



OHIO STATE LIBRARY

REPORTS

1912-13

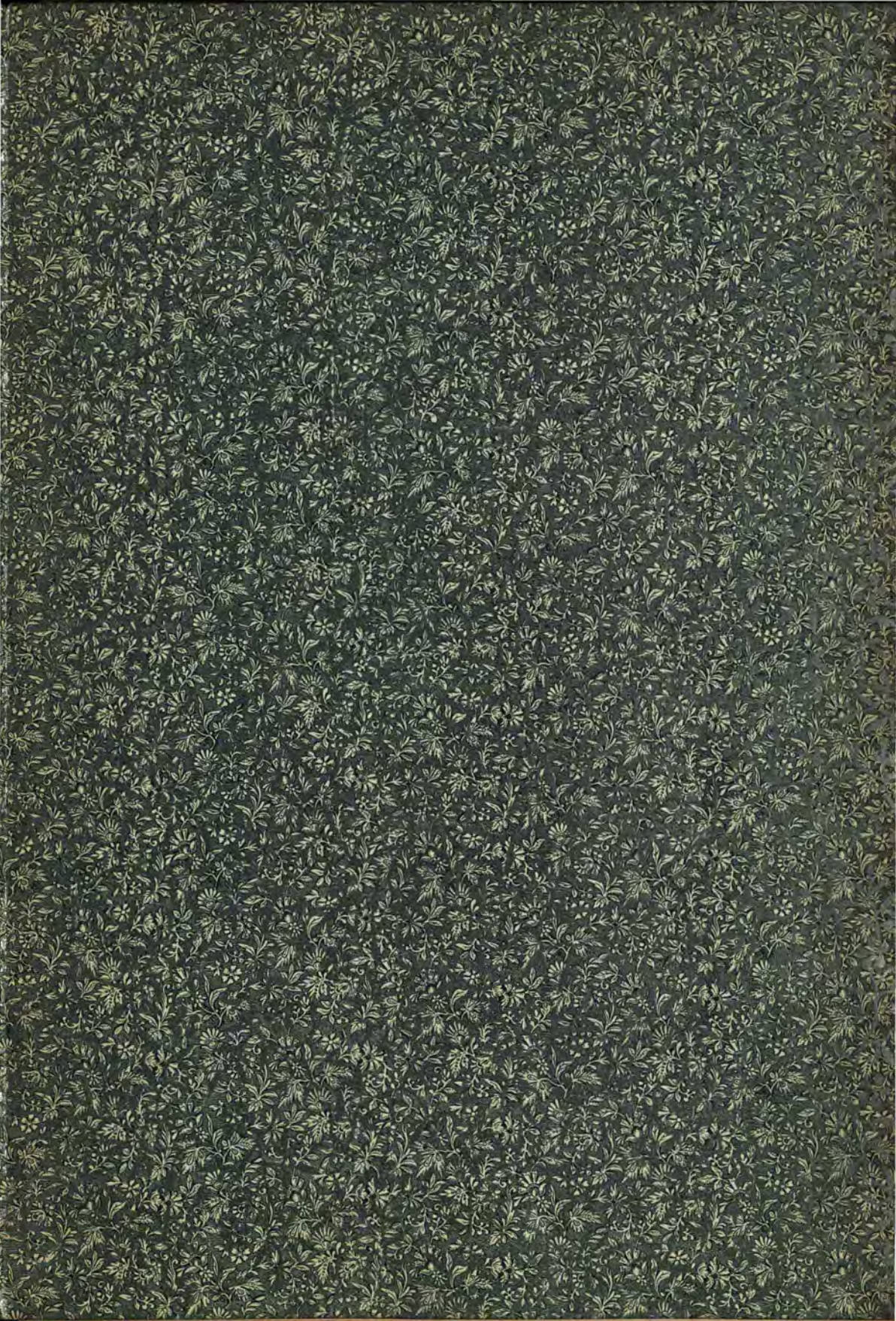
Reference Department.



Class..... Book.....

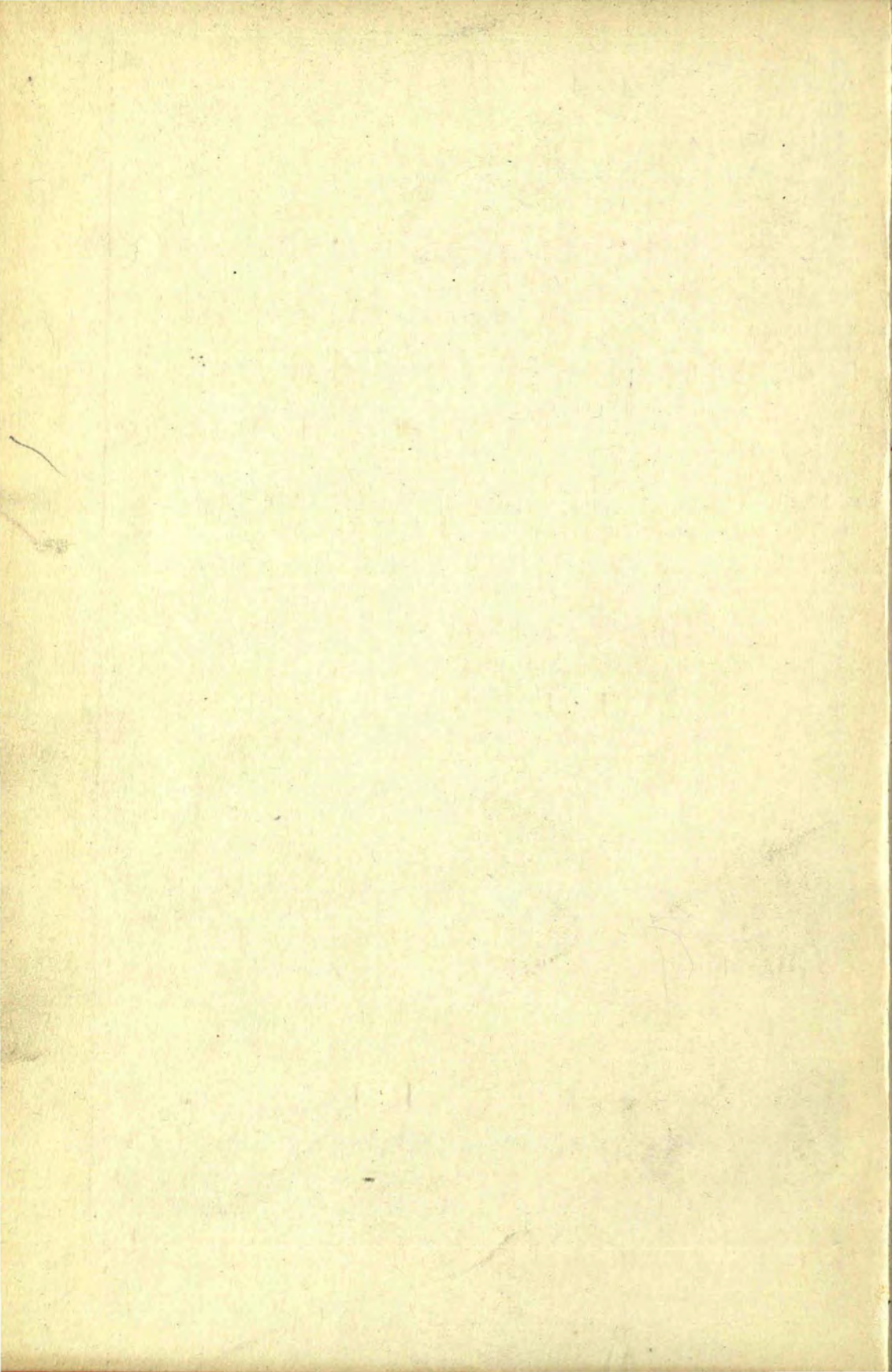
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Sixty Seventh Annual Report

of the Commissioners of the

OHIO STATE LIBRARY

to the

Governor of the State of Ohio

for the



Year Ending November 15

1912



COLUMBUS, OHIO:
THE F. J. HEER PRINTING CO.
1913

THE NEW YORK
PUBLIC LIBRARY

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BOARD OF LIBRARY COMMISSIONERS.

JOHN MCSWEENEY.....	Wooster.
FRANK N. SWEITZER.....	Canton.
DR. J. F. JONES.....	Columbus.

STATE LIBRARY STAFF.

GENERAL LIBRARY DEPARTMENT.

J. H. NEWMAN.....	LIBRARIAN AND SECRETARY COMMISSION
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JULIA SMITH.....	<i>Library Assistant</i>
ALICE S. DAVIS.....	<i>Library Assistant</i>
MARY E. MORRIS.....	<i>Library Assistant</i>
MARGARET FULLERTON.....	<i>Library Assistant</i>
MARY HARDING.....	<i>Library Assistant</i>
EMMA J. HOLLINGSWORTH.....	<i>Library Assistant</i>
ANNA NOBLE.....	<i>Library Assistant</i>
JOHN C. RAMSEY.....	<i>Janitor and Messenger</i>
JAMES R. HALE.....	<i>Document Clerk</i>

DEPARTMENT OF LIBRARY ORGANIZATION.

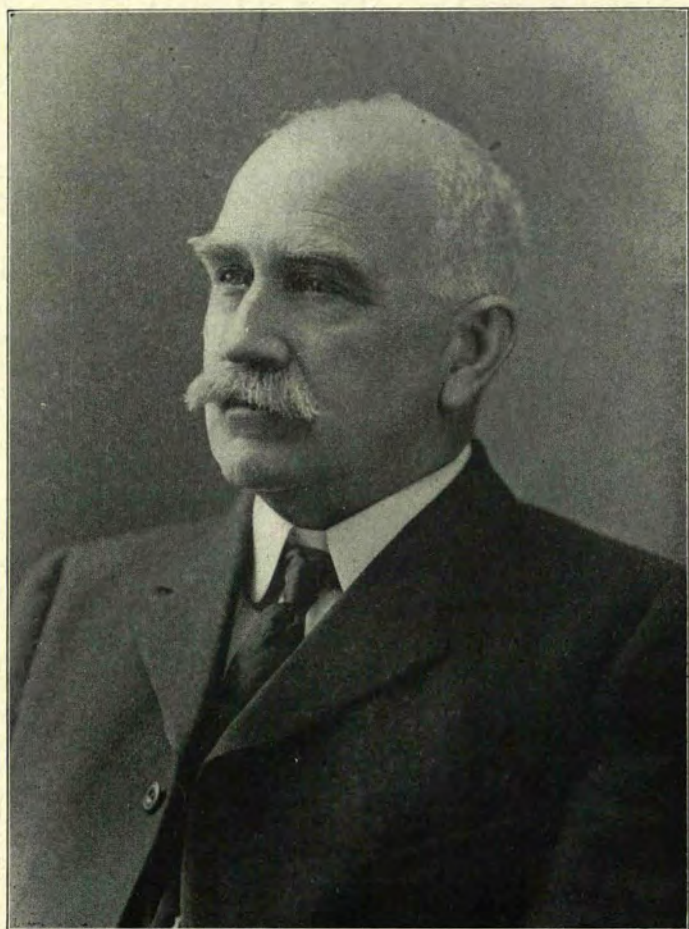
ELLA LOUISE SMITH.....	<i>Library Organizer</i>
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TRAVELING LIBRARY DEPARTMENT.

