

OHIO STATE LIBRARY
REPORTS

1910-11

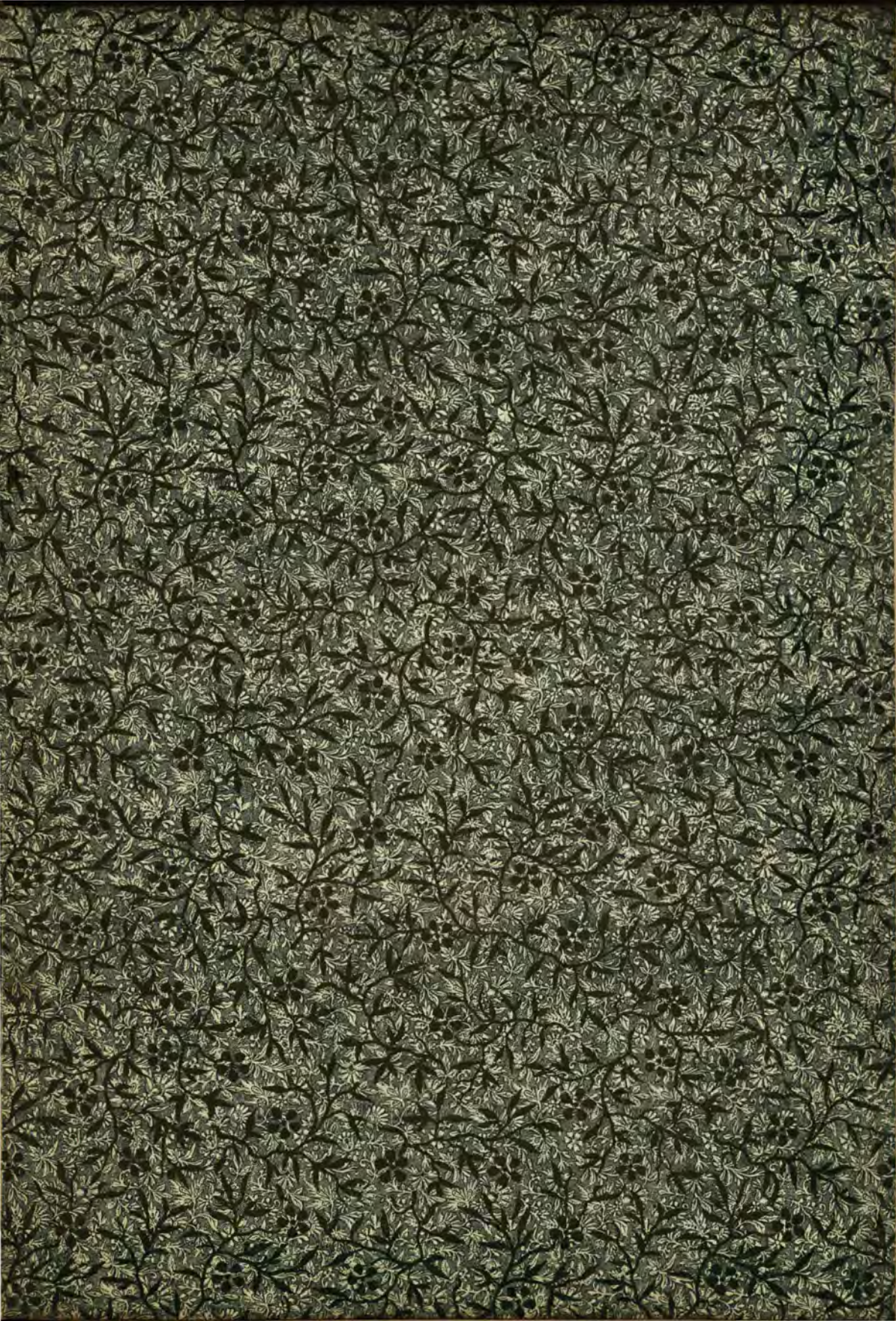
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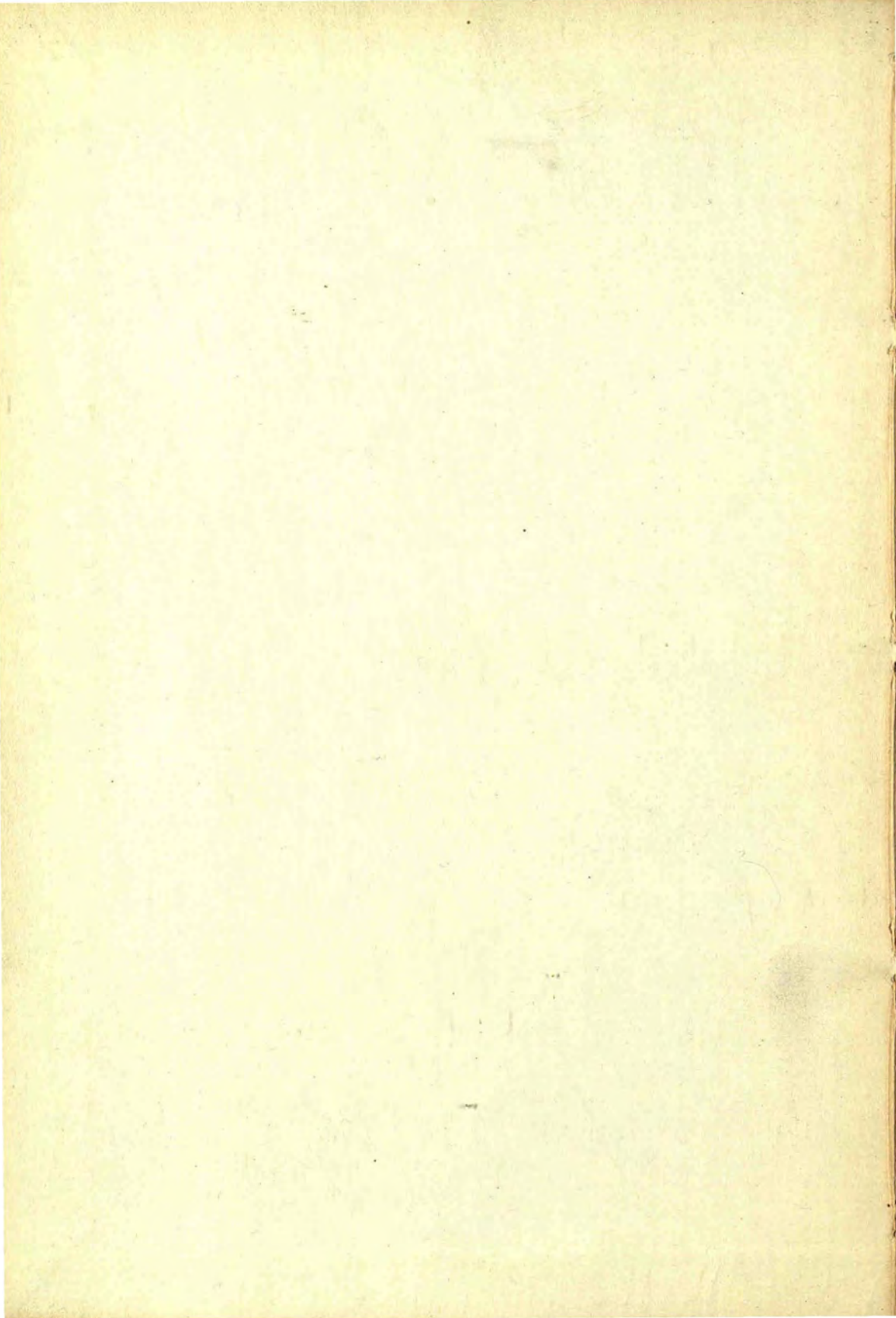


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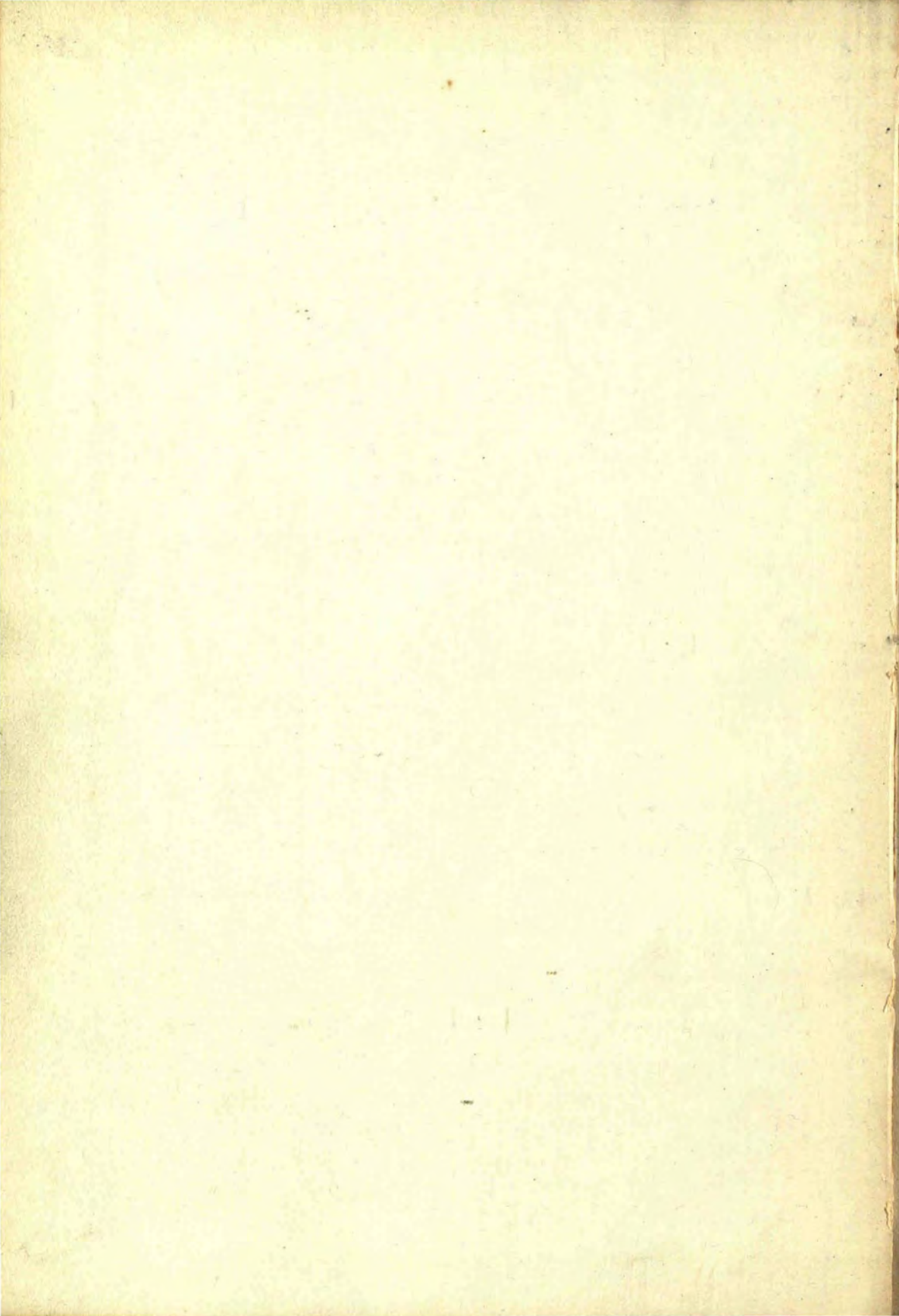
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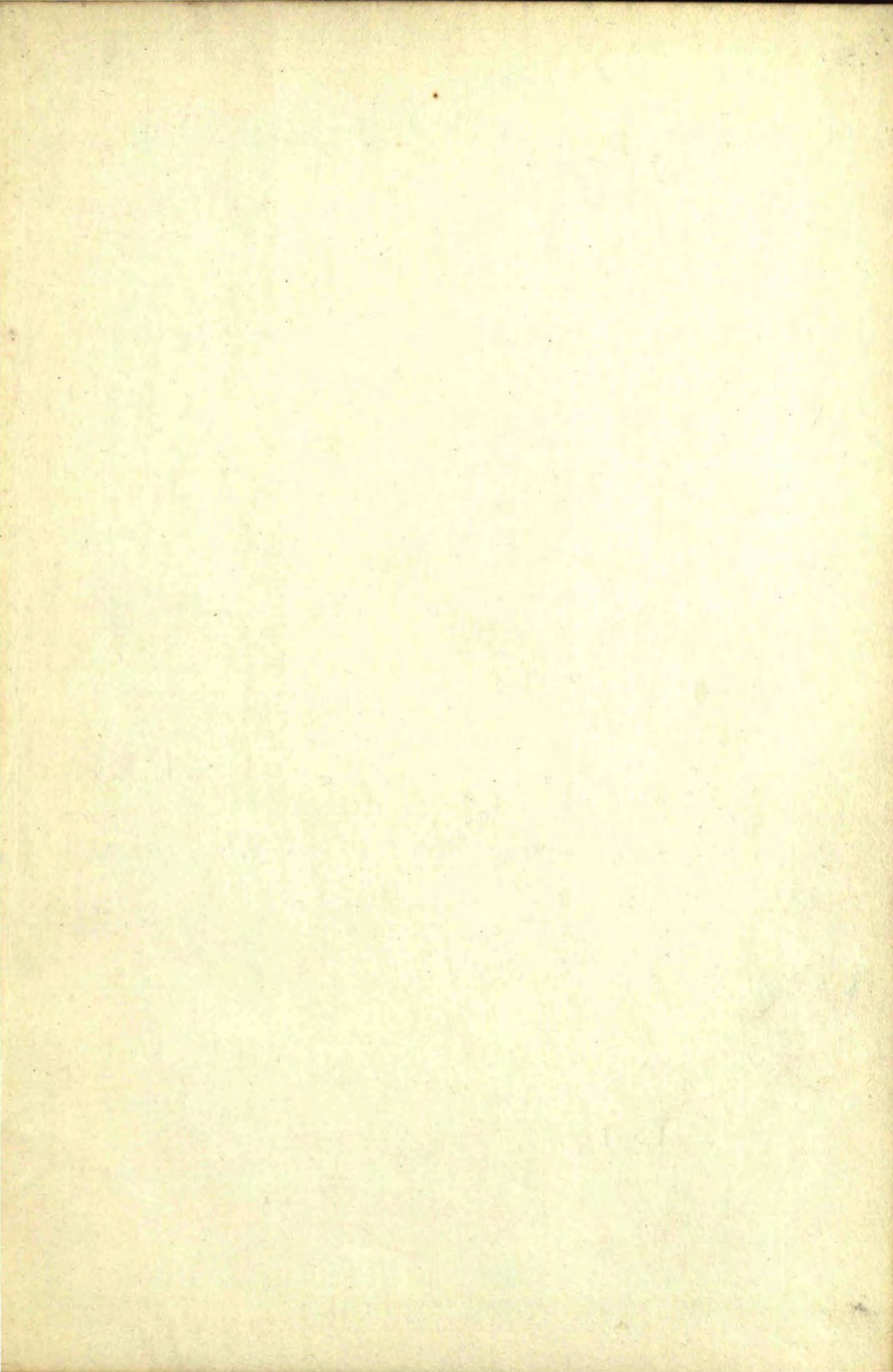


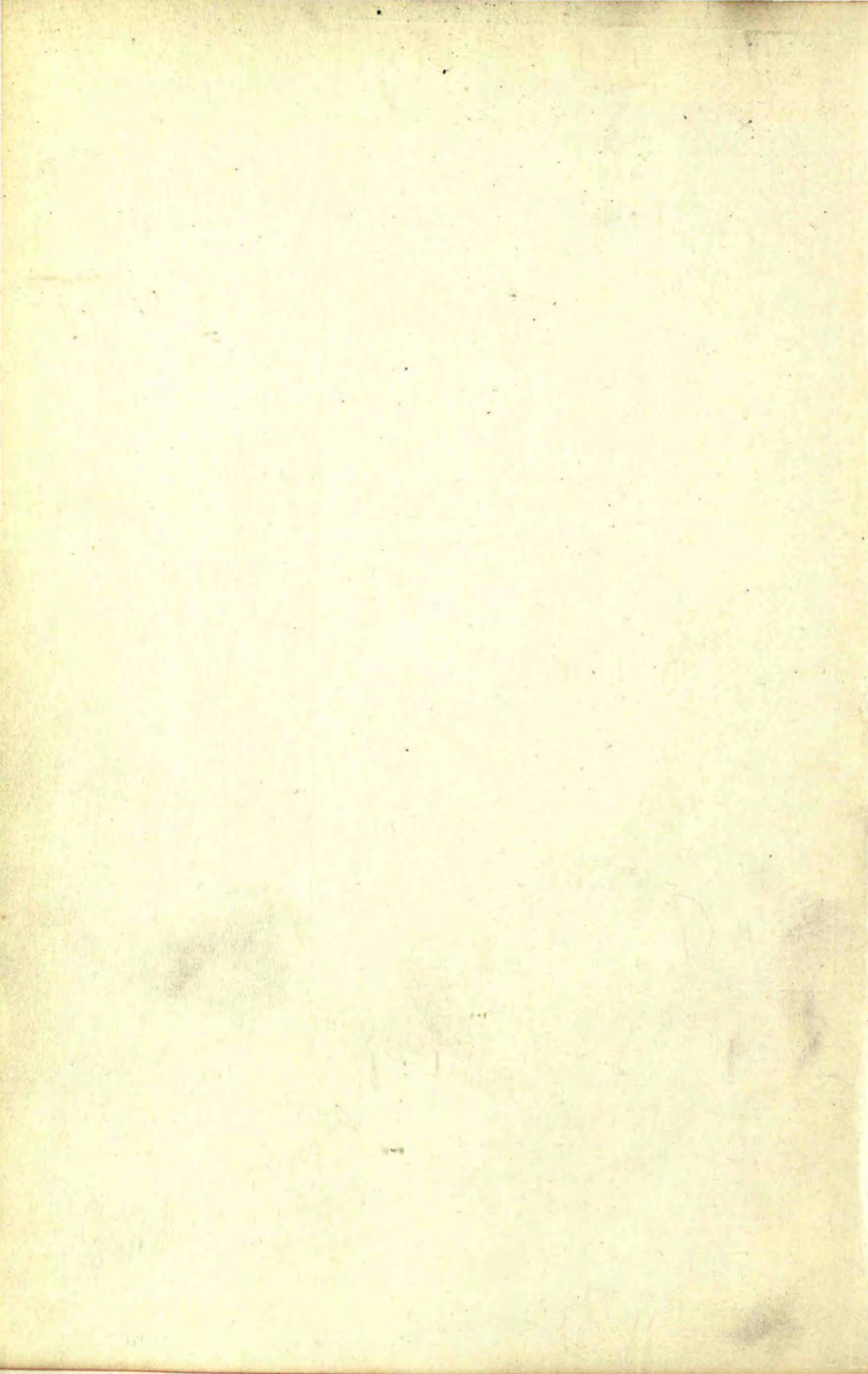


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Sixty-Fifth Annual Report
of the
Commissioners
of the
Ohio State Library
to the
Governor of the State of Ohio
for the year ending Nov. 15

1910
STANDARD
COLUMBIAN

COLUMBUS OHIO
STATE LIBRARY

BOARD OF LIBRARY COMMISSIONERS.

