North Dakota Libraries was conducted by Miss Winnie Bucklin, librarian of Fargo public library, in cooperation with the Agricultural College, which has in charge food administration for the state.

Many letters, leaflets, and posters were distributed thru this agency and conspicuously displayed in the libraries and played an important part in educating public opinion to conformity with Hoover regulations.

Scrapbooks

A special appeal was made to club women and school children to prepare scrapbooks of cheerful contents and bright pictures for hospital use. The response was enthusiastic and 158 clubs, schools, and societies sent a total of 598 scrapbooks.

The variety and beauty of these scrapbooks was a revelation of what can be done with inexpensive materials in furnishing sanitary reading and satisfactory recreation for convalescents. Most of them were sent direct to the Public library at Boston for immediate shipment to hospitals in France. 142 were first sent to the Biennial meeting of Federated clubs at Hot Springs, Arkansas, as a North Dakota exhibit and were then forwarded to hospitals.

BEQUESTS

The principal bequest this biennium is the Public library at Bismarck, for which \$25,000.00 was given by the Carnegie corporation.

In 1915 \$500.00 was given to the Langdon public library by Robert Watson.

In 1917 the Dorcas Society of Wyndmere donated the library \$100.00 for books.

PUBLICATIONS

Publications have been chiefly revisions of earlier leaflets.

Revised Editions

"Facts concerning traveling libraries," 1917

(Revision of circular of information No. 3)

"What are farmers' libraries," 1917

(Abridgement of circular of information No. 17)

"The Public Library Commission and club women," 1918

(Revision of leaflet No. 14)

A revised edition of "Plan of organization for small libraries," formerly published by the Library Commission was issued 1917 by the Boston Book Company as No. 19 of its "Useful reference series."

New Publications

"Maps showing farmers', school, and community libraries circulated in rural communities, North Dakota," 1916.

"Lists of books in community libraries," 1918.

"The American sword," Lewis F. Crawford, president State Board of Regents, reprinted by consent of the Quarterly Journal of the University of North Dakota."

"Sixth biennial report of the North Dakota Library Commission 1916-18."

The Library Commission had planned the printing, beginning 1918 of a quarterly publication devoted to library news, but the changes due to war conditions made a postponement advisable.

CRITICISM AND COMMENDATION

Criticism

The secretary invites frank statements of complaints, which will enable the Library Commission better to understand conditions in the field and thus to improve this service. So far as such criticisms have reached the secretary, they are based on lack of sufficient libraries to fill requests promptly, and delay in freight shipments. The first mentioned complaint should be made by individuals and school board directly to representatives and senators who are in a position to see that appropriations for additional libraries are made as rapidly as financial conditions permit.

Slow freight shipments are hard to remedy, but investigation shows that traveling libraries occasionally lie for weeks unclaimed at destination thru some trifling oversight or misunderstanding. Thoro and persistent inquiry should be continued at the receiving station until a library ordered has been received, as well as notice sent the Commission.

A third complaint refers to selection of books in traveling libraries. In the ten years the Library Commission has been circulating these collections five objections to books have reached the secretary. A minister objected to Harold Bell Wright's "Calling of Dan Matthews," as belittling the ministry. A county superintendent thought Lynde's "Taming of Red Butte Western" demoralizing with its pictures of cowboys and pistols. A prospective borrower looking over lists of books in the various libraries commented on Butler's "Pigs is Pigs," "we burn that in our town." A priest thought Gunsaulus' "Paths to Power" contained in one page statements historically incorrect. A mother objected to a modern novel found in a school. In this case investigation showed that a community library has been borrowed and placed in a school house. In such cases the books should always be examined by a competent judge, who will remove from the box any books that should not be placed in the hands of children. In sending community collections advertised to contain "books suited to all ages" with 25 volumes of fiction, there will inevitably be some works on which school children should not be spending their time. Since this objection was made it has been possible to purchase small school libraries of 25 books which contain no adult fiction. Some of the new books are examined in the offices of the Library Commission before purchase, but more of them are selected from lists recommended by expert readers and employees of the American Library Association, and large libraries or commissions, which make a practice of examining lists for the guidance of small

libraries. With the utmost care and judgment, opinions are bound to vary, as the books objected to in one station will in another have the largest circulation.

Commendations

The correspondence files of the Library Commission contain many words of appreciation for the good work accomplished. A few extracts are given to show the extent and variety of usefulness of these books.

Farmers' Libraries

"I should like to keep the library a little longer unless you have a call for it * * * I am particularly interested in Professor Coburn's book on alfalfa and being that we are endeavoring to raise more and more alfalfa, this is a handy guide." A. H. Teigen, stock farmer, Marshall.

"These libraries have been of great value to us. We have used the farmers' library as source material for farm club discussions during the winter months. The community library has been circulated thruout the neighborhood and has been used in connection with the Pupils' Reading Circle work in which we hold first rank in the county. We have also made use of some of the books for individual report work in English and book reviews." G. R. Ingram, principal consolidated school, Brockett.

School Libraries

"The library has proved a great aid to the children in mastering their reading at school, as it gave them a definite motive for learning to read better and more rapidly." Eva Sandberg, teacher, Portal.