DAISY MARY SMITH.....	<i>Assistant</i>
JENNIE Z. CORNMAN.....	<i>Assistant</i>
AGNES V. CLARKE.....	<i>Assistant</i>
CLARA MACMILLAN.....	<i>Assistant</i>
BERTHA KRAUSS	<i>Assistant</i>
EDWARD CHANCELLOR.....	<i>Messenger</i>
JOHN L. WILSON.....	<i>Janitor</i>

LEGISLATIVE REFERENCE DEPARTMENT.

GEORGE A. EDGE.....	<i>Assistant</i>
MINNIE NAILE.....	<i>Assistant</i>
BESSIE B. WIGGIM.....	<i>Assistant</i>



GOVERNOR HARMON AND GOVERNOR ELECT COX.

On the fifth of this month, the 43rd Governor of Ohio was elected by a plurality of 166,823, having received 439,323 votes. We bespeak for your successor every possible achievement. To be followed by a young man who has already won an enviable national reputation is a compliment to you, because it certifies to the fact in the best possible way, that Ohio does not choose from the unworthy its chief executives. That you have done your work well, is evidenced by the fact that so long as you cared to serve them as their chief executive, the people of Ohio supported and trusted you.

Whatever has been done in this department recently, worthy of praise, and that there has been progress made, the records will amply prove, is due to your counsel more than to any other source, and we feel it our duty, in this, the last report that we shall be able to make to you, to thank you for the valuable assistance you have given us in our work.

A biography of the Governor elect is herewith appended.



James W. Cox

JAMES M. COX.

Governor-elect James Middleton Cox is a self-made man in every respect. He has been elected to the most exalted position in the state by his own perseverance. He was educated in the public schools, taught country school at an early age, and worked in a printing office in Middletown.

Eighteen years ago he began as a reporter on the Cincinnati Enquirer, and his adaptiveness soon gained for him a promotion to the position of railroad editor. Two years later he became private secretary to Congressman Paul Sorg. From that time his career was meteoric. He purchased the Dayton News, and after quite a struggle, put that paper on a splendid basis; and today it is one of the best equipped and most influential journals in Ohio. He also acquired the Springfield News, which now occupies a prominent place in the newspaper world.

The Governor-elect has been for some years a prominent citizen of the city of Dayton, where he has many warm friends. He was elected to Congress from what was known as the Dayton district, serving two terms, his majority both times being phenomenally large. In his second race, he carried the Soldiers' Home, a thing no democrat had done before. He was a leader in his party in the House. He possesses a strong personality, and like James G. Blaine, he never forgets a face or a friend. He is even tempered, moves methodically, and, as has often been said of him, he always has the time for everything and every body.

We predict for him a successful management of the State's affairs.

REPORT OF BOARD OF LIBRARY COMMISSIONERS.

COLUMBUS, OHIO, November 15, 1912.

To His Excellency, JUDSON HARMON, Governor of Ohio:

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

Since our last annual report we are pleased to be able to inform you of the decided increase in the volume of business in every department of the Library. With the exception of a crowded condition, the results have been very satisfactory. If you examine previous reports you will see that considerable improvement has been made in the various departments.

As previously reported, the library has been divided into five different departments. This was thought advisable for better service and the result fully justifies the action taken in the matter.

The departments, as they are now considered, are as follows:—The General Circulating and Reference Department, the Traveling Department, the Department of Organization, the Document Department and Legislative Department. Each of these departments is so connected with all the others as to be essential to the best working condition. The efficiency of the entire department can only be promoted by the closeness with which all its divisions expend their energy and efforts.

The Circulating and Reference Departments under a general head, must perform their part, which can not be assigned to any other. The Circulating Department is governed as follows:

RULES AND REGULATIONS.

The Ohio State Library will be open, except holidays, from 8 A. M. to 5 P. M.
On Sunday from 1:30 to 4 P. M.

During the months of July and August the Library will close at 4 P. M.

During Sessions of Legislature the Library will be open, except Saturday, till 9 P. M.

All citizens of the State will be permitted to draw books in accordance with the following rules:

All State officers elected by the people or appointed by the Governor may draw books by giving receipt.

Citizens who desire to draw books may do so on furnishing the Library Board a satisfactory guarantee or through the public library in their city.

No one shall keep from the Library more than two volumes at one time, nor any volume more than two weeks without renewal.

One renewal will be allowed and the book may be kept for two weeks from the date of renewal.

No borrower shall keep a book more than three days after notice has been mailed to his address that it is wanted at the Library or that the book is due.

Any book not returned after one week's notice may be sent for at the expense of the borrower.

Any book not returned after one month's notice may be considered lost, in which case the borrower shall pay its full value or the value of the set to which it belongs.

All expenses connected with the issue of the books or their return shall be paid by the borrower.

Any person failing to return a book within one week after notice has been mailed forfeits the privilege of the Library until reinstated by the Board.

The Board will determine what books may not be taken from the Library.

Traveling Libraries, of from 25 to 60 volumes each, will be loaned for from three to five months. For particulars, address State Librarian.

The Traveling Department has been very much improved during the last year. Much new material has been added and a great number of new libraries established.

Heretofore parts of the state have been neglected to an extent by this department, and much effort has been made recently to take up all sections as far as possible.

The work in this department is most promising for the future.

The Organization Department is beginning to show the effects of good work done in that department. A great number of new libraries have been organized throughout the state through the instrumentality of this department.

The Document Department has proven of much worth the past year to all classes. In resources of information, nothing in the state is of greater advantage to the citizens.

The Legislative Department has proven the advantage of its work. Both in and out of the state, the Legislative Department of the Ohio State Library has an enviable reputation. Everything has been done to make the equipment of the best. Mr. George A. Edge, the head of this department has spared no pains to take care of the work in a way creditable to both the Department and the State. At this time everything is in the best possible condition to meet the wants of Hon. James M. Cox, Governor elect, and the incoming legislature. Members of the General Assembly elect have been communicated with and advised as to the arrangements made by this department to assist them with their work.

Before closing we desire to say the Board feels under obligations to you for the earnest support given it the past year.

Respectfully submitted,

JOHN MCSWEENEY,
FRANK N. SWEITZER,
DR. J. F. JONES,

Board of Library Commissioners.

To the Honorable Board of Library Commissioners.

GENTLEMEN:—I have the honor to submit to you for your consideration my report as State Librarian for the year ending Nov. 15, 1912.

The last year has been one of much activity in the work of the Department, in spite of many hinderances which I shall later enumerate. The work has been conducted in such a manner as to reflect the highest credit on the Library, the Board and the State. A great many new volumes have been added to the Reference, the Circulating, the Traveling, the Document and the Legislative Departments.

A strict censor has been maintained and nothing but the choicest material has been collected. The new books added to the Circulating and Reference Departments the last year, are all of the highest order—equal to those to be found in any of the better libraries of this country or Europe. While not attaining all that we hoped for in the efficiency of the various departments, much progress in the right direction has been made and we expect to be able in the coming year to make a decided improvement.

The Circulating and Reference Departments show a great increase in business over the past year.

THE PUBLIC DOCUMENTS IN THE OHIO STATE LIBRARY.

The Document Department has shown a creditable improvement and has been liberally patronized during the year.

The document is history, without the document there can be no history. In appreciation of such sentiment, under this administration of the State Library the public documents have been placed under conditions of availability by classification of regular documents of the States and United States, as well as the centralized collection of duplicates, and all in the now properly acknowledged and recognized document department supervised by a librarian of long experience and careful study of the documents and their value in research work, not only legislative but along economic and sociological lines, abounding as they do in statistical information sought after by pursuants of knowledge every day, to say nothing of governmental activity, official action of the President, the corresponding acts of Congress, such as the tariff, monetary affairs and other absorbing interests in public matters.

Much improvement has been made in the department such as better accommodation for research workers, both in the assistance rendered, the facilities at hand, and intelligent handling of the documents.

Many volumes of valuable material have been brought to light and made available for appreciative patrons, thus bringing light into dark places in the double sense.

The recent exhibit of this department at the State Fair and other fairs appears to have opened the eyes of the people of Ohio as to the work of the Ohio State Library along the lines of documentary information, and economic publications of the states and general government of United States.

The various publications of the Government bureaus, State Experiment Stations, reports, etc., issued in pamphlet form are bound and accessibly shelved and which in themselves form a valuable library in all leading, practical subjects of general interest to mankind. Scarcely any subject either in government, sociology, practical farming, as well as the deeper sciences has been overlooked by the great body of professionals along these lines, in the employ of the United States, and given to the people generously through public documents.

These documents as published are received regularly by the Document Department where they may be consulted by calling at once for this department thus avoiding the circumlocution necessary when applying to other departments for this class of material.

Other improved ideals are awaiting installation as soon as the way may be clear by public appreciation, when yet greater things may be expected.

The Legislative Department has made a great advancement; more in the last year than ever before. In anticipation of the legislative work of the 80th General Assembly much preparation has been made in this department. All the members of the General Assembly have been communicated with and apprised of the steps taken to enable them to more conveniently prosecute their work. Miss Bertha Krauss, a collegiate graduate and trained librarian, whom I brought here with the most complimentary references from Johns Hopkins University, has had charge of the cataloguing and the classifying of the work, and everything in the way of documents and laws, from Rhode Island to the Federal Government, has been so arranged as to make it accessible and helpful to the legislator in his prospective work. New filing cases and catalogue trays have been installed in this department—which made its equipment as good as any in the country and better than some.