J. F. McGREW.....	Springfield
JOHN McSWEENEY.....	Wooster
FRANK N. SWEITZER.....	Canton

STATE LIBRARY STAFF.

C. B. GALBREATH.....*Librarian and Secretary of Commission*

GENERAL LIBRARY DEPARTMENT.

ALICE BOARDMAN.....*Assistant Librarian*
LOUISE SCHONEWEISS.....*Assistant Secretary and Stenographer*
ALICE S. DAVIS.....*Library Assistant*
MARY E. MORRIS.....*Library Assistant*
*AGNES E. NICHOL.....*Library Assistant*
MINNIE L. BUSHFIELD.....*Library Assistant*
BERTHA M. SCHNEIDER.....*Library Assistant*
ALICE L. MORRIS.....*Library Assistant*
EMMA J. HOLLINGSWORTH.....*Library Assistant*
EDWIN H. TRAUTMAN.....*Library Assistant*
J. C. RAMSEY.....*Janitor and Messenger*
JAMES R. HALE.....*Document Clerk*

DEPARTMENT OF LIBRARY ORGANIZATION.

MARY E. DOWNEY.....*Library Organizer*
SABRA W. VOUGHT.....*Assistant Library Organizer*

TRAVELING LIBRARY DEPARTMENT.

IDA K. GALBREATH.....*Superintendent*
MARGARET A. GRAMESLEY.....*Assistant*
ALICE D. MCKEE.....*Assistant*
JENNIE Z. CORMAN.....*Assistant*
ANNA M. LONG.....*Assistant*
AGNES CLARKE.....*Assistant*
JOHN W. WILSON.....*Janitor*

LEGISLATIVE REFERENCE DEPARTMENT.

GEORGE A. EDGE.....*Assistant*

* Resigned, June 1st.

NOTE—William Rickman has been employed as day laborer in the different departments the past year.

REPORT OF THE BOARD OF LIBRARY COMMISSIONERS.

COLUMBUS, OHIO, November 15, 1910.

To His Excellency JUDSON HARMON, Governor of Ohio:

We have the honor to submit the sixty-fifth annual report of the Board of Library Commissioners, which is the fifteenth under the library act of 1896.

We are pleased to report again increased activity and extended service in every department of the work that has been organized under the Board. Within the past year the work of library extension and organization has been attended with satisfactory results; more books have been issued from the different departments and more volumes have been accessioned than in any previous year, since the library was established. Reference to the report of the librarian shows that this general advance over the work of previous years in some instances has been so noteworthy that it is especially gratifying.

In our last annual report we stated that for administrative convenience the work of the Board of Library Commissioners was arranged in three general divisions: 1. The General Library Department. 2. The Traveling Library Department. 3. The Department of Library Organization. A brief, but comprehensive outline of the scope and character of the work of each of these departments was given.

The General Assembly at its last session provided for an important extension of our work. A law was enacted authorizing the Board of Library Commissioners to establish a Legislative Reference and Information Department, and \$3,000 was appropriated for its equipment and maintenance. The primary object of this department is to collect, classify and index books, documents, manuscripts and other material on current and pending legislation "to the end that the General Assembly or any member thereof, or any citizen of the state may have the benefit of such service." The law also provides that the department shall "aid members of the General Assembly in the preparation and formulation of bills," when request is made for such assistance.

After considering plans for the establishment of the new department with the means at our command, it was decided to employ an assistant and begin the work under the personal direction of the State Librarian. As no room was available in the State House, rooms were rented and equipped in a building conveniently near. The work of organizing the department is now in process. While it will take time to accumulate material and develop this agency for effective service, it is

hoped that the department may be found helpful to the General Assembly at its coming session and that its demonstrated usefulness may warrant a more ample appropriation for its support.

To relieve the crowded condition of the State Library and provide for the different departments in one building constitutes the most serious problem that confronts the Board of Library Commissioners. Our supreme need — recognized by every one who has given the subject careful attention — is the need of more room. Unless this is provided in a new building, it seems that the only alternative is to rent quarters for the Traveling Library Department, and use the rooms now occupied by it to accommodate, temporarily, the growth of the General Library Department.

In closing this brief report, we desire again to commend the efficient service of the state librarian and the faithful assistants whose zealous devotion has made possible the excellent record of the past year.

Respectfully submitted,

J. F. MCGREW,

JOHN MCSWEENEY,

FRANK N SWEITZER,

Board of Library Commissioners.

REPORT OF STATE LIBRARIAN.

COLUMBUS, OHIO, November 15, 1910.

To the Board of Library Commissioners:

GENTLEMEN:—I have the honor to submit to you the report of the State Librarian for the year ending November 15, 1910. Within the past year additions have been made to the library as follows:

	<i>Volumes</i>
To the Traveling Library Department.....	7,939
To the General Library Department.....	3,873
Total	11,812
Withdrawn, lost and transferred.....	381
Net increase since last report.....	11,431

The constant circulation of books in the Traveling Library Department is wearing out those first purchased, and coming years will doubtless show a larger per cent of withdrawals. The loss in this department within the past year, due chiefly to this cause, was 349. The number of volumes added since the last report exceeds the accessions for any previous year by 2,703 and those of last year by 3,686.

The number of volumes in the State Library at the close of last year was 134,943. This, with the net increase for the year, makes a total of 146,347 volumes.

For the reason assigned one year ago, a complete list of the books added to the library is not published in this report. The books are permanently recorded in the accession registers of the library. The more important items purchased for the General Library are published in the Monthly Bulletin. Bulletins will be issued from time to time of special classes of books in the Traveling Library Department. It has therefore been thought that the publication of a complete list of additions might be omitted without loss to the library or its patrons.

The substantial additions to a library are not measured by the number of volumes. Rare books and works of reference are comparatively expensive, and of course liberal purchases of these would reduce the number of volumes added to the library in any year. Exchanges with other libraries and institutions are somewhat irregular. These two facts explain in large measure why the increase in number in volumes for two consecutive years vary. While the appropriation for the purchase of

books is not large, it is larger than it was years ago. The results are seen in the substantial and accelerated growth of the library.

While the accessions for the past year have been unusually numerous, they include some rare and relatively expensive items. The most costly books added are volumes I and II of the second series of "Crown Collection of Photographs of American Maps," selected and edited by Archer Butler Hulbert. These were purchased at fifty dollars a volume. The library owns the five volumes of the first series of this set. This is the only copy of the collection accessible in central Ohio. As the edition of these maps is very limited, the collection will certainly increase in value with the passing years.

Other additions in sets and volumes are: International Socialist Review, v 1-10; Proceedings of American Bankers' Association, 1897, 1901-9, 10 v.; Complete Library of Practical Photography, 10 v.; Business Men's Library, 10 v.; Transactions of the American Ceramic Society, v. 1-11; Illustrated London News, v 126-34; Woman in All Ages and Countries, 10 v.; Literary Digest, v 13-37; Diary of James K. Polk, 4 v.; Appleton's New Practical Encyclopaedia, 6 v.; Proceedings of National Association of Cement Users, 5 v.; The Classics, edited by M. M. Miller, 16 v.; Charles Dickens' Works, 30 v.; Edwin Markham's "Real America in Romance", 8 v.; Lineage Book of Daughters of the American Revolution, v. 21-30; School Review, v. 6, 10-16; American Journal of Social Science, nos. 1-30; Transaction of the Sixth International Congress on Tuberculosis, 8 v.; Economic Review, v. 1, 2-17; Cassier's Magazine, v. 7-34; Shakespeare's Complete Works, Harper's edition, 20 v.; Works of Edgar Allan Poe, 17 v.; Works of Walter Scott, 25 v.; Works of Alphonse Daudet, 20 v.; Works of George Eliot, 12 v.; Works of J. Fenimore Cooper, 32 v.; Cyclopaedia of Civil Engineering, 8 v.; Columbia University Studies in History, Economics and Public Law, v. 26-35; Quarterly Journal of Science, 7 v.; Van Nostrand's Engineering Magazine, v. 29-35; Antiquary, v 22-42; Builder, v 1-17; Cyclopedic Review of Current History, v. 1-10; Masters in Music, v. 1-6; South in the Building of the Nation, 12 v.; Historians of Greece, 12 v.; Voltaire's Works, 75 v.; Harvard Classics, edited by Charles W. Eliot, 47 v.

EMMETT PAPERS.

The General Assembly at its last session appropriated \$300 for the purchase of the papers left by the late Daniel Decatur Emmett, originator of negro minstrelsy and author of the words and music of the famous song "Dixie's Land" or as it is more popularly known "Dixie". Some years ago the state librarian purchased for twenty-five dollars a volume which contains in carefully written manuscript form the words and music of practically all the important songs composed by Emmett. This collection was purchased for this small sum on condition that it should be

transferred to the state at the same price if it should purchase the remaining papers. This the Board has done, and two boxes of manuscripts and books, the greater portion of them filled with old-time instrumental music, that included the repertoire of the minstrel half a century ago, are now in the possession of the State Library.

Emmett was born in Mt. Vernon, Ohio, October 29, 1815. He died near his birthplace June 28, 1904. Shortly after his death a biography of the minstrel appeared in book form. It contains the works of a number of his songs and establishes beyond all question his title to the authorship of "Dixie", a melody that has become national and almost universal.

SHEET MUSIC OF OTHER OHIO SONG WRITERS.

Two volumes of sheet music, instrumental and vocal, the work of Ohio composers, have recently been added to the library. These include in addition to some of the published songs of Emmett songs by Benjamin Russel Hanby, author of "Darling Nellie Gray," and by Will L. Thompson, author of "Gathering Shells from the Seashore," "Come Where the Lilies Bloom," and "Softly and Tenderly Jesus is Calling." Sketches of these Ohio bards have been published and are available to patrons of the Library.

REFERENCE WORK.

A notable increase in the work of the General Library, which statistics do not reveal, has been the preparation of brief bibliographies on subjects of current interest. Many debating teams have made requests for such service. The reference lists sent them have often been accompanied by material on the subject under discussion. Many appreciative letters have been received. "We had a great debate and the literature you sent us helped us to win", writes one patron, and others bear testimony of similar purport. Grateful acknowledgments of a like service have come from patrons engaged in the preparation of papers and addresses. Some of the bulletins issued by the library in recent years have been in frequent demand. This has been especially true of those on the Initiative and Referendum. They have been sent on request to almost every state in the Union. Many have gone to the West and Middle West, where interest in this subject is now very active. The bulletin on Capital Punishment has also had a wide circulation, many copies having been requested by persons outside of the United States. In compliance with frequent suggestions, this bulletin will be amplified and brought down to date.

LEGISLATIVE REFERENCE DEPARTMENT.

A most important extension of the work of the library has been made possible through the establishment and organization of the "legis-

lative reference and information department". In last year's report of the State Librarian, much space was given to a plea for a law creating such a department. The addresses of Hon. Harry W. Crist before the Ohio State Board of Commerce and discussions by John A. Lapp, Legislative Reference Librarian of Indiana, and your State Librarian, setting forth the need of a legislative reference department for Ohio, were published and distributed among members of the General Assembly. Some time after the opening of the session, Mr. Crist introduced a bill authorizing the establishment of such a department. It was brief, comprehensive and carefully drawn. It was a distinct improvement over the bills introduced in previous years and designed to accomplish the same purpose. It was ably advocated by its author who had familiarized himself with the value of legislative reference work, and the possibilities of the proposed service appealed so strongly to the members of the General Assembly that the bill finally passed without a dissenting vote and without the change of a letter or a comma. As a result, Ohio has one of the best, if not the very best, law on this subject that has been adopted in any state. This consummation is to some extent a recompense for the long delay in joining the list of progressive states in this important work.

It has been the constant aim of the Board of Library Commissioners carefully to coordinate all the work that may properly be assigned to their direction. They had at the outset the State Library proper, inadequately supported, unclassified and with a very limited and exclusive patronage. One of their first acts was to open it on equal terms to all citizens of Ohio, to make it a state institution in the scope and character of its work. This was followed by the employment of trained help and the reorganization of the Library according to modern methods. The Traveling Library Department was established and developed into broad and useful service. The department of Library Organization, next added, is rendering important and highly appreciated aid to the public libraries of the state. It is the connecting link between them and the State Library. The Legislative Reference Department opens up a new and promising field of activity. All of these departments bear an important relation to the State Library. Their administration under one board prevents needless duplication and makes for unity, harmony and efficiency.

The State Library, through its system of exchanges with other states, the general government and foreign countries, is accumulating a mass of documentary literature of great value to the new department. Its lists of books, magazines and newspaper files include practically all in these lines that is needed for a legislative reference library. These are classified, indexed and ready for use. They need not be duplicated. In addition to this, we have access to an excellent state law library and other libraries in the city. It is needless to say that it is our purpose to make use of all of these agencies so opportunely and conveniently located.

The law providing for the creation of the new department authorized the equipment of rooms in or near the State Capitol as conveniently located as possible for the members of the General Assembly; provides for the appointment of a legislative reference librarian, well fitted by training and experience to discharge the duties of the office; for the employment of such assistance as the work may require. For all this \$3,000 was appropriated, about enough to pay the salary of the librarian with the qualifications contemplated in the act. The election of such officer was postponed because of the lack of funds; office rooms were rented and furnished; an assistant was employed and the work of the department has commenced under the direction of the State Librarian. A mass of material has been collected on subjects likely to be considered at the coming session of the General Assembly. This includes pamphlets, newspaper clippings, magazine articles, and manuscript documents containing information not yet available in printed form,—in short everything that is thought necessary to supplement the material in the State Library. Bibliographies are in course of preparation on a number of subjects, including public utilities commissions, the nomination and election of United States senators, compulsory arbitration and boards of control for state institutions. The results of similar work in other states have been made available. A duplicate set of the card index to the material in the valuable collection of the legislative reference department of Wisconsin has been made and filed. Indexes to other collections will be added so that patrons may know what material on a given subject may be had from other states as well as Ohio. A fairly good index of bills introduced in the General Assembly, since 1900, has been improvised, and a card index has been made to all bills introduced in the different states whose legislatures have been in session at any time since January 1st of the current year. A similar record will be kept for the coming year. It is the purpose of those in charge so thoroughly to equip the department that a patron, especially a member of the General Assembly, may get from it promptly all available information on a given subject.

In the preparatory work of this department the probability of a state constitutional convention in the near future was not overlooked. If it is held it will mean the reconsideration in the light of a new century of every element in our fundamental law. Taxation, civil service, the government of municipalities, prison reform, arbitration, regulation of the liquor traffic, the initiative and referendum are a few only of the subjects that will be seriously considered.

Obviously a legislative reference department could render the convention assistance of great value. The proceedings of constitutional conventions of other states, bibliographies and carefully gleaned excerpts of material on subjects of special importance, compilations of similar sections in the constitutions of different states for purposes of comparison,—the collection and arrangement of all these are suggestive

only of what the department can do and will do for the constitutional convention, if it is held. Some material has already been gathered, and in less than a month's time if the emergency should demand it, the new department could publish in parallel sectional arrangement our present state constitution, the one submitted in 1873 and the constitutions of all other states.

A word in regard to the needs of the new department. A primary and very obvious one is more money. No complaint is made of the small initial appropriation. Every venture at its inception is on trial. It must demonstrate its worth if it would win respectable support. Pioneer work of this character is always of the arduous kind. A new spot must be cleared away in the wilderness of opportunity and a structure must be built speedily from the best materials at hand, which are sometime crude and unsubstantial. The returns in appreciation and dollars and cents are not always satisfactory. But work of the pioneer kind is great because it is basic. Fortunate beyond all his followers is the man who lays the foundations of a worthy enterprise. The appropriation for the legislative reference department is sufficient for a creditable beginning, but it is less than what is paid in similar departments of other states to the legislative reference librarian alone. More ample financial provision will doubtless come, however, when the service has demonstrated that it is worthy of it.

The department should be located in the State Capitol, but there is no room for it there. And this suggests another need, the largest problem before our Board of Library Commissioners,—a problem that affects almost every department of our state government. For years the State House has been inadequate to the purposes for which it was built. A large portion of the state's business is now transacted in rented rooms, located in different parts of the city. The need of an office building for the different state departments has long been felt, and attempts at different times have been made to meet the imperative demands for more room. This matter has been before the General Assembly. Two plans to meet the need have been suggested. One of these is to enlarge the Capitol by the addition of wings. This has met the strenuous and practically unanimous opposition of the people of Columbus, and many other citizens of the state have not regarded it with favor. They are averse to any plan that would mar the symmetry of the State House grounds or the classic proportions of the Capitol. They favor the erection of the needed state buildings on grounds adjacent to the State House square. To the legislators from the rural districts, however, the price of Columbus real estate looks big, and while they are willing to vote money for the buildings they will not vote it for the purchase of sites. Between these two contending forces the real interests of the state in its effort to provide room for its different departments are ground to powder.

The members of the General Assembly, from whom relief must come, have thus far solved the problem by doing nothing.