"We are returning library and we are thanking you very kindly, for it was much enjoyed. We want another right away." Dora Wasdahl, teacher, Verona.

"Library 230 we used in connection with our school work for references and also for reading to the pupils. The reading in most of the books in library 230 is quite heavy. Under supervision they got considerable out of the books." Lena C. Nelson, teacher, Flasher.

Community Libraries

"I wish the appropriation committee realized what the traveling library means to these little North Dakota towns in winter. We shall be more than glad to get any books you can send us." Lydia Hinman, county superintendent, Steele.

"Our people are very anxious for the new library and are calling every day to see if it has arrived. I don't know what they will do with me for I had promised them according to your card that it ought to be here. It is not easy to get around now, as we have some snow and this morning it is 26 below zero. Mr. M—— went in yesterday (16 miles), but it was not at the depot." Mrs. Jennie Matteson, Fryburg.

"I want to thank you for the literature sent me at Mrs. H's. * * * Mrs. H. is greatly pleased with the prospect of having a traveling library. It will make a great difference with their winter. * * * I wish all the people in the state who would enjoy a library might know about it * * *

Some of the people I have talked with are *intellectually hungry* and one woman told me sadly that she had never been within reach of a circulating library! When the children do not go to school in winter, it would make a great difference to them if they could have your books." Florence Merriam Bailey, Rolette.

Educational Reference Department

"I regret having kept our book and pamphlets longer than we should, but they have been so eagerly read it has been hard to deny them to others wanting." Mrs. H. E. Harris, president of Civic Club, Belfield.

"Your reference library has been of great help in teaching history." Rose O'Brien, teacher, Napoleon.

"I wish to thank you for use of the books. I have used them most every evening in writing my oration and also essays and explanations, which I have written for other people." Elsei J. Brandt, High School, Carrington.

"Will you please send me what material you can spare on the life and works of Henry Van Dyke and George Eliot? I would like magazine clippings and any other good material you can send. I wish to use it in the English IV. class." Mildred Grey, High School, Hettinger.

"Am returning today all the valuable reference material you sent me. We are indeed fortunate to have a library that will put so much time and effort on finding just what we need for our papers and reports. I assure you the club women all over the state realize this too." Mrs. Geo. P. Homnes, Crosby.

"I might say that I have gained considerable information on library science from the material you sent me. In fact I did not even know what cataloging a library meant. If it is possible to secure the A. L. A. Booklist, I would appreciate receiving it, as I shall endeavor to add to my library good books." Gilbert A. Engen, Finley.

"Your little pamphlet on the organization of a small library was ever so helpful and we are using the order cards you gave us to very good advantage." Mrs. R. C. Chisholm, Lakota.

SUMMARY

This biennium has witnessed a complete reorganization in the office at the Capitol. The Library Commission completed in 1917 ten years of existence and found its growth in all departments necessitating changes in method.

The duties in each department have been systematized and separated. The addition to the staff of two graduate librarians with an appropriation in the budget for a third after July 1, 1918, makes possible the appointment of chiefs for three of the four departments of work outlined by law for the Library Commission. Educational reference and field work can not be clearly divided until a fourth chief is added to the staff.

Owing to the cramped quarters in which work must be done it is not possible for the library to expand naturally. Shelves are full. There is no room for more cases. Consequently, old books, magazines and clippings

must be continually discarded to make room for the new. A few are packed away. Some were sent to camps, others went to rural schools, and others were destroyed. Therefore, the seeming gain in number of books from 14,468 to 17,840 does not at all represent the real strengthening of the collection, which has resulted from the substitution of new material for that becoming out of date.

Complete invoice of all books, furnishings, and other property has been taken preparatory to this report. The Commission purchased 5,163 books in this biennium and now owns in all departments 17,840 books and 38,638 magazines and clippings. These are distributed by departments as follows:

	Books	Pamphlets and Clippings
Educational Reference	4,879	19,507
Traveling library		
School libraries	1,797	
Community libraries	7,018	
Farm libraries	1,191	
Open shelf collection.....	2,103	
	<u>12,109</u>	
Legislative Reference	852	19,121
	<u>17,840</u>	<u>38,628</u>

In this biennium 54 books are not accounted for. This is a very small proportion considering the number circulated. Most of these are lost in the mail. Some of them will probably yet be found and returned to this office.

It has been an important period for the Library Commission in addition of new libraries, growth of extension work, increase in staff and appropriation, and progress in professional standing.

NEEDS

- Space in which to grow.
- Fireproof housing for valuable collections.
- An amendment to the law to provide for county libraries.
- Increase in salaries in proportion to cost of living so that valued assistants may be retained.
- An appropriation for books that will replace worn titles and add needed new ones.

FINANCIAL REPORT

Of Secretary of North Dakota Public Library Commission

July 1, 1916—June 30, 1918.

Books, periodicals, and membership fees.....	\$ 5,236.81
Postage	690.24
Office supplies	328.76
Salaries	11,418.68
Furniture	334.11
Printing	571.82
Freight, drayage, and miscellaneous expense....	550.54
Aids to libraries	194.88
Traveling expense	254.31
Total	<u>\$19,580.15</u>

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