The newspapers have been carefully gone over and catalogued so as to enable the patrons of the library to utilize this feature of the Library Department to an advantage never possible before. An extensive list of the choicest newspapers representing every division of the country has been added to this department. These papers have not been selected on account of their political nature, but because of their news facilities and cleanliness.

The magazines, too, have been carefully selected and a large number added that would give special character to this department of the library. In selecting the newspapers and periodicals great care has been taken

to fairly represent all classes, so far as church, party or nationality is concerned. Jew, Catholic and Protestant have been dealt with without prejudice or partiality. In this connection I regret to say our facilities for handling our periodicals are very bad, and would suggest that better arrangements be made to take care of this branch of the work. Suitable paper racks and magazine files should be provided at once.

So far as possible, inferior material has been weeded from the shelves.

There is much repair work that needs to be done in order to save valuable material now out of print.

A stock room has been installed where all supplies have been placed in charge of a stock keeper. This is one of the most important features of any department of state. Much material otherwise is wasted or lost. Thousands of dollars are annually added to the expense of the state, through the failure to properly supervise supplies.

Purchases have been made through competitive bidding where extensive expenditures had to be made, and in every case the lowest bidder has been awarded the contract.

An electric elevator has been provided for, to carry stock and material needed to the Traveling Library.

Reports have been required from the employees. No one who is unwilling to make a report should be employed in any department, as it is bound to interfere with the efficiency of that department.

The library possesses several very old newspapers, including a copy of the New England Courant of Boston, dated February 4th, 1723.

In a recent report it was stated that the only copy of this paper in existence was in the Boston Library. This is a mistake as it is among our files, and we are proud of the fact, that with it are a number of other very interesting papers of early publications.

Number of books added to "General Library" by purchase November 15, 1911 to November 15, 1912.....	1,229
Number of books added to "Traveling Library" by purchase November 15, 1911 to November 15, 1912.....	6,460
Number of books accessioned "General Library" November 15, 1911 to November 15, 1912.....	437
Number of Magazines 11/15/11 to 11/15/12.....	732
Number of Documents 11/15/11 to 11/15/12.....	937
Number of volumes loaned "General Library" November 15, 1911 to November 15, 1912.....	23,832
Number of volumes used as reference "General Library" November 15, 1911 to November 15, 1912.....	38,672
Number papers, magazines and journals added "General Library" November 15, 1911 to November 15, 1912.....	212

The following were furnished the Circulating Department:

City Daily Papers.....	24
Weekly Papers and Journals.....	37
Quarterly Magazines and Journals.....	42
Monthly Magazines and Journals.....	104
Fortnightly Magazines	1
Bi-Monthly Magazines.....	2
Magazines not issued at Stated Periods.....	2

COUNTY.

County Weekly Papers—Donated.....	44
County Daily Papers—Donated.....	14
County Semi-Weekly Papers—Donated.....	3
These papers are on file in Library for one month from date of issue for the Public.	

The 24 City Daily Newspapers are bound for future reference.

PUBLICATIONS ISSUED DURING YEAR NOV. 15, 1911, AND NOV. 15, 1912.

January 6, 1912.

1,000—"Digest of State Constitutions."

February 26, 1912.

1,000 Extra copies—"Digest of State Constitutions" with "revisions and corrections."

May 7, 1912.

1,000 "Library Laws of Ohio."

June 12, 1912.

1,000 "Helps in Constitution Making."

June 20, 1912.

500 "Digest of State Constitutions."

300 Annual Reports 1911.

TRAVELING LIBRARY DEPARTMENT FROM NOV. 15, 1911, TO NOV. 15, 1912.

Number of Volumes in Department.....	73,723
Number of Volumes Added.....	6,171
Number of Volumes in Libraries.....	50,869
Number of Libraries Issued.....	1,237
Number of Libraries Granted—Not Made Up.....	325
Number of Libraries in Circulation.....	1,300
Number Volumes Circulating on Individual Cards.....	306
Number Volumes Issued to 3 Months' Patrons.....	446
Number Volumes Issued to State House Patrons.....	837

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 Arthur St. Clair of the Northwest Territory, etc.

Papers of Governors R. J. Meigs, Thomas Worthington, Ethan Allen Brown and Canal Letters. 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."

Were it not for the already congested condition of the Library, much greater improvement could have been made. However, as already stated, the material added has been handled with such care as to more than make up with choice stock, whatever of necessity was omitted in volume.

With grateful acknowledgement for your assistance in my work, I am,

Very respectfully yours,

J. H. NEWMAN,
Secretary and Librarian.

To the Board of Library Commissioners.

GENTLEMEN:—As no records of the work done by the Library Organizer and her assistants from November 15th, 1911, to October 1st, 1912, have been left on file, this report from the Department of Library Organization must necessarily be very brief and incomplete, covering only the two months during which the present organizer has been in office.

My first official visit, made November 7th, was in response to a communication received from the Superintendent of Township Schools of New Bremen, asking for advice and assistance in conducting a campaign for a township Library.

I found New Bremen a very prosperous and progressive little town, with a really remarkable system of schools under the management of a very progressive and thoroughly competent superintendent and board of education. These schools already possess a library of about two thousand volumes, well selected, classified and cataloged, and it is the plan of the superintendent to make this library the nucleus of a tax-supported, free library for the township; a plan which has the support of many, I think, most of the influential citizens of New Bremen. His problem was to arouse the interest of representative farmers of the township, without whose endorsement the board were unwilling to take definite action. Some work has already been done with this end in view, and the establishment of a good working library in New Bremen during the coming year seems practically assured.

About two years ago, a modern system was installed, under direction of the head of this department, in the library belonging to the Soldier's and Sailor's Orphans' Home, at Xenia; and the librarian in charge was instructed in library methods. Last September the librarian resigned, and a month later her successor was appointed. A report from the new librarian that no accession record was to be found, reaching this department, led to a visit of investigation. The record was found, but it was discovered that great numbers of books had been misplaced on the shelves or were missing, and that the charging records had not been well kept, and as the present librarian has had neither experience nor training in library work, it seemed necessary for the organizer to spend some days directing the rearrangement of books, and the re-establishment of system in the library management. More work in this line must yet be done for this library.

The organizer spent one week at Napoleon, where a new Carnegie library is being built, assisting the librarian in the work of classifying and shelf listing. Further help in book selection and in cataloging will be needed here later. The librarian, while having very little training and limited experience in actual library work, has initiative, personality and a

knowledge of and love for books that promises well for the popularity and usefulness of the Napoleon Public Library under her management.

A week was also given to the public school library at Deshler. The closing of the schools for the holiday vacation made it necessary to leave the work here incomplete. It will be completed in connection with the work to be done at Napoleon later.

In going to and coming from these places from which requests for help have come, brief visits have been made to towns along the way having libraries already established, that the organizer might learn something of the work being done by such libraries, of their problems and their needs. Visits have been made also to such towns as have no libraries but that should have, for the purpose of learning why such libraries are not, and where possible, of beginning campaigns for the establishment of libraries, or assisting in campaigns already begun.

Such visits were made to the libraries of Bellefontaine, Celina, Defiance, Findlay, Fostoria, Kenton, Lima, Toledo, Urbana and Xenia; to Paulding and Upper Sandusky where libraries are to be built the coming year; and to Bowling Green and Wapakoneta where there should be libraries, but where no definite plans for the establishment of the same have yet been made.

I desire particularly to call the attention of the Commission to the condition existing in Xenia, where the public Library has for years been doing very effective work under the direction of their very competent librarian, Miss McElwain. This library is at present badly handicapped by lack of funds. The school board, because of the cutting down of their income, by the operation of the new tax law, have refused to make any appropriation of funds for the support of the library. For nearly a year therefore, this library has been dependent wholly upon volunteer contributions. These contributions have not been adequate to meet the current expenses, and only the unselfish devotion of the librarian, who has been doing double work for half pay, has made it possible to keep the library open at all.

I mention this case because so many libraries are struggling with this problem of reduced incomes—though I know of no other whose income has been wholly cut off—and this department has received a number of requests for help in the solving of this problem. I know of no help we can give except where it is possible to make personal visits to the communities where the need seems greatest, and to assist in stimulating a greater interest in the library.

If the members of the commission have any suggestions as to possible ways of meeting the emergency, such suggestions will be most gratefully received by the organizer, and no doubt, by the libraries to whom she passes it on.

At Fostoria, the library has no building of its own. As its present quarters in the court house are very crowded, it will be necessary to make

other provision for housing the library very soon. It is the hope of the librarian that the county may see its opportunity, accept the gift of the library, and assume the responsibility for its future support before any definite steps are taken toward the erection of a building; a hope with which the organizer deeply sympathizes. County libraries wherever established, have proved so successful, so very helpful to the communities in which they exist, that she feels that this department should exert whatever influence it may have in furthering the extension of the county plan and in the establishment of county libraries wherever conditions are favorable.

Paulding county has received an offer of \$40,000 from Mr. Carnegie for a building and there is no doubt that the offer will be accepted, the levy made, and the building begun during the coming year.

Upper Sandusky has accepted a gift from Mr. Carnegie, and plans are already drawn for their new building.

During the coming year, your organizer will visit as many as possible of the counties of the state that she may become fully informed first, as to conditions in the counties where no libraries now exist, and second as to the efficiency of libraries already established. One hour spent in a library watching its actual working will generally reveal more of what that library is or is not doing than pages of statistics can.

It is further intended that these visits shall furnish data for an accurate and complete record of all public libraries in the state, and by the end of another year, the organizer hopes to be able to submit to you, a full and satisfactory report of conditions in the greater part of the state, and a record of work accomplished that will justify the confidence you expressed in your appointment of her to this responsible position.

With grateful acknowledgment of the many kindnesses which I have received from the State Librarian and members of his staff, and with gratitude to the members of the commission for the opportunity given me, I most respectfully submit to you this report of my first months of service.

ELLA LOUISE SMITH,
Library Organizer.

INVENTORY-PROPERTY IN OHIO STATE LIBRARY.

I submit following report, under an act of the General Assembly of the State of Ohio, entitled, "An act to provide for the inventory of State property" approved June 5, 1911. Section one.