Every year the crowded condition of the different departments becomes more serious. If the State is to cease to be a renter, if it is to transact its business under its own roof, it will probably be necessary to provide, not two wings to the Capitol, but two separate structures, an office building and an educational building. The State Commissioner of Common Schools, and the State Library are crowded into rooms unsuited and wholly inadequate to the needs of the two departments, while the State Archaeological and Historical Society has no home of its own. For these three there should be provided an ample building that would attest the state's interest in the cause of education and be a source of pride to every Ohioan. Incidentally, the erection of such a building would make room for the Legislative Reference Department where it properly belongs, in the State House, in close proximity to the halls of the General Assembly.

DEPARTMENT OF LIBRARY ORGANIZATION.

Gratifying progress has been made in the work of this department. Library extension throughout Ohio is now well under way. An evidence of the stimulating influence abroad in the state is apparent in the increased demand for service in other departments of the State Library. The report of the Library Organizer, herewith submitted, gives a detailed statement of the work of the year.

TRAVELING LIBRARY DEPARTMENT.

There is a continually increasing demand for books from this department. The increased appropriation made possible the purchase of more books, but applications have outgrown the supply and at the end of the year the books are practically all in circulation with many requests on file that cannot be filled. Within the year 1,387 traveling libraries, aggregating 60,113 volumes, were issued. These libraries were distributed as follows:

To women's clubs.....	210	libraries
To schools	696	"
To granges	66	"
To libraries	102	"
To study clubs (miscellaneous).....	161	"
To religious organizations.....	82	"
To men's clubs.....	70	"
Total.....	1,387	"

There were also issued from the department to individual patrons 840 volumes. 328 of these were books on agriculture, issued in collec-

tions of five volumes each, for a period of three months. The total issues for the year, therefore, aggregate 60,953.

A statistical table of the work of this department, extending over the entire period since its organization and showing its steady and substantial growth, is appended to this report.

CONCLUSION.

On April 22nd, the term of Charles Orr, who was first appointed on the Board of Library Commissioners in 1899, expired and Frank N. Sweitzer, of Canton, was appointed to succeed him. Within the year one of the assistants in the General Library and one in the department of Library Organization resigned and there have been appointed two assistants in the General Library and one in the Department of Library Organization. Two of these are graduates of the Ohio State University and one of Allegheny College. All have had post graduate courses in library science, one in the library school of the Western Reserve University of Cleveland, one in the library school of the University of Illinois, and one in the library school of the New York State Library. The evident purpose of the Board to maintain a high standard of efficiency in the library staff deserves and is receiving the respect and approval of all who are interested in progressive library work.

Respectfully submitted,

C. B. GALBREATH,

*State Librarian and Secretary of Board of
Library Commissioners.*

STATISTICS..

The Summary of the Work of the Traveling Library Department Indicates the Growth of the System and the Class of Patrons.

Libraries have been issued from the Traveling Library Department as follows:

Year Ending November 15.	1896	1897	1898	1899	1900	1901	1902	1903	1904	1905	1906	1907	1908	1909	1910
To women's clubs.....	2	37	69	75	125	138	146	140	131	159	187	197	164	207	210
To schools.....		10	89	177	252	251	310	409	468	437	526	517	463	571	696
To granges.....		2	92	46	95	100	80	71	78	129	110	111	65	82	66
To independent study clubs.....		7	128	90	179	224	153	181	160	168	126	125	154	128	102
To religious organizations.....		1	35	50	50	87	85	89	82	94	90	72	105	161
To libraries.....		4	20	10	27	16	26	33	27	55	68	108	82
To men's clubs.....		1	2	21	14	19	36	51	45	21	70
Total	2	62	378	445	711	763	803	923	966	1,027	1,106	1,146	1,031	1,222	1,387
Number of volumes.....	50	1,331	9,887	12,877	19,505	20,698	22,031	27,078	30,935	36,441	40,007	38,159	44,005	54,334	60,953

REPORT OF LIBRARY ORGANIZER.

COLUMBUS, OHIO, Nov. 15, 1910.

To the Board of Library Commissioners:

GENTLEMEN:—To offer you the inventory of a year's work so fascinating as this has been affords me great pleasure.

In addition to meeting special requests for aid, effort has been made to accomplish the following definite results: to visit especially the non-tax-supported libraries of the state, to encourage the keeping of proper records in accession, registration and circulation, to install standard charging systems, to classify libraries needing such help, to assist in the work of cataloging, to stimulate an increased use of many libraries, to hold district meetings in various parts of the state, to develop library extension thru the teachers' institutes and to encourage training in the summer and long course library schools.

VISITS.

The general plan adopted has been to visit as many libraries as possible when answering calls for special service, thus economizing in time, strength and money. Visits numbering 216 have been made to the following 116 towns, including tax-supported, association, subscription, institution and college libraries, or to towns where there is interest in starting a library: Akron, Alliance, Ashtabula, Athens, Austinburg, Batavia, Bellaire, Bellefontaine, Bellevue, Berlin Heights, Blanchester, Bowling Green, Brecksville, Bristolville, Bryan, Burton, Cadiz, Cambridge, Canal Dover, Canton, Carey, Carrollton, Celina, Chardon, Chilli-cothe, Cincinnati, Circleville, Cleveland, Clyde, Columbus, Conneaut, Danville, Dayton, Defiance, Delaware, Delta, Eaton, Fostoria, Franklin, Freeport, Fremont, Galion, Gambier, Geneva, Georgetown, Granville, Greenville, Hillsboro, Ironton, Jefferson, Kelleys Island, Kings Mills, Lebanon, Leipsic, Lima, London, Loudonville, Marietta, Marion, Martins Ferry, Martinsburg, Marysville, Massillon, Mentor, Miamisburg, Middletown, Milan, Milford, Minerva, Montpelier, Mount Sterling, Napoleon, New Athens, New Carlisle, New Comerstown, New Madison, New Paris, New Philadelphia, Newark, Niles, Oak Harbor, Oberlin, Orrville, Orwell, Ottawa, Painesville, Paulding, Port Clinton, Prairie Depot, Prospect, Rockford, St Clairsville, St Marys, Sandusky, Scio, Shelby, South New Lyme, South Charleston, Spencerville, Springfield, Strasburg, Toledo,

Twinsburg, Uhrichsville, Union City, Urbana, Van Wert, Vermilion, Warren, West Alexandria, Williamsburg, Willoughby, Wilmington, Worthington, Yellow Springs, Youngstown. More than 100 non-tax-supported association and subscription libraries have been found and visited in the hope of bringing them to a tax supported basis, which assures their permanency and efficiency. The following state institution libraries have been visited to study conditions and needs in the hope of being able, later on, to render them some assistance: Ohio State School for the Blind, Institution for the Deaf and Dumb, Institution for the Feeble Minded, State Hospital (Columbus), Ohio State Penitentiary, Mansfield Reformatory. All the state institution libraries will be visited as opportunity offers and a general report given as to their book facilities.

To the following 46 towns visits have been made for the purpose of agitation: Batavia, Bellaire, Berlin Heights, Blanchester, Bowling Green, Brecksville, Bristolville, Burton, Cadiz, Carrollton, Chardon, Freeport, Georgetown, Granville, Hillsboro, Kelleys Island, Kingsville, Leipsic, Loudonville, Martins Ferry, Milan, Milford, Minerva, Montpelier, Mt. Sterling, Napoleon, New Athens, New Carlisle, New Madison, New Comerstown, Orrville, Ottawa, Paulding, Port Clinton, Prairie Depot, Prospect, St. Clairsville, St. Marys, Scio, Shelby, South Charleston, Twinsburg, Uhrichsville, Vermilion, West Alexandria, Williamsburg.

Advice has been given, with suggestion and instruction along the various lines of library work. While board meetings have not been sought, we have met incidentally, board members of 53 libraries.

Addresses to the number of 26 have been given in the interest of the library movement, before various organizations, including mass meetings, women's clubs, teachers' institutes, high schools, colleges and district library meetings.

Traveling libraries have supplemented collections in small libraries as follows: Bristolville, Brunswick, Chesterland, London, Loudonville, Mansfield, Marion, Miamisburg, Mt. Gilead, Mt. Sterling, Napoleon, New Carlisle, New Vienna, Plymouth, Rayland, Spencer, Twinsburg, Willoughby, Wilmington, Woodsfield, Worthington, Yellow Springs, Zanesfield. They are the greatest possible help as a means of increasing the number of books in starting new libraries. The twenty sets of "Library Helps" in the Traveling Library Department have been largely used, and have greatly assisted librarians and trustees.

New libraries have been started at Danville, Leipsic, Minerva, New London and Twinsburg. Mt. Sterling and Oak Harbor have levied library tax. Cadiz and Milan, having been tax-supported for years, yet circulating under the subscription plan, opened free to the public on July 1st and November 1st respectively. Tax-supported libraries, of which there was heretofore no record, have been discovered at Brecksville,

Canal Dover, Kingsville, Leesburg, New Carlisle, New Paris, Orwell and Strasburg.

The Miamisburg Public Library was dedicated in May. In the work of organization the method of Conneaut was followed in employing a trained worker for five months and having the librarian attend summer school.

BUILDINGS.

New buildings have been completed or are under construction at Cleveland (West Side Branch), Gambier (Kenyon College), Geneva, Marysville, Miamisburg, Middletown, Ohio State University, Oxford (Miami University), Rockford, South Charleston, Youngstown, Loudonville has rooms in the new town hall, Martinsburg has a room in the new council house, Mt. Sterling and New Philadelphia have moved into new rented quarters, Newark has a second room provided in Memorial Hall. Ironton, Shelby and Twinsburg have remodeled.

In giving advice as to new buildings, central location is urged. A number of towns have good buildings located away from the most frequented parts, with the result of greatly diminishing the use of the library. It is also sometimes possible to bring about a change in the plans where general utility has been sacrificed to architectural effect. Where libraries are very much crowded suggestions have been made as to rearrangement or added shelving, to relieve the condition. An opportunity occurs occasionally to help plan the remodeling of a building.

While many libraries are well kept, some are found to be greatly lacking in the care which makes for health and beauty. The wear and tear to buildings thru lack of proper janitor service, is often greater than that thru use. Cleanliness is urged where needed, and as overheated and poorly ventilated buildings are not uncommon, we try to impress the importance of pure air both for the health of the staff and the comfort of patrons.

REGISTRATION.

Effort has been made to simplify registration of borrowers. In a few instances patrons have had to come to the library a third time before being allowed to take a book. Many libraries have been found needing reregistration, some having never reregistered their borrowers. The number of people using the library, in comparison with the population, is seldom what it should be. There are a few notable exceptions where the circulation is from six to ten times the population, but the usual proportion is between two and four.

CHARGING.

A variety of charging systems has been found. The method used has been worked out, oftentimes by the individual library, or borrowed from one nearby, and frequently requires from six to ten times the neces-

sary amount of time to charge a book, causing great annoyance to patrons, who understand the condition, and wasting valuable time of the attendants. The Newark charging system has been installed in the following libraries: Danville, Ironton, Miamisburg, Minerva, Mount Sterling, Newark High School, Painesville, Tiffin, Twinsburg, Willoughby. The charging systems in many libraries still need to be changed.

CLASSIFICATION.

Having the books properly classified and arranged is one of the first essentials for convenience of staff and patrons. The new libraries have been carried thru this stage of development, and as many of the established libraries as possible, brought to this standard. The following 17 libraries have been classified, labeled and arranged: Cambridge, Danville, Defiance College, Fostoria, Fremont, Ironton, Kings Mills, Lebanon, Minerva, Mt. Sterling, New Paris, Newark (High School and Public Library), Rockford, Scio College, Twinsburg, and Yellow Springs. This work has been done also at Marysville and Miamisburg by organizers employed by the libraries.

ACCESSIONING.

Some of the old libraries have never been accessioned. This work has been supervised in the following libraries: Danville, Defiance College, Mt. Sterling, Newark High School, Scio College.

CATALOGING.

Special assistance has been rendered in cataloging at Ashtabula, Bryan, Cambridge, Conneaut, Geneva, London, New Athens, Newark (High School), Niles, Rockford, Scio College, Urbana. Miamisburg and Springfield (Wittenberg College) have had special work in cataloging by organizers employed by the libraries. Many libraries are needing to be cataloged and this work will be taken up more extensively as training comes in to assure its continuance. A number of the old libraries were thoroly cataloged at the beginning, but when the organizer left no one was able to continue the work with new accessions. This condition left the library nearly as bad off as if no technical work had been done. Help of the greatest advantage in cataloging can be rendered libraries, having only one trained worker, whose duties are so manifold as to make the cataloging drag on for years. When the work is once up, she will be better able to keep to date with new additions.

LIBRARY SCHOOLS.

Nothing can do more to raise the standard of our libraries than to get trained workers into them. Attendance at the summer and long course library schools has been encouraged. Ohio was represented at

the Chautauqua Library School by 22 students from the following libraries: Athens, Carnegie Library; Carey, Public Library; Circleville, Public Library; Conneaut, Carnegie Library; Delaware, Ohio Wesleyan University Library; Granville, Denison University Library; Ironton, Briggs Public Library; Lancaster, Public Library; Lima, Public Library; London, Carnegie Library; Marysville, Free Public Library; Miamisburg, Public Library; Milan Township Library; New Philadelphia, Union Club Library; Newark, Public Library; Rockford, Public Library; Sandusky, Public Library; Warren, Public Library. Simmons College and Wisconsin summer schools had two from Akron Public Library and one from Coshocton Public Library respectively. The long course schools have 28 students from Ohio for the year 1910-11 as follows: Carnegie Library of Pittsburg, 3; Illinois, 1; Indiana, 1; New York State, 2; Pratt Institute, 2; Simmons College, 1; Western Reserve University, 18.

CHANGES IN LIBRARY STAFF.

The following places have had changes in the library staff: Athens, Carey, Cincinnati, Cleveland (Public Library, Adelbert College), Columbus (Ohio State University Library, State Library), Conneaut, Dayton, Hillsboro, Ironton, Jackson, Kent, London, Lorain, Marysville, Miamisburg, Middleport, Newark, Niles, Perrysburg, Plain City, Sandusky, Van Wert, Willoughby, Youngstown. Judging from the difficulty in filling positions, with good material, at certain times in the year, it would seem that the existing library schools are not adequate to meet the demand.

LOCAL LIBRARY EXTENSION.

A number of libraries, aside from those of our largest cities which are so admirably extending their work, have developed sufficiently to take up work with schools, factories, commercial houses and to establish branches. Some of the libraries in the larger cities are doing all that could be asked from a main library and yet are as inadequate to meet the needs of their population as the most meagre library in the smallest town. The demands of increasing population have outgrown the facilities of libraries which were marvels some years ago. Great progress in extension may be expected in our large towns within the next few years.

PERIODICAL EXCHANGE.

As there seems to be a general lack of complete files of periodicals in reference rooms, while attics and basements are filled with duplicates a list of 63 libraries wishing to exchange duplicates, has been made and mailed to the libraries of the state, together with an outline explaining the method of exchange. A bulletin will be published on "The uses of periodicals" in which a list of those wishing to exchange will be given.

revised to include the many who have written since the first list was distributed. This interchange of duplicates should greatly increase the periodical reference facilities of libraries all over the state. The libraries at Oberlin and Salem may be specially mentioned as having completed files thru exchange of duplicates, thus adding to their reference resources.

The problem of binding is a serious one to libraries with small funds. Would it be practical to ask that binding be done by the state institutions free to small libraries of the state, except the cost of materials, as is done for their own libraries and for the Traveling Library Department and the State Library? This might be an addition to state aid to libraries.

COUNTY LIBRARIES.

Interest in the law providing for county libraries has continued to be manifest in counties as detailed in last year's report. There seems little doubt but some of them will work the matter out successfully tho the steps must be taken slowly. In many cases it would not seem wise to assume the added responsibility of county extension till local extension is adequately provided.

TOWNSHIP LIBRARIES.

Many communities are taking advantage of the provision for township libraries, which frequently enables a small town to have a building and proper maintenance. This form is encouraged when possible. The combination of town or township and college libraries also increases funds, resources and administration facilities, bringing about a much more desirable library. There are in the state a number of towns having colleges where this method would work to advantage.

DISTRICT LIBRARY MEETINGS.

A series of six district library meetings has been held. Continuing the method of last year the state has been divided into districts containing a number of neighboring libraries, a central town with good railroad or interurban facilities being chosen for a day's session to discuss library problems. Librarians, assistants and trustees have been in attendance to the number of 176. Meetings have been held at Canton, Toledo, Athens, Dayton, Conneaut and Oberlin respectively. These meetings bring together people of like interests for acquaintanceship, comparison of methods and informal discussions. The presence of members of library boards, not only lends inspiration to the librarians, but also broadens their own conception of library matters. Librarians, too, are sometimes awakened to the need of technical work in their libraries and training for themselves. The presence of superintendents, principals and teachers has stimulated cooperation between libraries and schools. Interest has been roused in towns without libraries neighboring the one where the meeting

was held. These sessions will be continued in the various districts, the meetings to be held at a different library each year. They offer the greatest stimulus to the hostess library, as well as to those in attendance. Many get more from them than from the larger associations, while others come to the district meetings who never have an opportunity to attend the state or A. L. A. conferences. Again the district meetings create a desire to attend the larger associations, e. g. there was a very noticeable increase in attendance from the smaller libraries at the last meeting of the O. L. A.

TEACHERS INSTITUTES.