Atlas Cases, 3.
Ax, 1.
Boxes for shipping books, 383.
Boxes out with libraries, 446.
Brooms—Common, 9.
Brooms—Whisk, 2.
Bell—Call, 1.
Buckets—Water, 4.
Bucket—Mop, 4.
Buckets—Wire mail, 2.
Basket—Waste, 26.
Baskets, 30.
Brushes—Scrub, 3.
Book supports, 24.
Book trucks—Plain, 2.
Book trucks—Oak, 2.
Book trucks—Poplar, 6.
Book holders—Clasp, 114.
Book holders, 4.
Box—Charging, 1.
Book case—Movable, 1.
Book case—Revolving, 3.
Book case—Sectional—Oak—4 sections, 2
Book case—Sectional—5 parts, 1.
Book stacks—small—3 shelf, 3.
Book stacks—Steel, 8.
Book racks, 1.
Boxes—Japanned filing, 2.
Busts—See list.
Chairs—Office, 1.
Chairs—Desk, 9.
Chairs—Typewriter, 1.
Chairs—Cane seated, 16.
Chairs—Leather bottom, 5.
Chair—Oak—leather bottom, 1.
Chair—Upholstered, 1.
Chairs—Upholstered—large, 12.
Chair—Leather bottom—walnut, 1.
Chairs—Perforated seats—walnut, 2-3-25.
Chair—Large upholstered rocker, 1.
Chair—Patent walnut rocker, 1.
Chair—Small, 1.
Chairs—Upholstered—walnut, 19.
Chair—Large arm, 1.
Chair—Oak rocker, 1.

Chairs—Plain, 4.
Chair—Wood—formerly in State Library when it was in old State House.
Couches—Leather, 2.
Couches—Bamboo, 1.
Cover—Table, 1.
Covers—Desk—calico, 8.
Cups—Sponge, 19.
Carpets—One strip.
Clasps, 2.
Cases—Metal filing, 12.
Cases—Small filing, 2.
Cases—9 tray leather file.
Cases—9 double tray oak cat., 2.
Cases—9 oak tray cat., 2.
Cases—4 tray oak, cat., 1.
Cases—Newspaper filing, 2.
Cases—6 tray—oak cat., 1.
Cases—60 tray—oak cat., 1.
Cases—12 tray—voucher and filing, 1.
Cases—4 tray—Pamphlet, 1.
Cases—Oak—Pamphlet—4 drawers, 1.
Cases—16 drawers—oak cat., 2.
Case—6 Tray—cat., 1.
Case—4 Tray—card—cat., 1.
Case—60 Tray—card—cat., 4.
Case—Tray—card—cat., 18.
Case—27 double tray—cat., 1.
Case—Vertical—oak filing—3 sections—4 drawers each, 1.
Case—Oak—cat—12 drawers, 1.
Case—2 shelf—portable, 1.
Case—Wood filing, 1.
Card—6 tray, 1.
Card—4 tray, 1.
Carpet sweeper, 1.
Clock, 1.
Dictionary stand, 1.
Desks—Roll top, 4.
Desks—Flat, 5.
Desks—Small, 1.
Desks—Walnut—standing, 1.
Desks—Walnut—small, 1.
Desks—Walnut—large office, 1.
Desk—Charging, 1.
Dictionary—Ack., 1.
Dictionary, 1.
Electric foot warmer, 1.
Electric fans, 5.
Electric heaters, 5.
Electric desk light, 1.
Electric enclosed shade, 1.
Feather dusters, 7.
Freight truck, 1.
Foot stools, 2.

Gas stoves, 5.
Glass—reading, 1.
High stools, 2.
Hatchet, 1.
Hammer, 1.
Hatracks, 3.
Ink stands, 29.
Index—4 tray card, 1.
Letter Press—broken, 1.
Mirrors—Wall, 2.
Mops—Brush, 3.
Mops—Ceiling, 1.
Mops, 6.
Moistener—Stamp, 1.
Machine—Stapling, 1.
Map—Folio of T. L., 1.
Maps—Framed, 4.
Map—Combination U. S. and Ohio, 1.
Map—Framed—Public Libraries of Mass., 1.
Map—Ohio—1910-1908, 2.
Map—Dayton, 1.
Map—Railroad Tp. Ohio—1888, 1.
Map—Philadelphia—1750—engraving, 1.
Map—Kentucky Filson—blueprint, 1.
Map—of English, 1.
Map—Relief of Ohio, 1.
Map—Ohio—Rufus Putnam, engraver, 1.
Paper weights, 17.
Postage scales, 5.
Paper fasteners—Hotchkiss No. 2, 2.
Pictures framed—T. L. Views, 4.
Pencil sharpener, 2.
Plane, 1.
Pieces wire partition—(See Wire), 8.
Padlocks, 350.
Padlocks out with libraries, 463.
Photographs—"See inventory under cover."
Racks—Umbrella, 2.
Racks—Hat, 3.
Rug—Rubber, 1.
Ruler—Rubber, 1.
Ruler—Wooden, 6.
Rack—Telephone extension, 1.
Rack—Bank, 1.
Rack—Table, 1.
Rack—Paper, 1.
Rack—Wire paper, 1.
Rest—Arm, 1.
Roberts' numbering machine, 1.
Rubber stamps, 2.
Scissors—Pair, 2.
Stampers, 2.
Stepladders, 16.
Stepladders—Folding, 49.

Scaffold—Window cleaning, 1.
Saw, 1.
Square, 1.
Screen, 1.
Screw driver, 1.
Stacks—Magazine, 1.
Stacks—Newspapers, 2.
Settee—Upholstered, 1.
Typewriters—Desks, 5.
Typewriters, 6.
Twineholders, 2.
Trays—Wire paper, 3.
Trays—Filing, 2.
Table-work, 1.
Tables—Kitchen, 2.
Table—Small, 1.
Tables—Walnut—Large, 2.
Table—Walnut—Small, 1.
Table—Walnut—Long, 2.
Table—Library, 1.
Table—Oak—1 large, 1 small, 2.
Table—Oak center, 1.
Tables—Large oak, 4.
Tables—Walnut with cloth tops, 15.
Taboret—Mahogany, 1.
Underwood duplicator, 1.
Vacuum cleaner and Hase and Duntley Standard, 1.
Water tank—Jefferson, 1.
Water tank—Hilona, 1.

Respectfully submitted

J. H. NEWMAN,
Secretary and Librarian.

JOHN MCSWEENEY,
FRANK N. SWEITZER,
J. F. JONES.

Board of Library Commissioners.

FINANCIAL STATEMENT, YEAR ENDING NOV. 15, 1912.

	Balance Nov. 15, 1911.	Appropriation.	Total.	Expenditures	Balance Nov. 15, 1912.
Salary of Librarian.	\$750 00	\$3,000 00	\$3,750 00	\$3,000 00	\$750 00
Salary of Assistant Librarian	300 00	1,200 00	1,500 00	1,200 00	300 00
Salaries of Library Assistants	1,624 50	4,800 00	6,424 50	4,144 99	2,279 51
Salary of Ass't. Secretary and Stenographer	157 50	900 00	1,057 50	622 50	435 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..	3,775 38	5,000 00	8,775 38	1,026 98	7,748 40
Contingent and Extra Labor.....	809 21	2,000 00	2,809 21	2,038 67	770 54
Traveling Library..	5,427 50	17,000 00	22,427 50	10,364 31	12,063 19
Expenses of Commission	334 94	500 00	834 94	338 80	496 14
Department of Library Organization	1,371 29	4,000 00	5,371 29	3,523 87	1,847 42
Legislative Reference Department.	3,661 04	5,000 00	8,661 04	3,504 78	5,156 26
Carpets, Furniture and Repairs.....	505 05	500 00	1,005 05	28 65	976 40
Electric Elevator....	600 00	600 00	600 00
Totals	\$19,781 41	\$45,760 00	\$65,541 41	\$31,653 55	\$33,887 86

Respectfully submitted,

J. H. NEWMAN,
Secretary and State Librarian.

Sixty-Eighth Annual Report

of the

Commissioners of the Ohio State Library

To the Governor of the State of
Ohio for the Year Ending
November 15, 1913

COMPLIMENTS OF
J. H. NEWMAN,
STATE LIBRARIAN



THE F. J. HEER PRINTING CO.
COLUMBUS, OHIO
1914.
Bound at State Bindery.

STATE LIBRARY
J. H. NEWMAN
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JOHN MCSWEENEY, <i>President</i>	Wooster
FRANK N. SWEITZER.....	Canton
J. F. JONES, M. D.....	Columbus

J. H. NEWMAN.....LIBRARIAN AND SECRETARY OF COMMISSIONERS

GENERAL LIBRARY DEPARTMENT.

JULIA SMITH.....	<i>Acting Assistant Secretary</i>
ALICE BOARDMAN.....	<i>Assistant Librarian</i>
ALICE DAVIS.....	<i>Library Assistant</i>
MARY E. MORRIS.....	<i>Library Assistant</i>
MARGARET FULLERTON.....	<i>Library Assistant</i>
LOUISE BUCHWALTER.....	<i>Library Assistant</i>
ELIZABETH THROCKMORTON.....	<i>Library Assistant</i>
EMMA HOLLINGSWORTH.....	<i>Library Assistant</i>
ANNA NOBLE.....	<i>Library Assistant</i>
JANE HARRIS.....	<i>Library Assistant</i>
A. C. SANDS.....	<i>Library Assistant</i>
JAMES R. HALE.....	<i>Document Clerk</i>
GEORGE STEELE.....	<i>Messenger</i>
JOHN RAMSEY.....	<i>Janitor and Messenger</i>
WILLIAM RICKMAN.....	<i>Day Laborer</i>

DEPARTMENT OF LIBRARY ORGANIZATION.

ELLA LOUISE SMITH.....	<i>Library Organizer</i>
MARY H. KRAEMER.....	<i>Assistant</i>

TRAVELING LIBRARY DEPARTMENT.

DAISY MARY SMITH.....	<i>Superintendent</i>
AGNES CLARKE.....	<i>Assistant</i>
BERTHA KRAUSS.....	<i>Assistant</i>
JENNIE CORNMAN.....	<i>Assistant</i>
CLARA MACMILLAN.....	<i>Assistant</i>
MARY CONRAD.....	<i>Assistant</i>
EDWARD CHANCELLOR.....	<i>Messenger</i>
JOHN WILSON.....	<i>Janitor</i>



A condition in the basement when the present secretary assumed the duties of Librarian, due to the over-crowded condition of its Library. Notice the dust covered packages, and thousands of valuable documents thrown around in heaps about the floor without a record of them to be found anywhere.