The committee of the O. L. A. on relation of library and school, had an address on library extension thru cooperation with schools, at as many county teachers' institutes as possible. The Department provided six in counties as follows: Athens, Delaware, Marion, Pickaway, Ross, Union. The results of this work have been: a stimulus to the use of the local library by the teachers of the county as well as of the town where the meeting was held; an interest toward developing a library in towns and counties having none; and an increased use of traveling libraries by teachers of the state. This work to be most effective should be continued from year to year by a sequence of subjects. As a result of the last suggestion the outcome of the two addresses given in Pickaway county may be noted: Last year a talk on library extension in Ohio was given bringing the movement down to the specific development of the Circleville library and telling what it had to offer to the teachers of the county. The librarian was present and suggestions of cooperation were made. As a result almost every teacher in the county used the library thruout the year. At the last meeting of the institute an address was given on "How to use the library". The librarian again being present, expressed her willingness to follow the suggestions given in regard to laboratory work in the library. She reports many of the teachers having been in for the instruction and that the result has exceeded all expectation. As the result of developing this subject before high schools and at district meetings the most satisfactory reports, from following up the work, come from librarians at Canton, Mansfield, Sidney and Twinsburg. This cooperation between librarians, teachers in colleges and public schools, and women's clubs should continue till there is the most intelligent use of the technical and reference helps of libraries thruout the state. It will mean a new era in library extension. To make the work of most value it is especially desirable that libraries in towns where the meetings are held be open and that librarians plan their vacations so as not to be away while the institute is in session.

AMERICAN LIBRARY ASSOCIATION.

The Department was represented at the Mackinac meeting of the A. L. A. and on the program of the League of Library Commissions. The President of the Association being an Ohio librarian and the place of meeting so near, made the attendance of our library workers unusually large.

OHIO LIBRARY ASSOCIATION.

There has been the most helpful cooperation between the Department and the O. L. A., as was evidenced at the recent meeting of the Association in Columbus, Oct. 10-13. The organizer served on the program and other committees, gave a resume of the work of the Department, and was elected secretary of the O. L. A., which it is thought will bring still closer relations in the state work.

LEAGUE OF LIBRARY COMMISSIONS.

The Department was also represented at the mid-year meeting of the League of Library Commissions held in Chicago January 3-4, which was largely attended by representatives of commissions of the various states. The sessions were very inspiring and many problems relating to commission work were discussed. The meetings of the A. L. A. Council, the American Library Institute, the College and Reference Librarians in the same week brought together many of the prominent library workers of the country.

OHIO FEDERATION OF WOMEN'S CLUBS.

The organizer also attended the meeting of the O. F. W. C. held in Oberlin, Oct. 18-21, and gave the report of the Library Extension Committee, of which she is a member. The work of the committee is to discover what the women of the state are doing to foster, aid and stimulate existing public libraries, to start libraries in towns having none and to find what the libraries are doing to cooperate with the women's clubs. Meeting women from all over the state at these conventions helps our work during the year. The women's clubs are very active in starting and fostering libraries and are among our most helpful co-workers, especially as many of the women are members of library boards.

GENERAL FEDERATION OF WOMEN'S CLUBS.

The organizer attended the meeting of the G. F. W. C. in May, and spoke in the library extension part of the program. The meeting being held in Cincinnati gave opportunity for a large attendance of Ohio women.

LIBRARY LAWS.

Our library laws are good and the constant effort to make them better is a sign of progress. The modifications by the last legislature providing for township appropriation and increased tax levy will be most helpful.

TAX LEVY.

Frequently it is found that the tax levy is not large enough to maintain the library properly. The reassessment of property valuations may remedy this condition. Occasionally towns are willing to meet the requirements for a larger library than Mr. Carnegie offers. As such gifts seem to be based on the old valuation and census statistics, reassessment and taking of the census may change this condition also. At the rate our towns are growing it would be best to have the building and levy meet the maximum, as many libraries are soon inadequate to meet the development of the town.

OUTLOOK.

According to the census of 1900, there are in the state eight towns of over 5000 population without tax-supported public libraries. The new census now appearing will show more. There are, also, 16 counties having no tax-supported libraries. In addition to these counties three county seat towns are without such libraries in counties having them in other towns. The ideal is to establish libraries in such towns first, but interest must develop in every case before the work can be pushed. Towns numbering some one hundred have association or subscription libraries, or are interested in developing tax-supported libraries. There are also, hundreds of school libraries in the state, many of which may later form the nucleus of free public libraries. We will make this investigation a special feature in the work of the coming year. The prospect is bright for rapid development. It is not too much to hope that the future may see Ohio attain with Massachusetts a free public library in every town of the state. With 117 such libraries as a beginning, time and work will accomplish this end. The supplement to the History of Ohio Libraries, which is being brought out this year, makes it superfluous to give histories of individual libraries in this report.

The immediate need for service has been out in the field. There effort has been spent aside from the necessary office demands. The office side of the work needs to be further developed as time permits, for much can be done thru correspondence and writing on library subjects. We are now ready to develop this phase of the work, and will issue a number of bulletins in the coming year. Let us hope that the appropriation may be increased sufficiently to relieve the handicap of lack of funds.

Without cooperation so much could not have been accomplished. To the librarians of the state, to the Ohio Library Association, to the Ohio Federation of Women's Clubs, to the men and women of Ohio interested in the library movement, to our co-workers in the State and Traveling Libraries, to Sabra W. Vought associated with me in the Department, and to the Board of Library Commissioners is due gratitude for co-operation and kindly interest.

Respectfully submitted,

MARY ELIZABETH DOWNEY,
Library Organizer.

FINANCIAL STATEMENT.
Year Ending November 15, 1910.

	Bal. Nov. 15, 1909.	Receipts.			
		Appropriation.	Total.	Expenditures.	Bal. Nov. 15, 1910.
Salary of Librarian.....	\$750 00	\$3,000 00	\$3,750 00	\$3,000 00	\$750 00
Salaries of library assistants	1,023 75	4,800 00	5,823 75	3,271 50	1,528 50
Salary of assistant librarian.	300 00	1,200 00	1,500 00	1,200 00	300 00
Salary of assistant secretary and stenographer	225 00	900 00	1,125 00	945 00	180 00
Salary of document clerk...	240 00	960 00	1,200 00	960 00	240 00
Salary of janitor.....	225 00	900 00	1,125 00	900 00	225 00
Books and papers.....	1,761 99	5,000 00	6,761 99	4,556 25	2,205 74
Contingent expenses and extra labor	344 46	2,000 00	2,344 46	1,750 44	594 02
Traveling library department	2,331 41	12,000 00	14,331 41	11,805 17	2,526 24
Expenses of commission...	119 04	500 00	619 04	396 25	222 79
Carpets and furniture.....	168 55	500 00	668 55	618 04	50 51
Department of library organization	1,308 83	3,000 00	4,308 83	3,636 69	672 14
Legislative reference department		3,000 00	3,000 00	687 00	2,313 96
Electric elevator		600 00	600 00		600 00
Emmett manuscripts		300 00	300 00		300 00

OHIO LIBRARY LAWS

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CHOCOLATE

STATE BOARD OF LIBRARY COMMISSIONERS.

Section 788. [State board of library commissioners, appointment and term of members.] There shall be a state board of library commissioners composed of three members. The governor, biennially, with the advice and consent of the senate, shall appoint one commissioner for the term of six years. A vacancy shall be filled for the unexpired term by appointment by the governor, subject to confirmation by the senate. The members of the board shall receive no compensation for their services. (R. S. § 342.)

Section 789. [Librarian and rules.] The state board of library commissioners shall have the management of the state library. It shall appoint and remove the librarian with the consent of the governor, and with the consent of the librarian shall appoint the assistants who shall serve during the pleasure of the board. The board shall make such rules for the government of the library and the use of the books and other property therein as it deems necessary. (R. S. § 344.)

Section 790. [Bond of librarian and assistants.] Before entering upon the discharge of the duties of his office, the librarian and each assistant shall give a bond to the state, the former in the sum of ten thousand dollars and the latter in the sum of one thousand dollars, with two or more sureties approved by the board of library commissioners, conditioned for the faithful discharge of the duties of his office. Such bond, with the approval of the board and the oath of office indorsed thereon, shall be deposited with the treasurer of state and kept in his office. (R. S. § 345.)

Section 791. [Librarian shall be secretary of the board.] The librarian shall be secretary of the board of library commissioners and shall perform the duties pertaining to that office. (R. S. § 346.)

Section 792. [Duties of librarian.] The librarian shall have charge of the state library and shall give personal attendance therein and attention thereto. He shall enforce the rules and regulations established by the general assembly and the board of library commissioners for its government. (R. S. § 347.)

Section 793. [Duties of commissioners as to other libraries.] Upon request of the librarian, trustees of a public library, or a person interested in establishing a public library, the board of library commissioners shall furnish such advice and information as may be practicable concerning the organization, maintenance and administration of such library. (R. S. § 348.)

Section 794. [Library organizer.] The board of library commissioners may appoint a library organizer, who shall have office

room in or near the state library. The library organizer shall keep informed of the condition, scope and methods of the various public libraries of the state, visit them as occasion may require, furnish advice and information when requested as provided in the preceding section, and, as far as practicable, assist in promoting and establishing new public libraries. At the close of each fiscal year he shall make a report to the board of the general conditions in the state relative to public libraries. (R. S. § 348.)

Section 795. [Exchanges.] The board of library commissioners shall arrange for the exchange of the publications of the state for like publications of such other states, nations, societies or individuals as they deem proper and place them in the state library. Statute laws so received shall be transferred to the state law library. (R. S. § 350.)

Section 796. [Publications to other institutions.] The board of library commissioners, when it deems proper, may forward copies of the publications of the state to any university, college, public library, society or individual. (R. S. § 351.)

Section 797. [Expenses of the board.] The board of library commissioners shall superintend and direct the expenditure of appropriations for the maintenance and support of the state library. The board may expend not exceeding one thousand dollars each year for incidental expenses, including the necessary traveling expenses of its members in the discharge of their official duties. When approved by the board, all bills for expenses incurred under the provisions of this chapter shall be paid from the state treasury on the warrant of the auditor of state. (R. S. § 343, 352.)

Section 798. [Annual report.] The board of library commissioners shall make an annual report to the governor of the receipts and expenditures of the board, with a statement of the condition of the state library and such other matters as it deems expedient for the information of the general assembly. (R. S. § 353.)

COUNTY LIBRARY.

Section 2454. [Bequests for county library.] The county commissioners may receive a bequest or a gift of a building or of money or property wherewith to construct a building for, or to furnish and equip a county public library. They may accept the gift of a library or of its use for a term of years or permanently, and may agree on behalf of such county to provide and maintain such library. (R. S. § 891a.)

Section 2455. [Contract for use of library by people of county.] A library association or other organization, owning or having the full management or control of a library, or a board of trustees appointed by authority of law and having the management or control of a library

free to the whole or a part of a county may contract with the county commissioners for the use thereof by the people of such county. (R. S. § 891a.)

Section 2456. [Tax for maintaining library.] A county accepting such bequest or gift, or entering into such agreement, shall faithfully maintain and provide such library. At their June session each year, the commissioners thereof may levy a tax not to exceed a half mill on each dollar of taxable property in such county. The fund derived from such levy shall be a special fund, known as the library fund, and shall be used only for the purpose contemplated in this section. (R. S. § 891a.)

TOWNSHIP LIBRARY.

Section 3403. [Question of public library shall be submitted to electors.] On the petition of twenty electors thereof, and upon four weeks' public notice, published in a paper of general circulation in the county, the trustees of a township shall submit to the electors of such township, at the general election in November, the question whether there shall be a public library established in the township for the use and benefit of the citizens thereof. (R. S. § 1476.)

Section 3404. [Form of ballot; tax and levy.] Those voting at such election in favor of such library, shall place upon their ballots the words' "Public Library — Yes," and those voting thereat against such library, the words, "Public Library — No." If a majority of the electors voting at such election vote in favor thereof, the trustees may, annually, levy upon all the taxable property of such township a tax not exceeding one mill on the dollar valuation thereof, to be applied to the establishment and maintenance of a library, and the procuring of suitable room or rooms therefor. (R. S. § 1476.)

Section 3405. [Trustees of library.] The trustees shall appoint three trustees of such library, and confer upon them such authority as may be necessary to render a library so established of public utility. The library shall be conducted and cared for under such rules and regulations as the library trustees prescribe. (R. S. § 1477.)

Section 3406. [Transfer of books of school libraries.] With the consent of the local boards of education, or other school officers having them in charge, the library trustees may receive and place in the library, the books of the school library, subject at all times to the call of the boards of education or other school officers. (R. S. § 1478.)

Section 3407. [Trustees may levy tax to compensate private library association.] The trustees of each township may annually levy and collect a tax not to exceed one-half mill on each dollar of the taxable property of the township, and pay it to a private corporation or association which maintains and furnishes a free public library for the

benefits of the inhabitants of the township, as and for compensation for the use and maintenance thereof. (98 v. 47 § 1.)

Section 3408. [Annual report of library treasurer to trustees.] Without change or interference in the organization of such corporation or association, the township trustees shall require its treasurer to make an annual report, setting forth all the money and property which has come into its hands during the preceding year, and the disposition thereof, with recommendations as to its future necessities. (98 v. 47 § 1.)

Section 3409. [County auditor shall certify amount collected to township clerk.] Where such tax for library purposes has been so levied, at each semi-annual collection thereof, the county auditor shall certify the amount collected to the township clerk, who shall forthwith draw his warrant for such amount on the township treasurer, payable to the treasurer of the library association. (98 v. 48 § 2.)

Section 3410. [Disposition of property when association ceases to provide library.] If at any time such library corporation or association ceases to exist or for any reason fails to provide such free public library, the books and other property accumulated from the proceeds of the levy shall become the property of the township and subject to the control of the trustees. (98 v. 48 § 3.)

CITIES AND VILLAGES.

General Powers of Municipalities.

Section 3616. [Powers by ordinance or resolution.] All municipal corporations shall have the general powers mentioned in this chapter, and council may provide by ordinance or resolution for the exercise and enforcement of them. (99 v. 5 § 7; 96 v. 26 § 8.)

Section 3620. [Public entertainment.] To establish, maintain and regulate free public band concerts, free public libraries and reading rooms, to purchase books, papers, maps and manuscripts therefor, to receive donations and bequests of money or property therefor, in trust or otherwise, and to provide for the rent and compensation for the use of any existing free public libraries established and managed by a private corporation or association organized for that purpose. (100 v. 53 § 7v.)

Appropriation and Transfer of Property.

Section 3677. [Special powers.] Municipal corporations shall have special power to appropriate, enter upon and hold, real estate within their corporate limits. Such power shall be exercised for the purposes, and in the manner provided in this chapter.

* * * * *

8. For libraries, university sites and grounds therefor.

Section 3711. [Transfer of property to library trustees.] A municipal corporation may transfer by ordinance duly passed, any property, real or personal, acquired or suitable for library purposes, to the trustees of any public library for the school district within which such municipal corporation is situated, upon such lawful terms and conditions as are agreed to between the municipal corporation and trustees. (97 v. 133 § 1.)

Section 3712. [Trustees may accept such or other suitable property.] The trustees of a public library in such district may receive and accept such transfer, and receive and accept from any other source or acquire in any other manner, any property, real or personal, for library purposes, and use and apply it for such purposes, and enter into any contract relating thereto. (97 v. 133 § 2.)

Taxation.

Section 3785. [Maximum of municipal taxes allowable.] The aggregate of all taxes levied by a municipal corporation, exclusive of the levy for county and state purposes, for schools and schoolhouse purposes, for free public libraries and library buildings, for university and observatory purposes, for hospitals, and for sinking fund and interest, on each dollar of valuation of taxable property in the corporation on the tax list, shall not exceed in any one year ten mills. (96 v. 33 § 33.)

Administration, Maintenance and Support.

Section 4004. [Administration, erection, equipment; trustees, how appointed.] The erection and equipment, and the custody, control and administration of free public libraries established by municipal corporations, shall be vested in six trustees, not more than three of whom shall belong to the same political party, and not more than three of whom shall be women. Such trustees shall be appointed by the mayor, to serve without compensation, for a term of four years and until their successors are appointed and qualified. In the first instance three of such trustees shall be appointed for a term of two years, and three for a term of four years. Vacancies shall be filled by like appointment for the unexpired term. (97 v. 35 § 218.)

Section 4005. [Powers and duties.] Such trustees shall employ the librarians and necessary assistants, fix their compensation, adopt the necessary by-laws and regulations for the protection and government of the libraries and all property belonging thereto, and exercise all the powers and duties connected with and incident to the government, operation and maintenance thereof. Four trustees shall constitute a quorum, and four votes shall be necessary to pass any measure to authorize any act, which votes shall be taken by the yeas and nays and

entered on the record of their proceedings. In the making of contracts, the trustees shall be governed by the provisions of law applicable thereto. (97 v. 35 § 218.)

Section 4006. [Women may be members of board.] Any woman born or naturalized in the United States, of the age of twenty-one years and upward, who has been a resident of the state at least one year, and of the municipality in which such library is established, for the period of thirty days, shall be qualified to be appointed and serve as such trustee. (97 v. 35 § 218.)

Section 4007. [Bonds to provide for and furnish library buildings.] Any public library board charged by law with the title, custody, control and maintenance of a public library in the state, may issue bonds, with interest coupons attached, to provide buildings for the public library in their charge, and to furnish them, and to pay the cost and expense thereof. In anticipation of the income from such taxes levied from time to time as occasion requires, the board may issue and sell bonds, bearing interest payable semi-annually at a rate specified therein not to exceed five per cent. per annum, and in such sums and at such times as the board determines, which bonds shall be numbered consecutively, made payable to the bearer, and be signed by the president and secretary of the board and denominated "public library bonds of the library" (naming the one to provide and furnish buildings for which they are issued) (98 v. 260 § 1.)

Section 4008. [Record of bonds; how sold.] The secretary of the board shall keep a record of the number, date, amount, and rate of interest on each bond sold, the sum for which and the name of the person to whom sold, and the time when payable, which record shall be open to the inspection of the public at all reasonable times. The bonds so issued shall in no case be sold for a less sum than the par value, nor bear interest until the purchase money for them has been paid by the purchaser. The library board shall pay such bonds and the interest thereon when due, but the total issue of bonds shall not exceed three and one-half mills on the dollar of the tax duplicate of of the district upon which taxes are levied for the support of such library. (98 v. 260 § 1.)

Section 4009. [Order for issue of bonds.] The order to issue such bonds shall be made only at a regular meeting of the board and by a vote of two-thirds of all the members thereof, taken by yeas and nays and entered on the journal of the board. (98 v. 260 § 2.)

Section 4010. [Advertisement of sale.] Such bonds shall be sold to the highest bidder after being advertised once a week for four consecutive weeks in a newspaper having a general circulation in the county where the bonds are issued. If there is more than one newspaper in

the county, the sale of such bonds shall be advertised in at least one such additional newspaper. (98 v. 260 § 2.)

Section 4011. [What advertisement shall state.] The advertisement shall state the total number of bonds to be sold, the amount of each, how long they are to run, the rate of interest to be paid thereon, whether annually or semi-annually, the law or section of law authorizing their issue, the day, hour, and place in the county where they are to be sold, and the privilege shall be reserved by such board to reject all or any bids, and if such bids are rejected, the bonds shall be readvertised. The moneys arising on premiums of their sale as well as the principal shall be credited to the fund on account of which they are issued and sold, and shall be used for the purpose only for which issued. (98 v. 260 § 2.)

Section 4012. [Question of bond issue must be submitted to vote.] No order for the issue of such bonds shall become operative until the question of such issue has been submitted to the qualified electors of the district maintaining the library, at a general or special election, and has been approved by a majority of the voters voting thereon at such election. (98 v. 260 § 2.)

Section 4013. [Tax levy for payment of bonds.] For the purpose of creating a sinking fund for the extinguishment of the bonds provided for in the preceding sections, the library board each year, until the payment of the bonds are fully provided for, may levy and collect a tax in addition to other taxes authorized to be levied by it, which shall not exceed two and one-half tenths of a mill upon the taxable property of the district taxed for the support of the library. Such tax shall be paid into the treasury of the board, and on order of the public officer charged by law with the duty of drawing warrants upon such treasury paid into the sinking fund hereinafter provided for, and by the trustees thereof applied, by order of the library board, to the extinguishment of such bonds, and to no other purpose whatever. The taxes so levied shall be certified and placed on the tax list and collected in the same manner as other taxes of the taxing district, and such tax shall be a lien upon the property on which it is assessed, the same as state and county taxes, and subject to the same penalties if delinquent. (98 v. 261 § 3.)

Library Sinking Fund.

Section 4014. [Board of trustees of library sinking fund.] There shall be created in each such taxing district, a board of trustees of the library sinking fund who shall have the control of all moneys and securities for the payment of interest upon and for the redemption of bonds heretofore issued or issued under the authority of this chapter in such taxing district. Such board shall be composed of three citizens of the taxing district, to be appointed by the court of common

pleas in the county in which the public library is situated. The first appointment shall be one for the term of one year, one for the term of two years, and one for the term of three years, and all trustees appointed thereafter shall serve for three years, except in case of vacancy, which shall be filled by such court for the unexpired term. (99 v. 263 § 4.)

Section 4015. [Bond of members.] Before any such money shall be paid to such board, or before any person appointed as a member of a board coming into existence assumes the duties of his office, each member thereof shall give bond to the state in amount equal to two per cent of the amount of the bonds issued by the library board, with not less than two sureties, to faithfully discharge his duties. (99 v. 263 § 4.)

Section 4016. [Organization of board; meetings and records.] Immediately after appointment and qualification, such trustees shall organize by appointing one of their number president, and the officer charged by law with the drawing of warrants on such treasury shall act as secretary. The library board shall provide such trustees with a place of meeting, and they shall hold regular meetings on the second Monday of January and July of each year, but other meetings may be called by the president or any member of the board. Their proceedings shall be recorded in a journal kept for that purpose, which shall at all times be open to the inspection of the library board or any member thereof, and questions relating to the purchase or sale of securities, payment of bonds or interest, shall be decided by a viva voce vote with the name of each member voting recorded on the journal. No question shall be decided unless approved by a majority of the whole board. (98 v. 262 § 5.)

Section 4017. [Rate of tax to be certified to library board.] In the month of May in each year, and oftener if required, the trustees of such sinking fund shall certify to the library board the rate of tax, not to exceed the limit herein provided, necessary to provide a sinking fund for the payment of all bonds issued by authority of law for library purposes in such taxing district together with the amount necessary to be levied to provide for the payment of interest thereon, and the library board shall levy the amount so certified. Such board may increase the amount so certified, but the total amount so levied shall not exceed the limitation herein provided. (99 v. 264 § 6.)

Section 4018. [Investment of sinking fund.] The trustees of such sinking fund shall invest the sinking fund in bonds of the United States, of this state, of any municipal corporation, county, township or school district of any state or in bonds of such library board.. All interest received from such investments shall be deposited as other funds of such sinking fund, and reinvested in a like manner. For the

extinguishment of any bonded indebtedness included in such sinking fund, the board of trustees of the sinking fund may sell or use any of the securities or money of the fund. (98 v. 262 § 7.)

Library Associations.

Section 4019. [Compensation to private company for maintaining library.] The council of each city may levy and collect a tax not to exceed one mill on each dollar of the taxable property of the municipality each year, and pay it to a private corporation or association maintaining and furnishing a free public library for the benefit of the inhabitants of the municipality, as and for compensation for the use and maintenance thereof. Without change or interference in the organization of such corporation or association, the council shall require the treasurer of such corporation or association to make an annual financial report, setting forth all the money and property which has come into its hands during the preceding year, and the disposition thereof, together with recommendation as to its future necessities. (97 v. 35 § 218.)

School District Libraries.

Section 7631. [Establishment of public library.] The board of education of any city, village, township, or special school district, by resolution, may provide for the establishment, control and maintenance, in such district, of a public library, free to all the inhabitants thereof. For that purpose, by purchase, it may acquire the necessary real property, and erect thereon a library building; acquire, by purchase or otherwise, from any other library association, its library property; receive donations and bequests of money or property for such library purposes, and maintain and support libraries now in existence and controlled by the board. (98 v. 244 § 1.)

Section 7632. [Taxation.] Such board of education annually may make a levy upon the taxable property of such school district, in addition to all other taxes allowed by law, of not to exceed one mill for a library fund, to be expended by the board, for the establishment, support and maintenance of such public library. (98 v. 244 § 1.)

Section 7633. [Libraries jointly owned by two or more school districts.] But when a donation or bequest of money or property has been or is made to two or more school districts jointly, or jointly and severally for the purpose of establishing and maintaining such public library, and the money so donated has been or may be expended in the purchase of a site and the erection of a library building thereon, the provisions of this subdivision shall apply. In such case the board of education of each of the districts annually may levy not exceeding one mill, in addition to all other taxes allowed by law, upon the taxable

property of such school districts for the establishment, support and maintenance of such public library, and the library building may be located at a convenient place in either district. (98 v. 244 § 1.)

Section 7634. [Board of trustees, appointment, term.] The control of such building and library and the expenditure of all moneys for the purchase of books and other purposes and the administration of the library shall be vested in a board of six trustees, three to be appointed by each of the boards of education for the term of five years. They must serve without compensation, and until their successors are appointed. In case of vacancy in the board, from refusal to serve, resignation or otherwise, it shall be filled by the boards of education of such district, for the unexpired term. (98 v. 244 § 1.)

Section 7635. [Management and control of library.] The board of education may provide for the management and control of such library by a board of trustees to be elected by it as herein provided. (R. S. § 3998-2.)

Section 7636. [Library trustees, number and eligibility of.] Such board of library trustees shall consist of seven members, who must be residents of the school district.. No one shall be eligible on such library board who is or has been for a year previous to his election, a member or officer of the board of education. The term of office shall be seven years, except that at the first election the terms must be such that one member retires each year. Should a vacancy occur in the board, it shall be filled by the board of education for the unexpired term. The members of the library board must serve without compensation and until their successors are elected and qualified. (R. S. § 3998-2.)

Section 7637. [Powers of board.] In its own name, such library board shall hold the title to and have the custody, and control of all libraries, branches, stations, reading rooms, of all library property, real and personal, of such school district, and of the expenditure of all moneys collected or received from any source for library purposes for such district. It may employ a librarian and assistants, but previous to such employment their compensation shall be fixed. (R. S. § 3998-2.)

Section 7638. [May acquire land.] By a two-thirds vote of its members such library board may purchase or lease grounds and buildings, and erect buildings for library purposes. It also may appropriate land for library purposes if the owner and the board cannot agree upon terms, and dispose of land when, in its opinion, it is no longer needed for library purposes. Conveyances made by the board shall be executed in its name by its president and secretary. In the event any balance to the credit of the library fund shall remain in the treasury at the close of any fiscal year, such surplus or any part thereof may be set aside by a two-thirds vote of the members of the board as a

special building and repair fund. It may accept any gift, devise or bequest for the benefit of such library. No member of the library board shall be interested, directly or indirectly, in any contract made by the board. It shall report annually in writing to the board of education. (R. S. § 3998-2.)

Section 7639. [Library fund; how provided and maintained.] Such board of library trustees annually, during the month of May, shall certify to the board of education the amount of money needed for increasing, maintaining and operating the library during the ensuing year in addition to the funds available therefor from other sources. The board of education annually shall levy on each dollar of taxable property within such school district, in addition to all other levies authorized by law, such assessment not exceeding one and one-half mills, as shall be necessary to realize, without reduction, the sum so certified, which must be placed on the tax duplicate and collected as other taxes. (95 v. 9 § 4.)

Section 7640. [Payments from library fund.] The proceeds of such tax will constitute a fund to be known and designated as the library fund. Payments therefrom shall be made only upon the warrant of the library board of trustees, signed by the president and secretary thereof. (96 v. 9 § 4.)

Section 7641. [Board of education may contract with library association for use of library.] The board of education in any city, village, township or special school district may contract annually with any library corporation or other organization owning and maintaining a library, or with any board of trustees appointed by authority of law, having the management and control of a library, for the use of such library by the residents of such district, and it annually may levy a tax not exceeding one mill on the taxable property of such district to pay therefore. Such board of education shall require an annual report in writing from such library corporation or other organization or board of trustees. (96 v. 9 § 5.)

Section 7642. [School Library.] The board of education of any school district of the state, in which there is not a public library operated under public authority and free to all the residents of such district annually may appropriate not to exceed two hundred and fifty dollars from its contingent fund for the purchase of books, other than school books, for the use and improvement of the teachers and pupils of such school district. The books so purchased shall constitute a school library, the control and management of which shall be vested in the board of education, which may receive donations and bequests of money or property therefor. (96 v. 9 § 6.)

Section 7643. [Museum.] The board of education of any school district, or board of trustees managing and controlling a library in any

Sixty Sixth Annual Report

of the

LIBRARY BOARD

of the

OHIO STATE LIBRARY

1911

together with the



Annual Report of the State Librarian

to the

Governor of the State of Ohio
Columbus

J. H. NEWMAN, State Librarian



COLUMBUS, O. :
THE F. J. HEER PRINTING CO.
1912

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J. F. MCGREW.....	Springfield

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ALICE BOARDMAN.....	<i>Assistant Librarian</i>
LOUISE SCHOENEWEISS.....	<i>Library Assistant</i>
ALICE S. DAVIS.....	<i>Library Assistant</i>
EMMA J. HOLLINGSWORTH.....	<i>Library Assistant</i>
EDWIN H. TRAUTMAN.....	<i>Library Assistant</i>
MARY E. MORRIS.....	<i>Assistant Secretary</i>
JAMES R. HALE.....	<i>Document Clerk</i>
J. C. RAMSEY.....	<i>Janitor and Messenger</i>

TRAVELING LIBRARY DEPARTMENT.

IDA K. GALBREATH.....	<i>Superintendent</i>
MARGARET A. GRAMESLY.....	<i>Assistant</i>
ALICE D. MCKEE.....	<i>Assistant</i>
JENNIE Z. CORNMAN.....	<i>Assistant</i>
AGNES CLARKE.....	<i>Assistant</i>
JOHN L. WILSON.....	<i>Janitor</i>

DEPARTMENT OF LIBRARY ORGANIZATION.

MARY E. DOWNEY.....	<i>Library Organizer</i>
SABRA W. VOUGHT.....	<i>Assistant Organizer</i>

LEGISLATIVE REFERENCE DEPARTMENT.

GEORGE A. EDGE.....	<i>Assistant Librarian</i>
ABBY S. PRICE.....	<i>Assistant</i>
MINNIE L. BUSHFIELD.....	<i>Assistant</i>

REPORT OF THE BOARD OF LIBRARY COMMISSIONERS.

COLUMBUS, OHIO, Nov. 15, 1911.

To His Excellency, JUDSON HARMON, Governor of Ohio:

We, the Board of Library Commissioners, beg leave to submit for your consideration this our sixty-sixth annual report:

It gives us great pleasure to report an expansion of business in every department of the library. During the last few months the results of the work have been very satisfactory. The increase in circulation of books in the various departments has materially increased. By examination of previous reports, it will be seen that there has been a decided improvement over the work of the past.

As you know, no doubt, the library is divided into a number of departments, at least the work of the library should be divided so. Heretofore we have considered it under three heads when it should really be five, as follows:

1. The General Library Department—circulating and reference.
2. The Traveling Department.
3. The Organization Department.
4. The Document Department.
5. The Legislative Reference Department.

Each of these departments are essential to the well-being and usefulness of the General Library and each, in a degree, is dependent upon the others.

The General Library has its offices to fill which cannot be taken care of properly by any one of the others.

The Legislative Department, recently established, is indispensable as a reference department for legislative work. In this department the work consists in collecting, classifying, and indexing documents, manuscripts and various material of current and pending legislation, and that the general assembly or any citizen of the state may be assisted by its service. Its particular usefulness is to assist members of the general assembly in the preparation of laws to be executed. We believe that the usefulness of this department can be extended much further and that it will be of great help to many in the state in formulating laws for the government of municipalities and the proper conduct of all legislation.

The Document Department has been of great benefit to all those who seek information concerning legislation of the general government, as well as those who are interested in patents, soils and mechanics.

The work of the Traveling Library has grown to enormous proportions and has already proven indispensable to the welfare of the state. Hundreds of communities who are unable to procure useful books and documents are provided for by this department and the record of the past year has been most satisfactory.

Before closing, we wish to call your attention to the fact that this department of state, the library, is sorely in need of more commodious quarters. In fact, it is now only a question of time when the usefulness of the library will be badly interfered with unless something is done to provide better quarters or more room.

Respectfully submitted,

JOHN MCSWEENEY,

J. F. MCGREW,

FRANK N. SWEITZER.

Board of Library Commissioners.

REPORT OF STATE LIBRARIAN.

COLUMBUS, OHIO, Nov. 15, 1911.

To the Board of Library Commissioners.

GENTLEMEN:—I have the honor to submit my report as State Librarian for the year ending Nov. 15, 1911.

Since my installation in July, I have endeavored to make such adjustment of conditions as might prove advantageous to the Department. We have added, since that time, a number of volumes to the Traveling Department and to the General Library Department, and now have in process a listing of the books on shelves so as to relieve the congested condition and yet make place for such new books as are desirable and needed in a library of this magnitude.

The Reference Department of the Library, I found had many volumes that were not in frequent demand, and those I arranged to have displaced with new works, and at the same time to take care of the old ones. The physical condition of the books, to a great extent, was bad. Injured books were gone over, and as far as possible, rebuilt, for both Traveling and Circulating Department.

The Legislative Department I found needed much improvement, a matter which was taken up by the head of that Department and myself, and rectified.

In the invoice made by the Auditor a great many books were found missing from the shelves as indicated by the cards, and a great many books were found for which there were no cards. The latter might as well not be in the Library at all for the reason there was nothing to show either assistant or patron that the books were on hands, and many patrons were turned away unserved when the books called for were in the Library, but for want of a record could not be found.

Among other things which I found needed much attention upon assuming duties of the office, were the fire dangers. A deputy from the Department of Workshops and Factories was taken through the various departments, and a careful examination made of conditions. Mr. Zuber, State Fire Marshal, also by request lent his aid and the investigation by these two Departments resulted in a decision that the place was in no safe condition. In many places the wood was charred by contact with electric wires and bulbs, and in several instances books showed scorched condition. Feeling that it was of the greatest importance that the Department be the better safeguarded against these damages, I took steps at once to remedy the matter and put the place in better fire condition.

Many documents, books, and papers were found scattered over the basement, loose and in boxes, some in rooms set apart for the care of this material, and others out in the open basement. All this material was gathered up and put in better and safer condition.

VALUABLE LETTERS AND PAPERS.

The General Assembly of 1870 authorized the purchase for use of the State Library the correspondence, messages, documents and manuscripts generally of Governor Authur St. Clair of the Northwest Territory, etc.

The papers were purchased and the list compiled and printed. The examiners checked the list and found some of the letters missing. They indicated on the list letters missing.

Manuscripts and Papers in the Library from the Governor's office.

Papers of Governors R. J. Meigs, Thomas Worthington, Ethan Allen Brown and Canal Letters. The examiners checked above from a printed catalog and noted those missing. The following papers were not catalogued: Samuel Huntington, papers referring to the War of 1812, etc. ——— Williams, Canal Papers. William Lawrence, Papers. C. R. Sherman, Manuscripts. Emmett Papers, Books from Emmett Family. Thirty-five volumes Japanese books. Book containing report of commission to examine the obstructions to navigation of the Ohio River; appointed by Virginia, Kentucky, Pennsylvania and Ohio, under resolution of Ohio General Assembly, Jan. 27, 1817. Nineteen copies "Art of the World" (Columbia Exposition Series). Fifteen copies or sections "Japan Described and Illustrated by Japanese."

BOOKS IN CIRCULATING LIBRARY.

General Works	13,151
Philosophy	1,407
Religion	3,278
Sociology	5,861
Philology	382
Natural Science	2,142
Useful Arts	2,477
Fine Arts	1,570
Literature	7,538
History	14,855
Biography	4,297
Presbyterian Society donation.....	366
Granger Set	214
Miscellaneous Documents	9,680
United States Documents.....	11,343
Foreign Documents	2,035
Hassards Parliamentary Debates of England.....	960
War of Rebellion.....	128
Forest Review	1

Bound Newspapers and Periodicals.....	3,841
New Books not accessioned.....	215
Books classified and not classified.....	166
Duplicate U. S. Cong. Documents (basement).....	2,087
New Books	334
Roster of Ohio Soldiers.....	12
 Total	 88,340
Maps Roll	46

TRAVELING LIBRARY.