REPORT OF THE BOARD OF LIBRARY COMMISSIONERS.

COLUMBUS, OHIO, November 15, 1913.

To His Excellency JAMES M. COX, Governor of Ohio:

We have the honor to submit to you this, the Sixty-eighth Annual Report of the Board of Library Commissioners, as provided for under the Library Act of 1896.

It gives us much pleasure to report an increased interest in every division of the work of this department of State.

The past year has witnessed some excellent results in the work of Library extension and organization. Never in the history of the Library have there been so many volumes issued, nor such an extensive use made of the department. Reference to the report of the Librarian will disclose the fact, that a very gratifying improvement has been made over all previous Library work.

In our last Annual report we called attention to the fact, that for better facility, the work was arranged under five different leading divisions, 1. General Circulating and Reference Department. 2. The Traveling Department. 3. The Department of Organization. 4. The Document Department. 5. Legislative Department.

In our judgment, this was the best possible arrangement to get the desired results in work. The wisdom of this classification was more than proven before the interference that came with the first of the year, when the Legislative Reference Department was established. On January 30th, the legislature, at its first session, created, by an emergency act, a legislative bureau. The act repealed the law creating the Legislative Department of the Ohio State Library. The change necessarily created much disturbance, in both the Legislative and Circulating Departments. The general library was already embarrassed for want of space or room to accommodate its equipment and the intrusion of this new department naturally increased the annoyance that was already too great.

The Legislative Reference and Information Department, as previously conducted, had become very popular, under the supervision of the librarian and his chief assistant, Mr. Geo. Edge who was at the head of this department. Any citizen or official was enabled to get information along any line of legislative work, on application. Up to the first of the year, this department occupied rooms in the Chamber of Commerce Building, near by, and convenient to the Capitol. However, just as soon as the act was passed, changing the character of the department, the rooms in the Chamber of Commerce were given up, and

the entire equipment and force were moved into the quarters of the circulating department, as above mentioned, much to the annoyance of the whole library work.

The Traveling Library Department was greatly in demand the past year, and much progress has been made in this branch of the Library work. The Librarian's insisting upon a greater distribution of the libraries sent out from this department, has made it possible to serve a greater number of people or communities than ever before. To the women's clubs of the state, we owe much for the assistance they have given the commission in this line of the work. Granges, libraries, schools and debating societies have all contributed their earnest support to the Traveling Library Department. From twenty-five to sixty books are sent out from this department upon application, properly made out. These books can be retained by the society or club ordering, for a period of four months, with privilege of renewal.

The Document Department is more popular than ever. The classification and arrangement of the material in this department, have brought everything up to date.

The Organization Department has proven of great service to the library work of the state. The commission has been called upon by associations in various parts of the state the past year, for assistance in the organization and establishment of libraries, and this department has proven equal to the task upon every occasion. Before closing this brief report we wish to commend to your excellency our worthy Secretary and State Librarian, and his efficient corps of assistants for their painstaking and excellent work in this department. It has been most gratifying to us to constantly hear the many complimentary things said of the force in the department by the patrons.

Respectfully submitted,

J. H. NEWMAN,
Secretary and Librarian.

JOHN MCSWEENEY,
FRANK N. SWEITZER,
J. F. JONES,
Board of Library Commissioners.

A clean book will keep a clean mind clean.

—J. H. N.

REPORT OF THE STATE LIBRARIAN.

COLUMBUS, OHIO, November 15th, 1913.*To the Honorable Board of Library Commissioners:*

I have the honor to submit to you, for your consideration, my report as State Librarian for the year ending November 15th, 1913.

While the past year's work was not all that I had hoped to develop, much has been accomplished, of which, for your sake, I am very proud. As you know, for a number of years, the greatest hindrance to progress in this department has been the want of sufficient room to accommodate the equipment and working force. The past year, this hindrance was much aggravated.

Since last January, when the new Legislative Reference Department was installed in the main room of the library, the reference work has been much handicapped. In many instances, patrons have been obliged to wait for books till desks could be moved from in front of cases, containing them, or a ladder procured to mount to the top of cases where some of the most valuable of the state's documents have been piled, to give case room to the above named bureau.

However, our patrons have been patient, believing that the inconvenience would be temporary, and that the noise of several typewriters, and the conversations necessary to the work of the aforesaid bureau, would soon be relieved, and the quiet of the library be restored. After nearly a year, the bureau is still with us, but we hope that new quarters nearer the legislative chambers will soon be found for it.

In spite of the discouraging conditions, the work of the reference department shows an increase over previous years, and scarcely a day passes that we do not have patrons from different parts of the state, seeking information. Especially is this true of our genealogical and historical departments, which are steadily growing in strength and usefulness. The newspaper files are consulted daily, and the increased service of the document department is gratifying, notwithstanding its dark and overcrowded quarters.

The members of women's clubs throughout the state have availed themselves of library privileges, and have borrowed during the past year, hundreds of books for individual study. Our mail order work this year shows a growing demand for long distance service, and when parcel-post becomes applicable to books, a greater number of people in outlying districts will become borrowers.

Accessions to the general library number nearly three thousand volumes, and the catalogueing of current accessions has been kept up, though the re-catalogueing, begun some time since, is at a standstill, owing to the need of trained assistants for the work.

NUMBER OF VOLUMES ISSUED FROM NOVEMBER 15, 1912, TO NOVEMBER 15, 1913.

Reference	41,459
Circulating	24,891
Total	66,350
Patrons added from November, 1912, to November, 1913.....	1,545

Bindery records show that books bound numbered: Magazines, 355 volumes; newspapers, 154 volumes, and United States Documents, 55 volumes. A mass of material that had been accumulating at the state bindery for years, was returned, something over a hundred volumes in all, and about the same number charged to the binder, and dating back to 1901, were found on the shelves, and credit given for their return. Hereafter, we hope to keep this work as nearly up-to-date as is possible, with the assistance of the State Printer and his force at the state bindery.

The location of the current magazines is most unfavorable, only a few of them being within reach, without the use of a ladder. When we are back to our normal condition, we hope to install a modern magazine rack, with temporary binders, so that magazines can be conveniently read and consulted. There should be some different arrangement for the use of the current newspapers, but situated as we are, there is little room for the regulation newspaper stands.

The Traveling Library Department is doing much good work, notwithstanding the fact that, on account of some defects which I hope to have remedied soon, the books have not been kept moving as I should like to have them. I am thoroughly convinced, as the name implies, that a traveling library should be kept traveling, and not on the shelves. By this method of handling this department, many can be served where heretofore but few have had the advantages of this most valuable adjunct to the educational work of the state. We hope, in the near future, with a little judicious and systematic publicity, to be able to send libraries to many parts of the state that have never taken advantage of the privilege, although needing the books more than some of the communities near at hand already blessed with a public library supported at their own expense. This work we hope to see expanded to double that done at present, for the possibilities of the Traveling Library are by no means exhausted.

The record of this department for the year beginning November 15th, 1912, and ending November 15th, 1913, is as follows:

Number of volumes in the department.....	80,754
Number of volumes added during the year.....	8,292
Number of volumes lost in flood and discarded.....	1,278
Number of volumes repaired.....	2,418
Number of libraries distributed.....	1,325
Number of volumes in these libraries.....	65,177

The distribution of these libraries was as follows:

To fairs	3
To Granges	50
To small libraries.....	109
To men's clubs.....	67
To miscellaneous organizations.....	54
To religious organizations.....	119
To schools	734
To women's clubs.....	196
The total number of libraries thus issued were.....	1,332

Besides this there were distributed to individuals in the State's employ books to the number of 622 and to individual readers throughout the State, 617.

This shows an increase over last year's circulation of 13,025.

Libraries were distributed to schools as follows:

Colleges	9
High Schools, Grammar and other Grades.....	253
Industrial Schools	2
Normal Schools	2
Private Schools	2
Township District and other schools.....	456
Number of volumes sent to schools.....	41,913

As much inquiry has been made as to the books carried by this department on Domestic Science, we desire to submit the following list:

Andley	Color Harmony in Dress.
Bailey	Sanitary Applied Chemistry.
Balderston & Linnsuick.....	Laundry Manual.
Barrows	The Principles of Cookery.
Bevier & Usher.....	Home Economics.
Campbell	Dress Making Self Taught.
Carens	Bacteria Yeast, and Molds.
Conn	Care of Children.
Brown	The Baby.
Cotton	Healthful Farm House.
Daniels	Chemistry of the Household.
Dodd	Household Bacteriology.
Elliott	Homes and their Decorations.

French	Domestic Water Supplies for the Farm.
Gibbs	Household Textiles.
Gillette	Constructive Rural Sociology.
Griffith	Care of the Baby.
Haskins	How to Keep the Household Account.
Holt	Care and Feeding of Children.
Hunt	Life of Ellen H. Richards.
Hutchinson	Food and Dietetics.
Jordan	Chemistry.
Lassex-Conn	Fireless Cook Book.
Mitchell	Food and Diet.
Norton	Care of the Sick.
Pope	Art and Economy in Home Decoration.
Priestman	Drinking Water and Ice Supply.
Pruden	Chemistry.
Richards	Cost of Cleanness.
Richards	Cost of Food.
Richards	Cost of Living.
Richards	Cost of Shelter.
Richardson	The Woman who spends.
Salmon	Domestic Service.
Salmon	Chemistry of Food and Nutrition.
Snyder	Human Foods.
Talbot	House Sanitation.
Talbot & Breckenridge.....	Modern Household.
Terrill	Household Management.
Watson	Textile and Clothing.
Wecke & Shaw.....	What one Woman has Done for Farm Women.

Besides these the list of Rural Life is replete with good things.

If vacated, the rooms now occupied by the Traveling Department could be used to advantage by the general library, and to some extent, relieve the crowded condition by removing some of the less used books to the shelves there, where they would still be accessible, if requested.

Our most crying need to-day is the removal of the Legislative Reference Department, from the main room of the library to quarters of its own.



THE TRAVELING LIBRARY EXHIBIT AT THE FAIR AT RIPLEY, OHIO.

Thousands of visitors called at the exhibit where they received instructions as to how to procure libraries for their various communities.

The results from this exhibit have been most satisfactory, we are pleased to state.