Number of volumes.....	65,159
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RECAPITULATION OF BOOKS.

Books in Circulating Library.....	88,340
Books in Traveling Library.....	65,159
 Total	 153,499

It shall be my purpose to promote the efficiency of this Department of State.

Respectfully submitted,

J. H. NEWMAN,
State Librarian and
Secretary of the Board of Commissioners.

LEGISLATIVE REFERENCE DEPARTMENT.

To the Board of Library Commissioners.

NOVEMBER 15, 1911.

GENTLEMEN:—The Legislative Reference Department is the newest of the several departments of the State Library and the report of the past year is practically a report of the first year's work.

BOOKS AND PAMPHLETS.

Starting with nothing in the way of material, the first year has been spent in accumulating a library, and the latter now consists of over a thousand volumes of books, pamphlets, and Mss. relating to important sub- of legislation, of present and future interest in this and other states. Many of these Mss. have been compiled by this department and so far as we know are not obtainable elsewhere.

In order to supply the demand for information on certain subjects of current interest, pamphlets have been published which have been distributed in all the different states. The following subjects have been

issued to date. Initiative and Referendum, Workman's Compensation, Regulation of Public Utilities, Public Service Commission Laws, Nomination and Election of U. S. Senators. Most of these pamphlets contain complete bibliographies. The Department also published a complete index of all bills and resolutions introduced at the 1911 Session of the General Assembly. Pamphlets on other subjects are in course of preparation and will be issued later.

A careful scrutiny is made of all late publications by the several Departments of the different States and those of importance are sent for at once.

As most of the material used in the building up of the library consists of State publications, etc., the cost of buying books is very light and the chief expense is postage.

LEGISLATURE.

In times past when the Legislature met each member came with the intention of introducing some particular bill. The information upon which to base this bill was probably scattered through scores of volumes, in many cases almost inaccessible to the inexperienced legislator. If he had the time and industry to go through this mass of material, he would be able to give but scant attention to the hundreds of other bills introduced.

The purpose of the Legislative Reference Department has been to find out from the members the subjects in which they are interested. When they arrive they find the material they need collected in compact form and classified for instant use. Thus instead of wasting many months in his search for material he may have ample time to give serious attention to other matters of Legislation, and probably help defeat much that is unwise.

At the beginning of the last session of the General Assembly, the Department had not been in operation a sufficient time to be adequately prepared, but was used extensively by those members who were aware of its purpose.

Material was collected which rendered considerable aid in the preparation and consideration of bills on such subjects as Public Utilities, Workman's Compensation, Central Board of Control, Uniform Text Books, Nomination of U. S. Senators and scores of Bills of less importance.

A very complete literature was collected giving both sides of such subjects as Compulsory Vaccination, Sterilization for Criminals, Sex Hygiene in the Schools, etc., and although the bills presenting them did not receive favorable action, they will undoubtedly be given more favorable consideration by future members of the General Assembly.

Many bills were prepared for introduction at the request of members who had not yet become familiar with Legislative Methods, statistics were collected and the important bills of the other legislatures then in session were obtained and filed for ready use. Through the experience gained in one session, the Department cannot but be of increasing value to future sessions of the Legislature.

CONSTITUTIONAL CONVENTION.

At the November election of 1910 the people decided in favor of holding a Constitutional Convention. Realizing that the Constitutional Convention would need aid in their deliberations, this Department has made every effort to collect material on the subjects most likely to be considered. Complete Bibliographies have been prepared on the following subjects: Recall, Mortgage Taxation, Single Tax, Taxation of Church Property, Prison Contract Labor, Civil Service (National, State, and Municipal), Woman Suffrage, Home Rule for Cities, Hours of Labor, Employer's Liability, Injunction Commission Plan for Cities, and Jury System. In addition to this, the Mss. have been prepared for at least two Pamphlets for the aid of the Convention and in connection therewith an extensive Bibliography has been prepared on Constitution making, which includes all the most important documents, books and magazine articles relating to that subject.

INDEXING.

The law creating the Department provided for the indexing of the bills of past Legislatures in order to make them of value. This work has been progressing steadily, although it will take some time to complete, with the present number of assistants. In order to have the bills which were most used indexed first the work has been proceeding backward, beginning with the last session and taking up the earlier ones in their order.

At first it was intended to keep an index of all the bills introduced in all the State Legislatures, but it was found that this would take up too much room, and so has been discontinued, although the index is complete for the year 1910. Only the important bills of the 1911 sessions of the various States have been indexed. By this means all matters of merely local interest have been dropped and subjects only of General interest retained.

CLIPPINGS.

In order to provide for the vacancies which books and pamphlets do not reach, a clipping department is maintained and a clipping bureau patronized. All clippings relating in any way to important matters of legislation in this or other states are kept in scrap books which are fully indexed and arranged in chronological order.

FINANCE.

When the Department was created \$3,000.00 was appropriated for the first year which included also the fitting up of the offices. As more help was needed the last Legislature made an appropriation of \$5,000.00 per year for the years 1911 and 1912. The Department will be able to do effective work with this appropriation.

ASSISTANTS.

At the present time the Department is composed of three persons, Legislative Librarian and two assistants. Perhaps another assistant will be necessary during the session of the Constitutional Convention.

GEORGE A. EDGE,

Legislative Reference Department.

Report for year ending November 15th, 1911.

COLUMBUS, OHIO, Nov. 15, 1911.

To the Honorable Board of Library Commissioners:—

We respectfully submit the following report of Traveling Library work in Ohio for the year ending this date:

1086 libraries, 49,574 volumes, were issued from the Department. These were distributed as follows:

To Women's Clubs.....	164
Schools	486
Granges	69
Miscellaneous organizations	67
Religious	81
Libraries	158
Men's Clubs (including Y. M. C. A.).....	38
Fairs (county fairs for advertising purposes).....	23
Total	1,086

To counties they were distributed as follows:

Allen	7	Clermont	21
Ashland	2	Clinton	3
Ashtabula	26	Columbiana	17
Athens	16	Coshocton	20
Belmont	9	Crawford	6
Brown	2	Cuyahoga	40
Butler	9	Darke	8
Carroll	1	Defiance	2
Champaign	15	Delaware	14
Clark	8	Erie	13

Fairfield	18	Morgan	13
Fayette	4	Morrow	14
Franklin	95	Muskingum	11
Fulton	7	Noble	4
Gallia	4	Ottawa	10
Geauga	4	Paulding	1
Greene	31	Perry	34
Guernsey	5	Pickaway	2
Hancock	3	Pike	6
Hardin	17	Portage	9
Harrison	9	Preble	10
Henry	1	Putnam	5
Highland	17	Richland	3
Hocking	1	Ross	8
Holmes	12	Sandusky	2
Huron	15	Scioto	6
Jackson	2	Seneca	4
Jefferson	6	Shelby	1
Knox	17	Stark	4
Lake	31	Summit	18
Lawrence	29	Trumbull	22
Licking	31	Tuscarawas	17
Logan	29	Union	19
Lorain	4	Van Wert	21
Lucas	6	Vinton	5
Madison	45	Warren	11
Mahoning	14	Washington	2
Marion	4	Wayne	24
Medina	6	Williams	5
Meigs	4	Wood	20
Miami	12	Wyandot	14
Monroe	8	Chautauqua, N. Y., for Summer	
Montgomery	24	School	7

In addition to books loaned in Traveling Libraries the following were issued from the Department:

To three months' patrons (agriculture).....	653 vols.
Individuals (state employees).....	830 "

Total number of volumes issued as follows:

In Traveling Libraries.....	49,574
To three months' patrons.....	653
To individuals	830
Total	51,057

Estimated circulation (based upon reports received) 204,228.

Books were sent into every county in the state except four: Adams, Auglaize, Hamilton and Mercer.

Number of volumes in Department November 15, 1910.....	62,467
Number of volumes accessioned since November 15, 1910.....	3,518
Total	65,985
Lost or discarded.....	826
Number of volumes in Department this date.....	65,159

In addition to books accessioned there are now on shelves, ready to be accessioned, about 3786 volumes.

Work done in cataloging department:

			New.		Recatalogued.	
Duplicates.	Single.	Total.	Titles.	Vols.	Titles.	Vols.
1889	799	2,688	502	951	260	634

An annotated bulletin of about two hundred and fifty pages, all books in the art section of the Traveling Library Department, is now on the press and will be ready for distribution in a short time.

Almost one thousand envelopes have been added to the clipping file and many more valuable clippings will be added as soon as time permits.

A new edition of the Agriculture Bulletin is in course of preparation and plans for several new lines of work are being matured.

Respectfully submitted,

IDA K. GALBREATH,
Supt. Traveling Library Dept.

REPORT OF LIBRARY ORGANIZER.

COLUMBUS, OHIO, November 15, 1911.

To the Board of Library Commissioners:

GENTLEMEN:—I have the honor to present to you the third annual report of the Department of Library Organization, for the year ending November 15, 1911.

We close our third year of service to the state with results that have exceeded the most optimistic anticipations. No better response to what we have had to offer could possibly have been asked. According to the state records fewer than one hundred towns had levied tax for library maintenance when the Department opened. Today we have 145 towns with tax support for libraries, 19 of them having been added in the last

year, shows how the momentum is increasing. At the present rate, which is sure to be greater, in two more years the number of tax supported libraries in the state will have doubled. This means that the work of over one hundred years before will be done in five years with organized effort. It means simply letting people know the law and the way to take advantage of it; the various forms of library, municipal, under the school board or council, township thru the trustees or school board, and county by the authority of the commissioners; working out the best form for the particular locality; explaining the Carnegie proposition as to buildings; in towns where no library has developed, to plan ways and means of raising money to start and maintain the library till the first tax money accrues; and to assist in the work of organizing.

In addition to meeting special requests for aid, effort has been made to study conditions in the State Institutions with a view to assisting their libraries and to issue a series of bulletins on topics of interest to small libraries.

VISITS.

The general plan adopted has been to visit as many libraries as possible when answering calls for special service, thus economizing in time, strength and money. Visits numbering 200 have been made to the following 135 towns, including tax-supported, association, subscription, institution and college libraries, or to towns where there is interest in starting a library: Akron, Alliance, Arcanum, Ashley, Ashtabula, Ashville, Athens, Attica, Bainbridge, Barberton, Batavia, Bellaire, Belle Center, Bellefontaine, Bellville, Berlin Heights, Blanchester, Bristolville, Bucyrus, Cadiz, Caldwell, Canal Dover, Canal Winchester, Canton, Cardington, Cedar Point, Celina, Chardon, Chillicothe, Cincinnati, Circleville, Cleveland, Columbus Grove, Covington, Crestline, Crooksville, Cuyahoga Falls, Dayton, Delaware, Delphos, Dennison, East Liverpool, Galion, Gambier, Granville, Greenfield, Greenville, Hillsboro, Homer, Hudson, Jefferson, Kent, Kenton, Kingston, Kingsville, Kinsman, Leesburg, Leipsic, Lima, Loudonville, McConnellsville, Manchester, Mansfield, Marietta, Martins Ferry, Martinsburg, Marysville, Massillon, Mechanicsburg, Miamisburg, Middletown, Milan, Milford Center, Millersburg, Mineral City, Montpelier, Morrow, Mt. Gilead, Mt. Sterling, Nelsonville, New Berlin, New Bremen, New London, New Philadelphia, New Straitsville, New Vienna, Newark, North Fairfield, Norwalk, Ottawa, Painesville, Pickerington, Piqua, Pleasantville, Plymouth, Port Clinton, Portsmouth, Prospect, Ravenna, Raymond, Richwood, Rockford, St. Clairsville, St. Johns, St. Marys, Salem, Sandusky, Shelby, Sidney, Springfield, Steubenville, Strasburg, Sunbury, Tallmadge, Toledo, Toronto, Troy, Upper Sandusky, Urbana, Utica, Van Wert, Versailles, Wadsworth, Wapakoneta, Waynesfield, Wellsville, Williamsburg, Wilmington, Willoughby, Woodsfield, Woodstock, Xenia, Yellow Springs, Youngstown, Zanesfield.

Many non-tax supported association and subscription libraries have been found and visited in the hope of bringing them to a tax supported basis, which assures their permanence and efficiency. We try to have new association libraries start without charging a fee and to have old ones withdraw the fee. This sooner creates sentiment for tax support. The usual proportion of use is only 1/10 as much where there is a charge as without it. People will also respond more freely to calls for subscription or to entertainments for the benefit of the library if they know nothing is to be charged when they come for books.

The following state institution libraries have been visited to study conditions and needs in the hope of being able to render them some assistance: Athens State Hospital, Mansfield Reformatory, Massillon State Hospital, Xenia Ohio Soldiers' and Sailors' Orphans' Home. All the state institution libraries will be visited as opportunity offers and a general report given as to their book facilities and distribution.

While board meetings have not been sought, we have met incidentally board members of 37 libraries.

Traveling libraries have supplemented collections in libraries as follows: Amherst, Arcanum, Ashley, Ashtabula, Batavia, Bristolville, Bucyrus, Circleville, Cuyahoga Falls, Delaware, East Liverpool, East Palestine, Fayette, Freeport, Galion, Geneva, Granville, Hillsboro, Homer, Jamestown, Kelleys Island, Kingsville, Kinsman, Lorain, Lyons, Mansfield, Martinsburg, Marysville, Mt. Gilead, Mt. Sterling, Mt. Vernon, Napoleon, New Carlisle, Newark, Painesville, Portsmouth, St. Paris, Sandusky, Strasburg, Twinsburg, Van Wert, Vinton, Willoughby, Wilmington, Woodsfield, Worthington, Youngstown. They are the greatest possible help as a means of stimulating interest in a permanent library and increasing the number of books in starting new libraries.

Tax for library support has been levied at Bristolville, Delphos, Granville, Homer, Kinsman, Loudonville, Middletown, Mt. Sterling (township), Napoleon, Rockford (increase), Strasburg (increase), Upper Sandusky, Wellsville.

Tax supported libraries of which there was heretofore no record have been discovered at Bainbridge, Bladensburg, Canal Winchester, Covington, Dennison, Morrow, New Madison, Pickerington, Pleasantville.

BUILDINGS.

The new building for the Reuben McMillan Library at Youngstown was dedicated December 3.

Mr. Carnegie has made the following gifts for library buildings: Bristolville, \$6,000; Cincinnati (Hyde Park, \$35,000, Avondale, \$40,000); Cleveland, \$24,000; Dayton, \$50,000 for two branches; Delphos, \$12,500; Kingsville, \$8,000; Kinsman, \$7,000; Mt. Sterling, \$10,000; Middleport, \$7,500; Middletown, \$25,000; Milan, \$8,000; Napoleon, \$10,000; Rock-

ford, \$2,500 (increase); Strasburg, \$9,000; Upper Sandusky, \$10,000. Cuyahoga Falls has \$15,000 for a building and \$3,000 for books by the will of W. A. Taylor a local benefactor.

Libraries at Alliance (Mt. Union College), Covington, Jefferson, Leipsic and Uhrichsville have new rooms provided for their use.

Mr. Carnegie's active inspection and approval of plans is bringing about better buildings from the librarian's standpoint. Architects are also freely submitting their plans for the approval of the Department which often results in serious mistakes being avoided. Visits are frequently made to towns erecting library buildings to discuss the plans with the architect and the library board.

REGISTRATION AND CIRCULATION.

Asking the libraries to make an annual report is resulting in a stimulus to the increased use of many libraries. Such statistics offer a basis of comparison and produce emulation among towns of similar size in having their libraries compare favorably with one another.

CHARGING.

The Newark charging system has been installed in the following ten libraries: Alliance (Mt. Union College), Athens (Public School), Athens (State Hospital), Bellaire, Cadiz, Kingsville, Kinsman, Marietta, Milford Center (Public School), Xenia (O. S. & S. O. Home).

CLASSIFICATION.

The following ten libraries have been classified, labeled and arranged:

Alliance (Mt. Union College), Athens (Public School), Athens (State Hospital), Bellaire, Hillsboro, Kingsville, Kinsman, Loudonville, Milford Center (Public School), Xenia (O. S. & S. O. Home).

ACCESSIONING.

Accessioning has been supervised in the following libraries: Alliance (Mt. Union College), Athens (Public School), Athens (State Hospital), Bellaire, Cadiz, Kingsville, Kinsman, Milford Center (Public School), Xenia (O. S. & S. O. Home).

CATALOGING.

Special assistance in cataloging has been rendered to Athens (State Hospital), Kinsman, Marysville, Newark, Wellsville, Xenia (O. S. & S. O. Home).

LIBRARY SCHOOLS.

Ohio was represented at the Chautauqua Library School by 16 students from the following libraries: Akron, Buchtel College Library;

Cedarville, Township Library; Findlay, Public Library; Galion, Public Library; Kinsman, Free Public Library; Lima, Public Library; London, Carnegie Free Library; Mt. Gilead, Public Library; Sandusky, Public Library; Upper Sandusky, Public Library; Willoughby, Public Library; Xenia, O. S. & S. O. Home Library; Zanesville, John McIntire Public Library. Indiana Summer School had one from Eaton Public Library.

The long course schools have 28 students from Ohio for the year 1911-12 as follows: Carnegie Library of Pittsburgh, 4; Illinois, 3; New York Public Library, 1; New York State, 4; Simmons College, 4; Western Reserve University, 12. Judging from the difficulty in filling positions, with good material, at certain times in the year, it would seem that the existing library schools are not adequate to meet the demand.

LOCAL LIBRARY EXTENSION.

Mr. Carnegie has given Dayton, \$50,000 for two branch buildings which means a great step in advance for that city.

Some of the libraries in the larger cities are doing all that could be asked from a main library and yet are as inadequate to meet the needs of their population as the most meagre library in the smallest town. The demands of increasing population have outgrown the facilities of libraries which were marvels some years ago.

STATE INSTITUTION LIBRARIES.