The following is the act passed January 31st, creating the Legislative Reference Department and which repealed the law relating to the department of similar kind, known as the Legislative Reference and Information Department, which repealed law I also report here for the information of those who have made many inquiries as to the nature of the department which was supplanted by the new department, created by the act of January 31st.

Nothing can contaminate the student like a bad book.

— J. H. N.

80TH GENERAL ASSEMBLY, }
REGULAR SESSION, 1913. }

H. B. No. 173.

MR. BLACK, (of Hamilton.)

A BILL

To create legislative reference department, to provide for the maintenance and administration of the said department, for the appointment of a chief thereof, and to repeal section 798-1 to 798-5 of the General Code of Ohio.

Be it enacted by the General Assembly of the State of Ohio:

SECTION 1. There is hereby created and shall hereafter be maintained a department to be known as the "Legislative Reference Department", for the use and information especially of the members of the general assembly, the officers of the several state departments and the public. The department shall be under the direction and supervision of the state board of library commissioners who shall provide suitable quarters in the state capital for said department.

SECTION 2. The state board of library commissioners shall employ a director and fix his compensation. He shall have charge of such department and shall be an expert in political science, economics and public law. The salary and appointment of the director shall be approved by the governor and the director shall be removed by the board only for misconduct, incompetency or disability. Upon the recommendation of the director such board shall make rules for the direction of the department and its service as it deems necessary.

SECTION 3. It shall be the duty of the director to collect and compare the laws of this and other states pertaining to any subject upon which he may be requested to report by the governor or any committee or member of the general assembly; to collect all available information relating to any matter which shall be the subject of proposed legislation by the general assembly; to prepare or advise in the preparation of any bill or resolution when requested to do so by the governor or by any member of the general assembly; to preserve and collate all information obtained and carefully index and arrange the same so that it may be at all times easily accessible to the members of the general assembly, other state officials and to the general public for reference purposes; to collect such books, pamphlets, periodicals, documents and other literature as may be of use to the general assembly or other state officials, and to keep the same on file in the quarters of the department, temporarily or permanently, according to the time for which such literature may be needed. It shall further be the duty of the director to collect, compile, classify and index the documents of the state, including senate and house journals, executive and legislative documents and departmental reports of this and other states; to keep on file all bills and resolutions

printed by order of either house of the general assembly; to accumulate data and statistics regarding the practical operation and effect of statutes of this and other states.

SECTION 4. Subject to the approval of the board, the director may employ and fix the compensation of such assistants, draftsmen and clerical help as may be necessary to effect the purpose of this act and to incur necessary and incidental expenses in the conduct of the department, which expense may include costs of traveling of the director or assistants. The compensation of the director and employees and such expenses shall be paid out of the state treasury upon the warrant of the auditor of state upon vouchers approved by the director of the department and paid out of the appropriations made. All vouchers for expenses shall be itemized and sworn to by the director.

SECTION 5. The director of the legislative reference department shall arrange with the proper officials of the Ohio State University, the Ohio State Archaeological and Historical Society, the Supreme Court Law Library, and the Ohio State Library for the use of general books and references in their custody, and the proper officials of the Ohio State Archaeological and Historical Society and the Ohio State Library are hereby directed to lend to the Legislative Reference Department for the use of said department such books and documents as he may require. The director is also authorized to give or lend to the proper officials of the Ohio State University, the Ohio State Archaeological and Historical Society and the Ohio State Library any books and documents, as may not be required by him.

SECTION 6. At the close of each session of the general assembly the clerk of the senate and the clerk of the house shall deliver to the director copies of all bills, joint resolutions, important petitions, memorials, and other legislative documents passed or presented during such session of the legislature.

SECTION 7. The state board of library commissioners is authorized to make necessary expenditures out of the appropriations made, to obtain the books and documents necessary to establish an effective Legislative Reference Department, including statistics and other information, upon the recommendation of the director.

SECTION 8. There is hereby appropriated out of any money in the state treasury to the credit of the general revenue fund, not otherwise appropriated, for the purpose of establishing and maintaining said Legislative Reference Department, the payment of all expenses therein incurred, including the salaries of the chief of the said department and all assistants and employes therein, the sum of ten thousand dollars (\$10,000), and such further sums as the general assembly shall from time to time determine.

SECTION 9. That sections 798-1, 798-2, 798-3, 798-4, and 798-5 of the General Code of Ohio be and the same are hereby repealed.

SECTION 10. This act is hereby declared to be an emergency act and that its enactment is necessary for the immediate preservation of the public safety and peace. The necessity therefor lies in the fact that the public safety, peace and welfare require that the present general assembly during its deliberation shall have information on all the matters pending therein.

The act creating the Legislative Reference and Information Department, which was supplanted by the act of January 31st, 1914.

AN ACT

To provide for a legislative reference and information department in connection with the Ohio State Library.

Be it enacted by the General Assembly of the State of Ohio:

SECTION 1. There is hereby created and shall be hereafter maintained in connection with the state library a department to be known as the legislative reference and information department, for the use and information especially of the members of the General Assembly, the officers of the several state departments, and such other persons as may desire to consult the same. It shall have an office room in or near the state capitol, as conveniently located as possible for the members of the General Assembly.

SECTION 2. The board of library commissioners shall appoint an assistant who shall be known as legislative reference librarian. He shall be a person well fitted by training and experience to fill the requirements of this office, shall have charge of said department under the supervision of the state librarian, and shall perform the duties hereinafter prescribed. The board is authorized to appoint such other assistants as the work of the department may require.

SECTION 3. The legislative reference librarian shall, as soon as possible, make available for ready reference and use suitable indexes to all such information as is contained in the various public documents of the state, including senate and house journals and executive and legislative documents, and shall keep a complete file of all bills printed by order of either house of the General Assembly. He shall procure and compile in suitable and convenient form, for ready reference and access, information on current and pending legislation in other states and countries, to the end that the General Assembly, or any member thereof, or any citizen of the state may have the benefit of such service. He shall also furnish to members of the General Assembly, under their direction, such assistance as they may require in the preparation and formulation of bills, and perform such other duties as the board of library commissioners and the General Assembly may prescribe.

SECTION 4. At the close of each session of the General Assembly the clerk of the senate and the clerk of the house, at the request of the legislative reference librarian, shall deliver to him, to be appropriately filed and preserved, copies of bills, joint resolutions, important petitions, memorials and other legislative documents for the custody of which other provision is not made by law.

SECTION 5. The board of library commissioners may expend in the establishment and equipment of the legislative reference department a sum not to exceed one thousand dollars and for its maintenance such sum as the General Assembly shall from time to time determine.

Passed May 10, 1910.

FINANCIAL STATEMENT YEAR ENDING NOV. 15, 1912.

	Bal. Nov. 15, 1912.	Appropriation.	Total.	Expenditure.	Bal. Nov. 15, 1913.
Librarian	\$750 00	\$3,000 00	\$3,750 00	\$3,000 00	\$750 00
Asst. Librarian...	300 00	1,200 00	1,500 00	1,200 00	300 00
Lib. Assts.....	2,279 51	6,000 00	8,279 51	6,965 00	1,314 51
Asst. Sec.....	435 00	900 00	1,335 00	802 50	532 50
Doc. Clerk.....	240 00	960 00	1,200 00	960 00	240 00
Janitor	225 00	1,400 00	1,625 00	900 00	725 00
Books	7,748 40	5,000 00	12,748 40	4,631 58	8,116 82
Conting.	770 54	3,500 00	4,270 54	1,810 15	2,460 39
Trav.	12,063 19	17,000 00	29,063 19	12,060 05	17,003 14
Comm.	496 14	500 00	996 14	374 15	621 99
Org.	1,847 42	4,000 00	5,847 42	3,191 97	2,655 45
Leg. Ref.	5,165 26	5,156 26	1,482 45	3,673 81
Carpets	976 40	200 00	1,176 40	274 27	902 13
Elec. Elev.	600 00	600 00	595 00	5 00
Total	\$33,896 86	\$43,660 00	\$77,547 86	\$38,247 12	\$39,300 74

Why men resort to the use of narcotics and alcohol to drown their troubles and drive dull care away I can not understand. As for me give me the book—the good book. It strengthens, encourages and makes one want to live always.

—J. H. N.

On account of the many inquiries made of this department, I desire to say the following is a complete list, up to date, of the libraries of the state:

OHIO LIBRARIES.

City or Town.	Name of Library.	Librarian.
Akron	Public Library	M. Pauline Edgerton.
Alliance	Carnegie Free Library.....	Pearl Miller.
Amherst	Public Library	Maud Neidling.
Ashland	Public Library	Anna Thompson.
Ashtabula	Free Public Library.....	Francis M. Dickinson.
Athens	Carnegie Library	Charles G. Matthews.
Barberton	Public Library	Mary S. Taplin.
Bellaire	Public School Library.....	Grace Haney.
Bellefontaine	Free Public Library.....	Laura Morgan.
Bellevue	Carnegie-Stahl, Free Public Library	Emma Sutter.
Berea	Philura Gould Baldwin, Memorial Library	Miss Anna Sloan.
Bowling Green	High School Library.....	A. E. Pollock.
Bryan	Free Public Library.....	Alice M. Walt.
Bucyrus	Public Library	Augusta McCracken.
Cadiz	Public Library	Isabelle McConnell.
Cambridge	Public Library	Martha G. Robins.
Camden	Public Library	Matilda Millar.
Canton	Public Library	Mary P. Martin.
Cardington	Ladies' Public Library.....	Estelle Wirthlin.
Carey	Dorcas Carey Library.....	Margie Sutphen.
Cedarville	Township Public Library.....	Florence Forbes.
Celina	Township Public Library	Myrtle Crockett.
Chillicothe	Township Public Library	Burton E. Stevenson.
Canal Dover	Free Public Library.....	Miss Simpsin.
Cincinnati	Public Library	N. D. C. Hodges.
Cincinnati	University Library	Charles A. Read.
Cincinnati	Young Men's Mercantile Library	W. A. B. Taylor.
Circleville	Public Library	Mary Wilder and Anna Barks.
Cleveland	Case Library	J. W. Perin.
Cleveland	Public Library	W. H. Brett.
Cleveland	Western Reserve University Library	G. F. Strong.
Cleveland	Western Reserve Historical Society Library	W. H. Cathcart, Director.
Clyde	Public Library	Alice G. Estill.
Columbus	Ohio State Library.....	J. H. Newman.
Columbus	Ohio State Law Library.....	Edward Antrim.
Columbus	Public Library	John J. Pugh.
Columbus	Public School Library.....	Martin Hensel.
Conneaut	Public Library	Marie T. Brown.
Coshocton	Public Library	Joseph Love.
Covington	Public Library	Alice Ramsey.
Dayton	Public Library	Electra C. Doren.
Defiance	Public Library	Jewel Foulke.
Delaware	City Library	Mrs. Margaret Lahr.
Delaware	Ohio Wesleyan Univ. Library..	R. B. Miller.
Dennison	Mrs. Jennie Pilling.
East Liverpool	Carnegie Library	Harriet Goss.
Eaton	Public Library	Bertha Hubbell.
Elyria	Public Library	Mary Comings.
Findlay	Public Library	Mary B. Morrison.

OHIO LIBRARIES — Continued.

City or Town.	Name of Library.	Librarian.
Fostoria	Public Library	Ella I. Robbins.
Franklin	Public Library	Rachel Hartley.
Fremont	Birchard Library	Mrs. Harriet A. Gast.
Galion	Public Library	Estelle B. Coyle.
Gallipolis	Public Library	Mrs. Addie A. Vanden.
Gambier	Kenyon College Library.....	Ellen D. Devol.
Geneva	Platt R. Spenser Memorial Li- brary	Viola A. Wheaton.
Germantown	Public Library	Adelaide Taylor.
Granville	Dennison University Library...	Kate Shepard-Hines.
Granville	Granville Public Library.....	Adelia D. Smith.
Greenville	Carnegie Library	Minnie Routzong.
Hamilton	Lane Public Library.....	Hattie James.
Hillsboro	Public Library	Sarah Worley.
Ironton	Briggs Public Library.....	Nellie Shaw.
Jackson	Public Library	Mrs. W. H. Miller.
Jefferson	Citizens' Library	Mrs. Jennie Stone.
Kent	Free Library	Bessie R. Kent.
Kenton	Public Library	Keziah N. Moore.
Kinsman	Township Library	Mildred C. Root.
Kingsville	Public Library	Mary E. Hedden.
Lancaster	Public Library	Vernia Busby.
Lebanon	Public Library	Jennie Unglesby.
Leesburg	Public Library	Mrs. Mary Overman.
Lima	Public Library	Martha Gamble.
Lisbon	Lepper Library	Mrs. M. P. Springer.
Logan	Public Library	Margaret Saumenig.
London	Public Library	Nettie Smith.
Lorain	Public Library	Elizabeth K. Steele.
Loudonville	Public Library	Bertha L. Scott.
Mansfield	Public Library	Martha Mercer.
Marietta	College Library	Minnie M. Orr.
Marietta	Public Library	Willia D. Cotton.
Marion	Public Library	Dora Nash.
Martinsburg	Public Library	Mrs. M. S. Jameson.
Marysville	Public Library	Lillian Robb.
Massillon	McClymonds Library	Clara Miller.
Medina	Franklin Sylvester Library.....	Eva Johnson.
Mentor	Public Library	Frances Cleveland.
Miamisburg	Public Library	Clara Shuler.
Middleport	Public Library	Francis Zeise.
Milan	Township Public Library.....	Atty S. Hawley.
Mt. Gilead	Public Library	Mabel Lewis.
Mt. Vernon	Public Library	Ethel M. Knapp.
Mt. Sterling	Public Library	Mary N. Davis.
Napoleon	Public Library	Ora Sheffield.
New Lexington	Public Library	Elizabeth Lamb.
New Philadelphia	Public Library	Helen Hoover.
New Paris	Public Library	Carrie R. Whitaker.
New Straitsville	Public Library	Mrs. M. E. Martin.
Newark	Public Library	Mrs. Eliza J. Rankin.
Niles	Public Library	Ida Sloan.
Norwalk	Young Men's Library.....	Lucy E. Strutton.
Oberlin	College Library	A. S. Root.
Oak Harbor	Public Library	Minnie Brokate.
Orwell	Library Association	Rev. J. E. Russel.
Oxford	Miami University Library.....	S. J. Brandenburg.
Painesville	Morley Library	Margaret S. Kilbourne.

OHIO LIBRARIES — Concluded.

City or Town.	Name of Library.	Librarian.
Paulding	Public Library	Mrs. Edge, <i>Pres Library Bd.</i>
Perrysburg	Way Library	Helen Bowers.
Piqua	Schmidlapp Library	Jessie H. Masden.
Pomeroy	Public Library	Nora Hetzel.
Portsmouth	Public Library	Nana A. Newton.
Rockford	Public Library	Mrs. D. C. Kinder.
Salem	Public Library	Helen S. Carey.
Sandusky	Public Library	Edna Holzaepfel.
Shelby	Public Library	Caroline Marvin.
Sidney	Public Library	Emma Graham.
Springfield	Warden Library	Alice Burrowes.
Springfield	Wittenberg College Library....	B. F. Prince.
Steubenville	Carnegie Library	Beatrice Kelley.
Tiffin	Heidelberg University Library..	A. D. Keller.
Tiffin	Public Library	Louisa K. Fast.
Toledo	Public Library	W. F. Sewall.
Troy	Free Public Library.....	Mrs. Clara Williams.
Twinsburg	Samuel Bissell Memorial Li- brary	Lena M. Carter.
Urichsville	Twin City Public Library.....	Marvilla Cummings.
Upper Sandusky	Harris Library	Mayme Kirby.
Urbana	Public Library	Harriet C. Milne.
Van Wert	Brumback Library	Anna Holding.
Warren	Public Library	Cornelia G. Smith.
Washington C. H....	Public Library	Bess D. Kerr.
Wauseon	Public Library	Mary S. Hunt.
Wellington	Herrick Library	Edith E. Robinson.
Westerville	Otterbein University Library..	Tirza L. Barnes.
Wellsville	Library Association	Sylvia Culnon.
Willoughby	Public Library	Mrs. Julia G. Babc.
Wilmington	Public Library	Minnie Farren.
Woodfield	Public Library	Clove Cassel.
Worthington	Public Library	Grace Robinson.
Wooster	Public Library	Myrtle A. Allen.
Xenia	University Library	Etta G. McElwain.
Yellow Springs	Antioch College Library.....	Miss Bessie Totten.
Yellow Springs	Public Library	Adalia Little.
Youngstown	Reuben McMillan Free Library..	Anna L. Morse.
Zanesville	John McIntire Public Library..	Alice Searle.

The greatest university in the world is the good book.

— J. H. N.

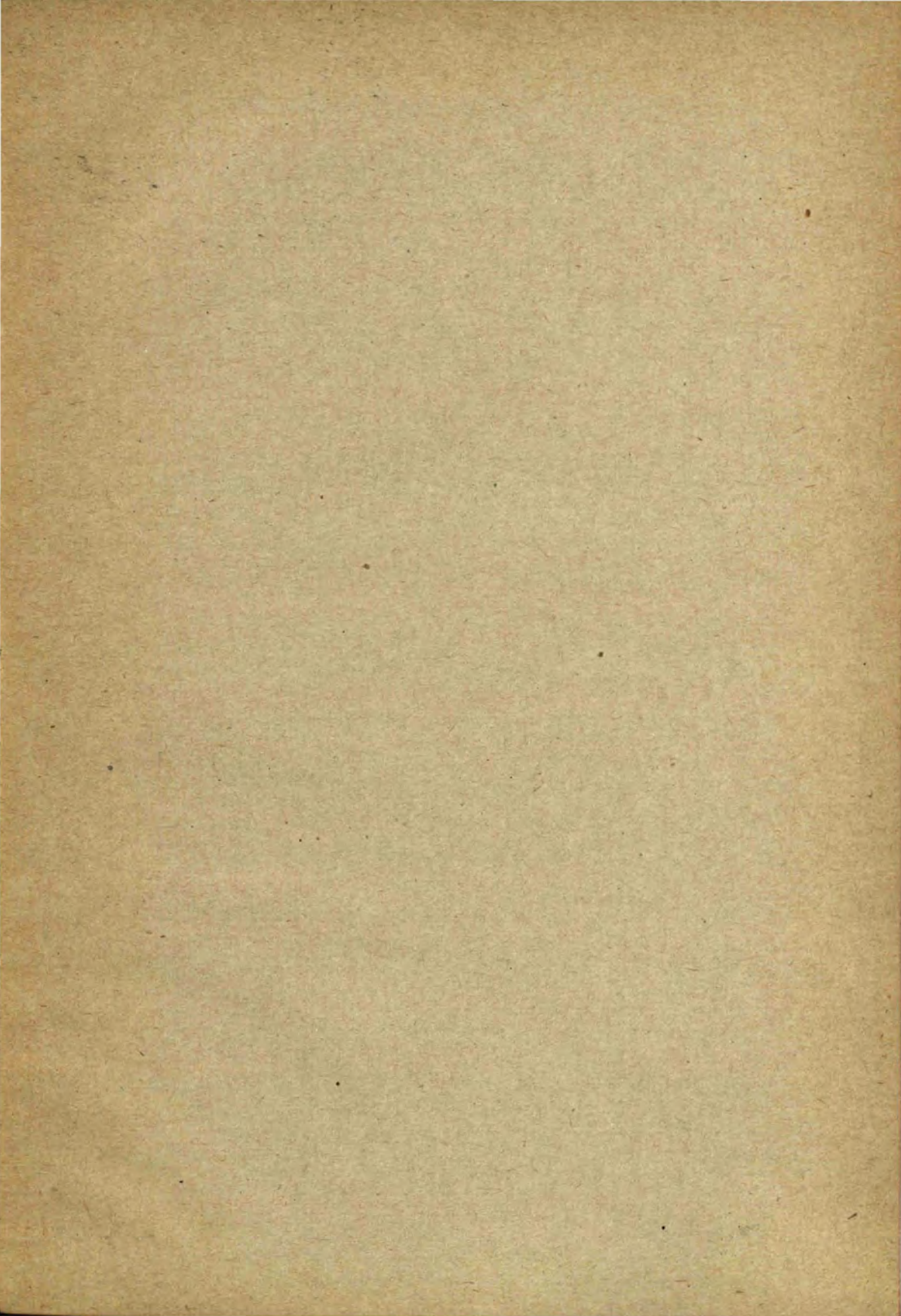
Ohio has every reason to be exceedingly proud of its small libraries, and especially of those in charge of them. It has been our good fortune to visit a number of libraries throughout the states at different times during the last three years, and at no time have we felt any humiliation or embarrassment when comparing conditions in the home libraries with those of our neighbors. Ohio is surely to be congratulated upon the intelligence and efficiency of those in charge of its numerous small libraries.