The libraries of the Ohio Soldiers' and Sailors' Orphans' Home at Xenia and the State Hospital at Athens have been reorganized under the supervision of the Department. At the request of the Board of Trustees the organizer visited the O. S. & S. O. Home to study conditions and outline methods of bringing the library up to date. A list of some 500 books was made to suit the various activities of the institution and needs of the children. Miss Vought spent six weeks reorganizing the library of 3000 volumes. The librarian attended Summer Library School.

The library at the State Hospital for the Insane at Athens has been reorganized also, and a list of some 500 new books suitable for patients recommended.

The Ohio State Reformatory at Mansfield has a well selected library of 2000 volumes classified according to the grade of boys using them. Printed lists of books are distributed and the Chaplain aids in selection. New books are purchased from time to time. Methods of charging and distribution are good and the books are rebound and mended by those in charge.

We visited the Ohio State Penitentiary Library with Chaplain Richards and were much pleased with conditions. Perhaps in no penal institution in the country is greater effort made to relieve the monotony of life thru means of reading than in the Ohio State Penitentiary. Half

the prisoners are readers, the circulation of books last year being 30,031. Two prisoners have charge of exchanging the books in the cells as often as wanted by the occupants. The library contains 6777 volumes, but the Chaplain said they needed 12,000 or 15,000 to meet the demand. A small appropriation for books is occasionally made by the Legislature. Books and magazines are donated by the people of Columbus and they receive the discarded books of the Traveling Library Department. They are glad to receive such books which are mended or rebound in the Penitentiary bindery. The women read a great deal, books being taken to them every day and 150 copies of the Ladies Home Journal are distributed to them every month. Magazines are all donated or subscribed for by the prisoners as there is no fund for current subscriptions. Five thousand copies of daily papers are distributed a month.

We asked Chaplain Richards if the libraries of the state might not be asked to help by sending their discarded books, duplicates of no further service to the individual library, out of date editions of popular books and such old magazines as are not to be used in the periodical exchange campaign. He said, "It will help us to build up a great library for the Penitentiary." So after talking the matter over with the Warden permission was given us to write a dozen libraries to see what the result might be. The largest libraries were chosen for the letters, but the matter has been talked all over the state, on our visits and at District Library meetings, till now in even the little libraries a box of books is almost always found ready to send to the Penitentiary. In the year, 1500 good books have been received from the libraries of the state, and the Chaplain reports great relief to the prisoners from their use. Such books as can be provided in this way are usually good reading and can be put in fair condition at the Penitentiary bindery.

PERIODICAL EXCHANGE.

As a result of the circular letter sent out two years ago asking the librarians who wished to be put on a list for the exchange of duplicate periodicals to respond, a list of 63 libraries was made and mailed to the librarians of the state, together with an outline explaining the method of exchange. The list was later revised to include 81 libraries and together with the outline, appended to an article by Miss Vought of this Department on the Uses of Periodicals. The problem of binding is a serious one to libraries with small funds. Would it be practical to ask that binding be done by the state institutions free to the small libraries of the state, except the cost of materials?

COUNTY LIBRARIES.

Commissioners in a number of counties are now considering the tax levy for county libraries. From present indications it would seem that

in making up budgets next spring other counties may be added to the two now benefitting by this law. The one cent tax rate will probably help the progress of this form of library.

TOWNSHIP LIBRARIES.

Centralization of schools is giving impetus to township extension. There are at present 27 township libraries in the state as follows: Amherst, Bainbridge, Brecksville, Bristolville, Cedarville, Clyde, Conneaut, Geneva, Jefferson, Kinsman, Leesburg, Marysville, Mentor, Milan, Morrow, Mt. Sterling, New Paris, Norwalk, Oak Harbor, Orwell, Painesville, Pickerington, Rockford, Strasburg, Twinsburg, Wellington, Worthington. The combination of town and township and college libraries, as has been done at Athens, Cedarville, and Oberlin, also increases funds, resources and administration facilities, bringing about a much more desirable library. There are in the state a number of towns having colleges where this method would work to advantage.

DISTRICT LIBRARY MEETINGS.

A series of six district library meetings has been held. Continuing the method of the last two years the state has been divided into districts containing a number of neighboring libraries, a central town with good railroad or interurban facilities being chosen for a day's session to discuss library problems. Librarians, assistants and trustees have been in attendance to the number of 150.

Meetings have been held at Lima, Salem, Ashtabula, Delaware, Circleville and Galion, respectively. These meetings bring together people of like interests for acquaintance, comparison of methods and informal discussions. The presence of members of library boards, not only lends inspiration to the librarians, but also broadens their own conceptions of library matters. Librarians, too, are sometimes awakened to the need of technical work in their libraries and training for themselves. The presence of superintendents, principals and teachers has stimulated cooperation between libraries and schools. Interest has been roused in towns without libraries neighboring the one where the meeting was held. These sessions will be continued in the various districts, the meetings to be held at a different library each year. They offer the greatest stimulus to the hostess library, as well as to those in attendance. Many get more from them than from the larger associations, while others come to the district meetings who never have an opportunity to attend the state or A. L. A. Conferences. Again the district meetings create a desire to attend the larger associations, e. g. there has been a very noticeable increase in attendance from the smaller libraries at the last two meetings of the O. L. A.

TEACHERS' INSTITUTES.

Visits have been made to six teachers' institutes in counties as follows: Athens, Auglaize, Geauga, Morgan, Ottawa and Williams. This year counties were selected which either have no tax supported libraries or where the institute was held in a town of over 5000 population without a library. Addresses were given with the purpose of inspiring the teachers to agitate the establishment of libraries in their respective communities and especially in the county seat or large town where the institute was in session.

OHIO STATE TEACHERS' ASSOCIATION.

The Organizer was invited to speak at the annual meeting of the Ohio State Teachers' Association and gave an address on "Reading in Rural Communities," which was published in the Ohio Educational Monthly. Reprints were made for distribution by the Department.

AMERICAN LIBRARY ASSOCIATION.

The Department was represented at the Pasadena meeting of the A. L. A. and League of Library Commissions.

OHIO LIBRARY ASSOCIATION.

Cooperation has continued between the Department and the O. L. A. The Organizer served on the program and other committees, was secretary of the Association, gave a resume of the work of the Department, led a round table session and was elected vice-president of the O. L. A. The assistant gave a paper on the Uses of Periodicals, which has been published and distributed by the Department as a stimulus to selection of current magazines and to completing files for reference thru exchange of duplicates.

OHIO FEDERATION OF WOMEN'S CLUBS.

The Organizer attended the meeting of the O. F. W. C. held in Cleveland Oct. 16-20, and gave the report of the Library Extension Committee, of which she is a member. The work of the committee is to discover what the women of the state are doing to foster, aid and stimulate existing public libraries, to start libraries in towns having none and to find out what the libraries are doing to cooperate with the women's clubs. Meeting women from all over the state at these conventions helps our work during the year. The women's clubs are very active in starting and fostering libraries and are among our most helpful co-workers, especially as many of the women are members of library boards.

She also gave an address in "Library Extension in Ohio" which was published in the proceedings of the O. F. W. C. Reprints have been made for distribution by the Department.

The Organizer has been asked to serve as chairman of the Library Extension Committee and hopes to bring about the cooperation of the women's clubs in aiding the libraries of the state institutions, and increased activity on the part of the women's clubs in starting libraries in towns having none.

LIBRARY LAWS AND TAX LEVY.

A year ago when the one per cent tax rate was being agitated it was thought that no town would have the courage to levy the library tax this year. It seemed that officials would be afraid to venture on new undertakings and we feared a lapse in that feature of our work. As a matter of fact, however, the new law has in no way hindered the establishment of tax supported libraries. More towns have made the levy since its passage than ever before in the history of the state in the same length of time. Library funds have suffered somewhat in some of the cities, but this result is most likely temporary.

OUTLOOK.

According to the last census, 1910, there were in the state 10 towns of over 5000 population without tax-supported libraries, as follows: Bowling Green, East Cleveland, Lakewood, Martins Ferry, Nelsonville, Newburg, Ravenna, St. Marys, Wapakoneta, Wellston. Six more of over 4000 population: Barnesville, East Youngstown, Greenfield, Mingo Junction, Toronto, Uhrichsville; 12 others of over 3000: Bridgeport, Byesville, Carthage, Crestline, East Palestine, Elmwood Place, Girard, Orrville, Port Clinton, Rockport, Struthers, Wadsworth; 21 more over 2000: Ada, Berea, Chicago, Cleveland Heights, Fairport Harbor, Glouster, Hicksville, Leetonia, Maumee, Millersburg, Montpelier, New Comerstown, North Baltimore, Nottingham, Oxford, Paulding, Roseville, Salineville, Sebring, Shawnee, Tippecanoe City, and in addition 110 of over 1000.

There are 13 counties having no tax-supported libraries, namely: Adams, Auglaize, Brown, Carroll, Clermont, Geauga, Holmes, Morgan, Noble, Ottawa, Paulding, Pike, Vinton. In addition to these are the following three counties having no tax supported libraries at the county seats: Belmont (St. Clairsville), Portage (Ravenna), Wood (Bowling Green), making 16 county seat towns without tax supported libraries. Many towns have association or subscription libraries which are fast developing into tax supported ones. There are also hundreds of school libraries in the state many of which will form the nucleus of free public libraries. The time is ripe for development and it is coming as fast as could be desired. Three years ago there were, according to records, less than one hundred tax supported libraries in the state, today there are 145.

Besides the activities in the field much has been accomplished in the office of the Department. As the work has become better known more

and more has been done by correspondence and by distribution of printed matter. Aside from the Annual Reports for 1909 and 1910 the following bulletins have been issued: Reading in Rural Communities, Developing a Public Library, Library Extension in Ohio and Uses of Periodicals. Much good can be accomplished by writing on library subjects and we plan to issue a number of bulletins each year. The Department sends to libraries such manuals, tracts and handbooks issued by the A. L. A. Publishing Board as may be helpful in the particular case and also publications of other libraries which may be suggestive. The A. L. A. Booklist and other aids in book selection are of great benefit.

The kind interest shown in our work by the people of Ohio; the loyal aid and personal interest of the active library workers of the state in all that contributes to advancement; the faithful service of the assistant organizer thru whose help so much has been accomplished; and the hearty cooperation of the Board of Library Commissioners in serving the Commonwealth, makes our work a continued pleasure.

Respectfully submitted,

MARY E. DOWNEY.

OFFICE OF STATE LIBRARIAN.

COLUMBUS, OHIO, Nov. 15, 1911.

HON. E. M. FULLINGTON, *Auditor of State*.

DEAR SIR:—Under an act of the General Assembly approved June 5, 1911, I submit the following:

IN CIRCULATING LIBRARY.

Books	59,020
U. S. Documents.....	11,343
Foreign Documents	2,035
U. S. Congressional Documents (Dup.).....	2,087
Bound News Papers and Periodicals.....	3,841
Miscellaneous Documents	9,680
New Books	334
Total	88,340

TRAVELING LIBRARY.

Number of Volumes.....	65,159
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INVENTORY OF PROPERTY.

IN LIBRARIAN'S OFFICE.

- 1 Underwood typewriter No. 5, Registered No. 333,623.
- 1 Leather Couch.
- 1 Movable bookcase.
- 1 Small walnut desk.
- 1 Typewriter desk.
- 1 Typewriter chair.
- 1 Walnut chair, upholstered seat.
- 1 Large upholstered rocking chair.
- 1 Large upholstered chair.
- 1 Nine tray letter file case.
- 1 Framed etching, Massachusetts Libraries.
- 1 Photograph of Garfield Monument.
- 1 Photograph of McKinley Monument.
- 1 Portraits of State and Territorial Librarians.
- 1 Lithograph Portrait of Jos. H. Geiger.
- 1 Electric fan.
- 1 Hotchkiss paper fastener No. 2.
- 1 Postage scale.
- 2 Waste baskets.
- 1 Small three shelf book stack.
- 2 Wire paper trays.
- 1 Small metal filing case.
- 1 Two shelf case, portable.
- 1 Wood filing case.
- 2 Pairs scissors.
- 2 Rulers.
- 1 Dictionary — Ack.
- 2 Ink wells.
- 1 Arm rest.
- 1 Rug.
- 1 Whisk broom.

OUTER OFFICE.

- 1 Oak table.
- 1 Four tray pamphlet case.
- 1 Twelve tray voucher filing case.
- 1 Four tray card index.
- 1 Chair stepladder.
- 1 Walnut chair, perforated seat.
- 1 Wall mirror.
- 1 Hat rack.
- 1 Umbrella rack.
- 1 Multiple portrait (500 different views) of Theodore Roosevelt.
- 1 Small portrait of Thomas Corwin Donaldson.
- 1 Photograph of Camp William McKinley, Canton, Ohio.
- 1 Water color (State House).
- 1 Rug.
- 1 Map (Dayton).
- 1 Railroad and Township Map, Ohio, 1888.
- 1 Map, Ohio, 1908.

CIRCULATING LIBRARY.

- James A. Garfield, bust profile photograph.
 Abraham Lincoln, bust profile photograph.
 Asa S. Bushnell, bust profile photograph.
 George K. Nash, bust profile photograph.
 Myron T. Herrick, three-fourths profile photograph.
 John M. Pattison, bust profile photograph.
 Andrew L. Harris, bust profile photograph.
 Joseph Ray, bust profile photograph.
 Wm. McGuffey, bust profile photograph.
 Three naval officers (Farragut, etc.), photograph.
 Henry Howe, bust photograph.
 Henry Clay, photograph (standing).
 Wendell Phillips, photograph.
 H. W. Longfellow, photograph.
 R. W. Emerson, photograph.
 W. C. Bryant, bust photograph.
 W. E. Gladstone, bust photograph.
 George Washington, bust photograph.
 Alexander Hamilton, bust photograph.
 Governors of Ohio, photograph.
 Map of Ohio—Rufus Putnam, engraver.
 Grant and Lee, group photograph.
 Jewel's monument, photograph.
 Generals Grant, Sheridan, Sherman, group photograph.
 Ohio State Library, 1852, group photograph.
 U. S. Ship of the line, Ohio, photograph.
 Autographs of officers of State of Ohio, members of Senate and House of Supreme Court, 1860-1861.
 John Brown, profile, letter, birthplace, group drawings.
 George Washington, Martha Washington, Mt. Vernon, Washington monument, battle scene, group photographs.
 Abraham Lincoln, Emancipation, monument, cabinet, residence, Springfield, Ill., statue, Lincoln Park, Chicago, group photograph.
 Map of Philadelphia, 1750, engraving.
 Ohio State officers, 1895, photograph.
 U. S. Supreme Court, 1899, engraving.
 War Congress of U. S., 55th Cong., engraving.
 Map of Kentucky, by Filson, blue print.
 Gettysburg battlefield, engraving.
 Christopher Columbus, engraving.
 Map of English Empire in America, engraving.
 Relief map of Ohio.
 Chickamauga battlefield, McElroy.
 Washington family tablet, engraving.
 Governor Judson Harmon, photograph.
- 12 Ink stands.
 5 Sponge cups.
 10 Waste baskets.
 11 Metal filing cases.
 1 Letter scale.
 1 Call bell.
 1 Comptroller of currency (framed).

- Autograph letter of Wm. Henry Harrison.
- Autograph letter of George Washington.
- 8 Calico desk covers.
- 7 Pair scissors.
- 1 Bronze statue— Goddess of Liberty.
- 1 Charging box.
- 1 Dater.
- 1 Reading glass.
- 2 Clasps.
- 2 Wooden rulers and 1 rubber ruler.

DOCUMENT ROOMS.

- 1 Sixteen tray card catalog case.
- 1 Four tray card catalog case.
- 1 Large walnut table.
- 2 Long walnut tables.
- 1 Office chair.
- 4 Cane seated chairs.
- 1 Walnut chair, perforated seat.
- 1 Wooden chair (formerly in State Library when it was in old State House).
- 1 Small table.
- 1 Duntley Standard Vacuum cleaner and hose.
- 1 Electric fan.
- 1 Eight step ladder.
- 1 Five step ladder.
- 2 Three step ladder.
- 1 Feather duster.
- 1 Jefferson water tank.
- 1 Library table.
- 3 Cane seated chairs.
- 1 Ink stand.
- 1 Electric foot warmer.
- 1 Gas heating stove.
- 1 Strip of carpet.
- 1 Royal typewriter No. 42,922.
- 3 Ink stands.
- 1 Paper weight.
- 2 Wire paper racks.
- 1 Rubber stamp.
- 1 Stapling machine.
- 8 Pieces wire partition.
- 2 Waste baskets.
- 1 Table (kitchen).
- 1 Table cover.
- 1 Dust pan and broom.
- 1 Pair scissors.
- 1 Ruler.
- 1 Six step ladder.

READING-ROOM LIBRARY.

- 1 Mahogany taboret.
- 1 Small chair.
- 25 Walnut chairs, perforated seats.

- 19 Walnut chairs, upholstered seats.
- 2 Large upholstered chairs.
- 3 Revolving book cases.
- 1 Upholstered settee.
- 15 Walnut tables with cloth tops.
- 4 Large oak tables.
- 8 Steel book stacks.
- 2 Newspaper stacks.
- 49 Folding stepladders (2 steps each).
- 3 Atlas cases.
- 1 Large arm chair.
- 1 High stool.
- 1 High desk chair.
- 1 Walnut patent rocker.
- 2 Three shelf book stacks.
- 4 Poplar book trucks.
- 1 Oak book truck.
- 2 Newspaper filing cases.
- 2 Hat racks.
- 1 Magazine stack.
- 1 Sectional oak book case (5 parts).
- 1 Small Wilton rug.
- 1 Rubber rug.
- 1 Umbrella rack.
- 1 Four tray card catalog case.
- 4 Sixty tray card catalog cases.
- 1 Eighteen tray card catalog case.
- 1 Twenty-seven double tray card catalog case.
- 1 Oak roll top desk.
- 3 Flat top oak desks.
- 2 Foot stools.
- 4 Desk chairs.
- 1 Electric fan.
- 1 Clock.
- 1 Dictionary stand.
- 7 Paper weights.
- 1 Charging desk.
- 3 Electric heaters.
- 10 Busts.
 - McLean.
 - Dennison.
 - Cass.
 - Ewing.
 - Alfred Kelley.
 - Lincoln.
 - Chase.
 - McKinley—not property of Library (White).
 - Clay.
 - Name not given.
- Pictures:
 - Oil Paintings—
 - Thomas Corwin.
 - Allen G. Thurman.
 - Gen. McPherson.

John Sherman.
 Gen. Hamar.
 Henry Howe.
 Calvin S. Brice.
 Thomas Ewing.
 Battleship.

Photographs, engravings, etc.—

Wm. McKinley, three-fourths profile photograph.
 Wm. McKinley, bust profile photograph.
 Lincoln, full length photograph.
 Geiger, bust photograph.
 One easel with Harmon picture.

114 Book holders (clasps).

DEPARTMENT OF LIBRARY ORGANIZATION.

- 1 Roll top oak desk.
- 1 Flat-top oak desk.
- 1 Oak typewriter desk.
- 4 Leather bottom chairs.
- 1 Oak rocking chair.
- 2 Oak desk chairs.
- 1 Leather couch.
- 1 Underwood typewriter, No. 4, registered No. 18,551.
- 2 Sectional oak book cases, 4 sections.
- 1 Vertical oak filing case, 3 sections, 4 drawers each.
- 1 Oak catalog case, 12 drawers.
- 2 Rugs.
- 1 Postal scale.
- 2 Filing trays.
- 1 Framed map, Public Libraries of Massachusetts.
- 1 Pencil sharpener.
- 2 Ink stands.
- 1 Sponge cup.
- 1 Wire paper tray.
- 3 Waste baskets.
- 1 Stamp moistener.
- 3 Pair scissors.
- 1 Combination map—U. S. and Ohio.

TRAVELING LIBRARY DEPARTMENT.

- 1 Underwood typewriter, No. 5, registered No. 386,534.
- 1 Smith Premier typewriter, No. 103,396.
- 1 Underwood duplicator, No. 7539.
- 2 Oscillating electric fans.
- 1 Large mirror.
- 4 Gas stoves.
- 5 Stepladders (2 steps each).
- 1 Six-foot stepladder.
- 1 Small walnut table.
- 1 Large walnut table.
- 1 Bamboo couch.
- 4 Framed maps (traveling libraries).
- 4 Framed pictures (traveling library views).

- 1 Oak book truck.
- 2 Poplar book trucks.
- 1 Freight truck.
- 1 High stool.
- 1 Roll top oak desk.
- 1 Flat top oak desk.
- 2 Oak typewriter desks.
- 1 Walnut standing desk.
- 3 Walnut chairs, perforated bottoms.
- 1 Walnut chair, leather bottom.
- 1 Oak chair, leather bottom.
- 1 Desk chair.
- 1 Chair, cane bottom.
- 4 Chairs.
- 1 Book rack.
- 4 Water buckets.
- 1 Mop bucket.
- 1 Sixty tray, oak catalog case.
- 2 Nine double tray, oak catalog cases.
- 1 Four tray, oak catalog case.
- 1 Six tray, oak catalog case.
- 2 Nine tray, oak catalog cases.
- 30 Baskets.
- 383 Boxes.
 - 1 Postage scale.
 - 1 Telephone extension rack.
 - 9 Ink stands.
 - 1 Folio of maps (traveling libraries).
 - 9 Paper weights.
 - 1 Roberts numbering machine, No. 150,024.
 - 2 Tin filing boxes.
 - 2 Wire mail baskets.
 - 2 Feather dusters.
 - 3 Brooms, 2 mops.
 - 9 Sponge cups.
 - 2 Twine holders.
 - 2 Stampers.
 - 2 Dust pans.
 - 1 Axe.
 - 2 Dozen book supports.
 - 1 Whisk broom.
 - 3 Scrub brushes.
 - 1 Screen.
 - 2 Small filing cases.
 - 1 Work table.
 - 3 Pair scissors.
 - 1 Small desk.
 - 1 Table (kitchen).
- 350 Padlocks.

LEGISLATIVE REFERENCE DEPARTMENT.

- 1 Roll top oak desk.
- 1 Oak typewriter desk.
- 2 Sixteen drawer, oak catalog cases.

- 1 Oak pamphlet case, 4 drawers.
- 1 Oak center table.
- 2 Oak tables—1 large and 1 small.
- 1 Oak desk chair.
- 7 Cane-seated chairs.
- 1 Paper rack.
- 1 Underwood typewriter, No. 5, registered No. 333,388.
- 1 Postal scale.
- 1 Hotchkiss paper fastener, No. 2.
- 3 Ink wells.
- 3 Sponge cups.
- 1 Six-tray catalog case.
- 1 Stepladder.
- 3 Waste baskets.
- 4 Book holders.
- 1 Desk electric light.
- 1 Electric enclosed shade.
- 1 Large rug.
- 2 Rugs.
- 3 Pair scissors.

SHIPPING ROOM.

- 1 Large walnut office desk.
- 1 Large oak table.
- 1 Nine-step ladder.
- 2 Book trucks.
- 1 Chair, round wood, cane seat.
- 6 Waste baskets.
- 1 Hilona water tank.
- 1 Window cleaning scaffold.
- 1 Dating stamp.
- 1 Sponge cup.
- 1 Rule.
- 1 Map Ohio, 1910.
- 2 Dust pans.
- 1 Pair scissors.
- 1 Saw.
- 1 Plane.
- 1 Hammer.
- 1 Square.
- 1 Hatchet.
- 1 Screw driver.
- 1 Pencil sharpener.

ROOM BACK OF SHIPPING ROOM.

- 2 Three-step ladders.
- 1 Table rack.
- 1 Carpet sweeper.
- 5 Brooms.
- 3 Brush mops.
- 1 Ceiling mop.

4 Feather dusters.
1 Letter press (broken).
4 Mops, 3 mop buckets.

Respectfully submitted,

Signed: JOHN MCSWEENEY, *President.*
FRANK N. SWEITZER,

J. H. NEWMAN,
Secretary and Librarian.

FINANCIAL STATEMENT. RECEIPTS.

	Librarian's Salary.	
	Assistant Librarian's Salary.	
	Library Assistants' Salary.	
	Asst. Secretary and Stenographer's Salary.	
	Document Clerk's Salary.	
	Janitor's Salary.	
	Books and Papers.	
	Contingent Expenses and Extra Labor.	
	Traveling Library Department.	
	Expenses of Commission.	
	Department of Library Organization.	
	Legislative Reference Department.	
	Carpet, Furniture and Repairs.	
	Electric Elevator.	
	Emmett Papers. Purchases.	
November 15, 1910—Balances	\$750 00	\$300 00
1911—Appropriations ..	3,000 00	1,200 00
Totals	\$3,750 00	\$1,500 00
	\$1,529 00	\$1,529 00
	4,800 00	4,800 00
	\$1,080 00	\$1,080 00
	\$240 00	\$240 00
	\$225 00	\$225 00
	\$2,205 74	\$2,205 74
	\$594 02	\$594 02
	\$2,526 24	\$2,526 24
	\$222 69	\$222 69
	\$672 00	\$672 00
	\$2,054 56	\$2,054 56
	\$57 51	\$57 51
	\$600 00	\$600 00
	\$300 00	\$300 00

EXPENDITURES AND BALANCES.

	Librarian's Salary.	
	Assistant Librarian's Salary.	
	Library Assistants' Salary.	
	Asst. Secretary and Stenographer's Salary.	
	Document Clerk's Salary.	
	Janitor's Salary.	
	Books and Papers.	
	Contingent Expenses and Extra Labor.	
	Traveling Library Department.	
	Expenses of Commission.	
	Department of Library Organization.	
	Legislative Reference Department.	
	Carpet, Furniture and Repairs.	
	Electric Elevator.	
	Emmett Papers. Purchases.	
November 15, 1910 to November 15, 1911—Expenditures	\$8,000 00	\$1,200 00
November 15, 1911—Balances	750 00	300 00
	\$4,704 50	\$4,704 50
	\$922 50	\$922 50
	\$960 00	\$960 00
	\$240 00	\$240 00
	\$225 00	\$225 00
	\$2,430 36	\$2,430 36
	\$1,784 81	\$1,784 81
	\$14,088 74	\$14,088 74
	\$387 75	\$387 75
	\$3,300 80	\$3,300 80
	\$3,408 62	\$3,408 62
	\$45 46	\$45 46
	\$600 00	\$600 00
	\$300 00	\$300 00

FINANCIAL STATEMENT. RECEIPTS.

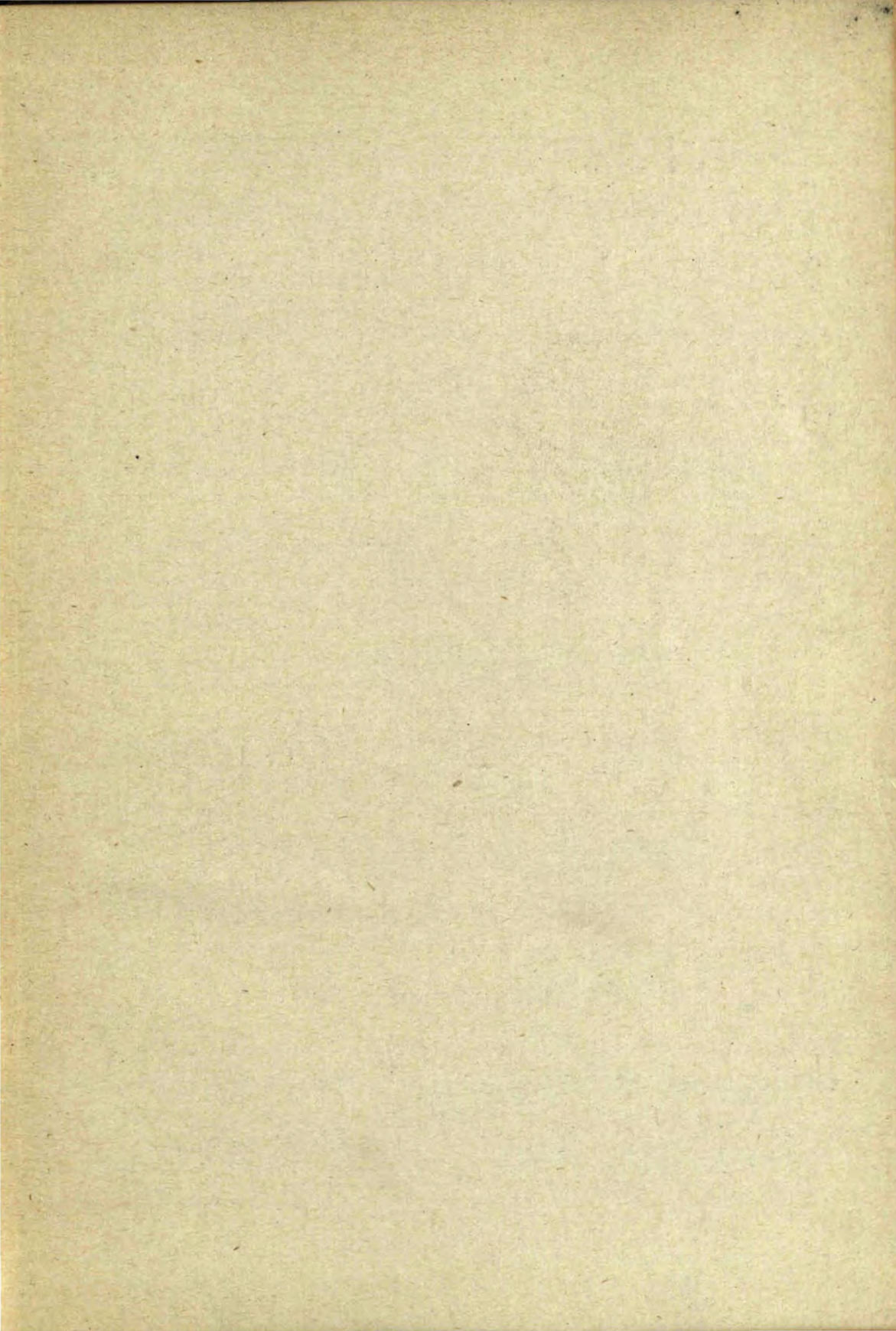
July 1, 1911—Balances.....	\$1,875 00	Librarian's Salary.
	\$750 00	Assistant Librarian's Salary.
	\$3,004 50	Library Assistants' Salary.
	\$517 50	Asst. Secretary and Stenographer's Salary.
	\$600 00	Document Clerk's Salary.
	\$562 50	Janitor's Salary.
	\$3,872 94	Books and Papers.
	\$1,205 79	Contingent Expenses and Extra Labor.
	\$12,803 24	Traveling Library Department.
	\$427 44	Expenses of Commission.
	\$2,525 84	Department of Library Organization.
	\$4,809 85	Legislative Reference Department.
	\$505 05	Carpet, Furniture and Repairs.
	\$900 00	Electric Elevator.

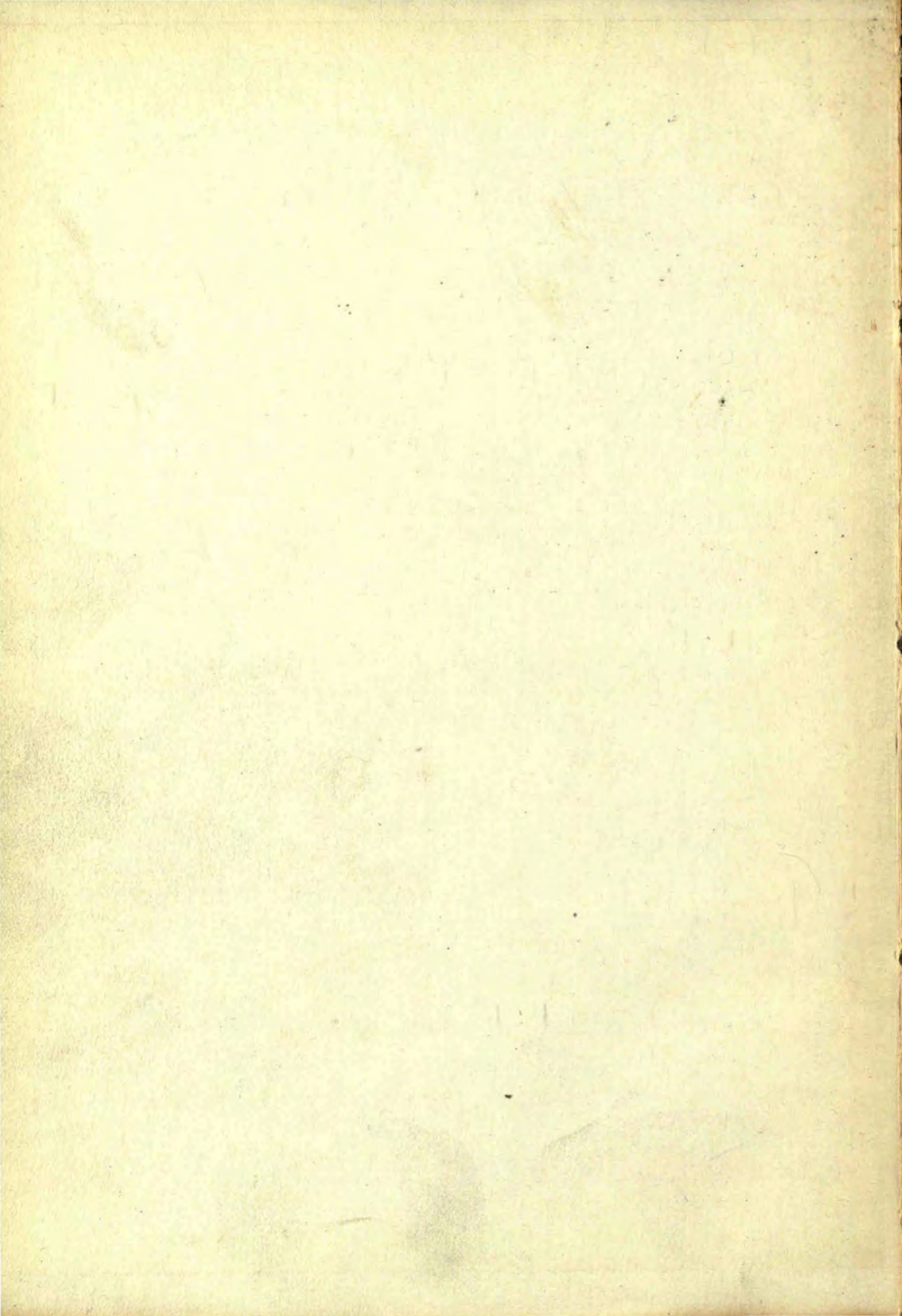
EXPENDITURES AND BALANCES.

July 1, 1911 to November 15, 1911—Expenditures	\$1,125 00	Librarian's Salary.
November 15, 1911—Balances.....	750 00	Assistant Librarian's Salary.
	\$450 00	Library Assistants' Salary.
	\$1,380 00	Asst. Secretary and Stenographer's Salary.
	\$300 00	Document Clerk's Salary.
	1,624 50	Janitor's Salary.
	157 50	Books and Papers.
	\$360 00	Contingent Expenses and Extra Labor.
	240 00	Traveling Library Department.
	\$837 50	Expenses of Commission.
	\$87 56	Department of Library Organization.
	\$396 58	Legislative Reference Department.
	809 21	Carpet, Furniture and Repairs.
	\$7,375 74	Electric Elevator.
	5,427 50	
	\$92 50	
	334 94	
	\$1,154 55	
	\$1,148 91	
	
	\$505 05	
	\$900 00	

Respectfully submitted,

STATE LIBRARIAN AND SECRETARY OF THE
BOARD OF COMMISSIONERS.





Volumes in Ohio State Library November 15, 1910	146,347
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Volumes accessioned November 16, 1910 to June 30, 1916

Traveling library department	32,265
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General library department	14,303	45,568
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Books withdrawn, lost or destroyed November 16, 1910
to June 30, 1916

Traveling library department	4,900
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General library department	148	5,058
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Additions less losses	41,520
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Volumes in library June 30, 1916	187,867
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