The above is the Brumback Library, at Van Wert, Van Wert County, Ohio. The cost of this building and equipment was \$40,000. It is the pioneer of its kind in the United States—yes in the world.

Respectfully submitted,

J. H. NEWMAN,
Secretary and Librarian.





Frank B. Willis

FRANK BARTLETT WILLIS, forty-fourth Governor of Ohio, was born at Lewis Center, Ohio, December 28th, 1871; son of Jay B. and Lavina A. Willis. Graduate of Ohio Northern University, Ada, Ohio, 1893. A. M.—1904; LL. B.—1906. Married Miss Allie Dustin of Galena, Ohio, July 19th, 1894. Professor of History and Economics, 1894-1906 at Ohio Northern University. Admitted to the bar in 1906, later professor of Law at Ohio Northern University. Member of the Ohio House of Representatives—two terms, 1900-1904. Member of the 62nd and 63rd Congresses, (1911-1915), 8th Ohio District, Republican. Was elected Governor of Ohio, November 4th, 1914, resigning his seat in Congress to take his place as Governor of Ohio.

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SIXTY-NINTH ANNUAL REPORT

OF THE

COMMISSIONERS OF THE

OHIO STATE LIBRARY

To The Governor

TOGETHER WITH THE REPORT OF THE

Librarian to the Commissioners

For the Year Ending November 15

1914



COLUMBUS, OHIO:
THE F. J. HEER PRINTING CO.
1915

Bound at the State Bindery.

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THE TRAVELING LIBRARY EXHIBIT AT THE OHIO STATE FAIR.

This Exhibit was in the Educational Building, where it was visited by thousands of people who were most profuse with their compliments.

BOARD AND STAFF.

JOHN McSWEENEY, <i>President</i>	Wooster
FRANK N. SWEITZER.....	Canton
J. F. JONES, M. D.....	Columbus
J. H. NEWMAN.....	Librarian and Secretary of Commissioners

GENERAL LIBRARY DEPARTMENT.

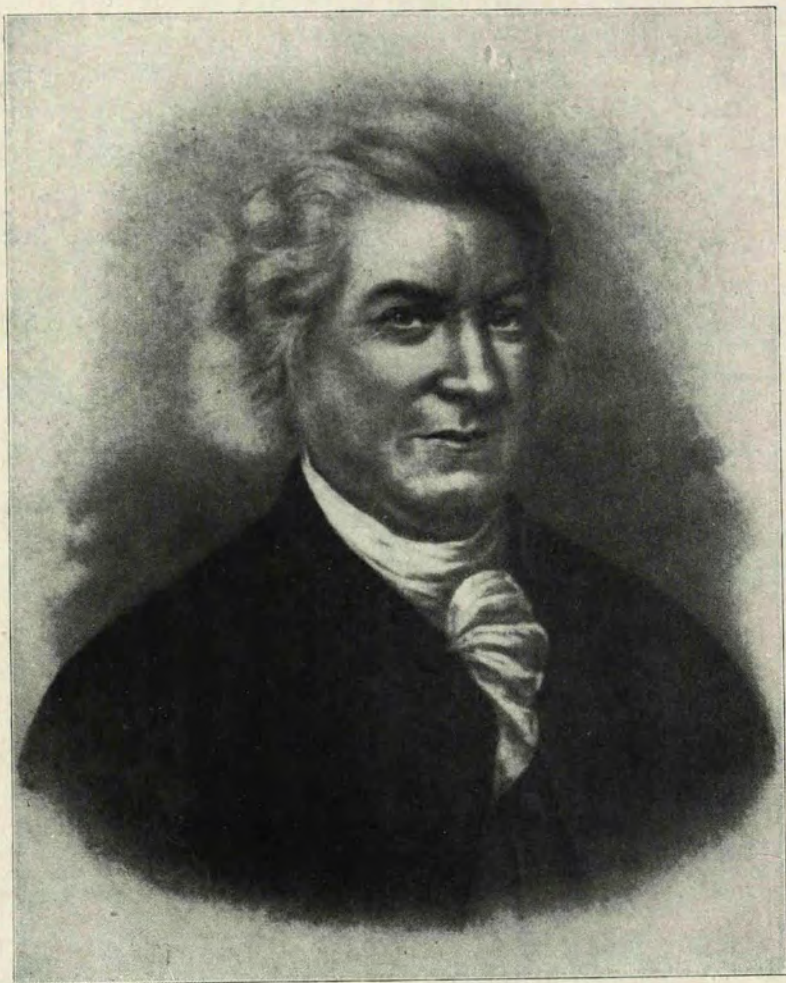
MARY H. KRAEMER.....	<i>Assistant Secretary</i>
ALICE BOARDMAN	<i>Assistant Librarian</i>
ALICE DAVIS	<i>Library Assistant</i>
MARY E. MORRIS.....	<i>Library Assistant</i>
MARGARET FULLERTON	<i>Library Assistant</i>
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EMMA HOLLINGSWORTH	<i>Library Assistant</i>
ANNA NOBLE	<i>Library Assistant</i>
JANE HARRIS	<i>Library Assistant</i>
A. C. SANDS.....	<i>Library Assistant</i>
JAMES R. HALE.....	<i>Document Clerk</i>
JOHN RAMSEY	<i>Janitor and Messenger</i>
WILLIAM RICKMAN	<i>Day Laborer</i>

DEPARTMENT OF LIBRARY ORGANIZATION.

ELLA LOUISE SMITH.....	<i>Library Organizer</i>
------------------------	--------------------------

TRAVELING LIBRARY DEPARTMENT.

DAISY MARY SMITH.....	<i>Superintendent</i>
AGNES CLARK	<i>Assistant</i>
BERTHA KRAUSS	<i>Assistant</i>
JULIA SMITH	<i>Assistant</i>
JENNIE CORMAN	<i>Assistant</i>
CLARA MACMILLAN	<i>Assistant</i>
MARY CONRAD	<i>Assistant</i>
WILLIAM COYLE	<i>Messenger</i>
EDWARD CHANCELLOR	<i>Messenger</i>
JOHN WILSON	<i>Shipping Clerk</i>



ARTHUR ST. CLAIR,
First Territorial Governor of Ohio, 1788-1802.

COLUMBUS, OHIO, November 15th, 1914.

HON. JAMES M. COX, *Governor of Ohio.*

DEAR SIR: — We have the honor to submit to you, this, our Sixty-Ninth Annual Report, as provided for under the Library Act of 1896.

The activities in this department during the past year have been very marked. At no time in the past has there been such interest shown in the work of the various departments. The wisdom of the division of the work into the five different classifications has been fully proven by the results.

Since the separation of the Legislative department from the library our classification shows the following divisions:

- 1st. The Circulating and Reference Department.
- 2nd. The Traveling Department.
- 3rd. The Organization Department.
- 4th. The Document Department.

The popularity of the Circulating and Reference Department has made a wonderful advancement in the last year.

The Traveling Department can be made to do even better service than so far accomplished. In our judgment, libraries can be made to serve the various communities to a better advantage by allowing the functional force to make selections.

The Document Department has grown in great favor, and without doubt in a short time will prove one of the most popular divisions of the library.

The Organization Department can be made to serve a better purpose by the adoption of a more systematic and definite arrangement.

The Board feels under much obligation to the Librarian and staff for the efforts put forth to promote the better service in the various departments.

J. H. NEWMAN,
Secretary and State Librarian.

JOHN MCSWEENEY,
J. F. JONES,

Board of Library Commissioners.

COLUMBUS, OHIO, November 15th, 1914.

To the Honorable Board of Library Commissioners.

GENTLEMEN: — I beg leave to submit to you for your consideration my report for the year ending November 15th, 1914.

I am more than gratified to be able to inform your honorable Board that the work the past year in this department has far exceeded my expectations. The removal of the Legislative Reference Bureau, which for a time occupied much of our space, enabled us to expand facilities for conducting our work.

The increase in patronage the past year has been decidedly marked, the force, on account of their kindness and courtesy have contributed much to this increase. Each assistant has put forth an effort to please. Then, too, the patrons of our department have been of such a character as to encourage the best possible attention.

The division under the various classified heads, has proven a decided advantage in our work. Before the act which separated from us the Legislative Bureau, the departmental divisions came under five heads — now we are operating under four; Circulating and Reference, Traveling, Document, and Organization.

This arrangement has proven most satisfactory and, I am inclined to think, the arrangement as it was previous to the separation of the Legislative Reference Bureau was more promotive of good results than since, and I would recommend to your honorable Board that all of these departments be operated under the head of the Ohio State Library with its departmental divisions.

In the Circulating Department it affords me much pleasure to report for the fiscal year ending November 15th, 1914, as follows:

Number of books circulated — 32,009.

Number of reference books consulted — 62,417.

Increase in number of patrons — 1,104.

Books added — 3,053.

The citizens of the state are showing a gratifying interest in this department and its usefulness. This is shown by the fact that during the past year, 7,118 more books were circulated, and 20,958 more books of reference consulted than during the same period of the previous year.

Judging from the circulation during October and November this winter bids fair to be the busiest and most useful in the history of the library. Already we are having many complaints from the patrons concerning the crowded condition of the room. To us the sight of the chairs and tables all in use is most pleasing, for, to make the library one of the really efficient agents of the state's educational functions is the goal toward which we are constantly striving.

The last year's work presents one noteworthy feature, namely, the removal to other quarters, of the Legislative Reference Department, which for over a year had been so disturbing to patrons as well as to employees. The restored quiet has increased the number of people who read and study in the Library.

Another improvement has been the installment of two handsome magazine racks, which display the periodicals in such a way, that at a glance the visitor can see what is on file. The old and much harped upon alphabetical arrangement of periodicals and magazines is all right as far as it goes but the arrangement as introduced by these new racks has decided advantages over the old way. Not one in a hundred patrons who seek a magazine, uses the alphabetical help. Ninety-nine of every hundred look for the title. The new arrangement enables them to find it instantly because the title of the magazine is in plain view and such periodicals as Collier's, Harper's, Leslie's, and the Scientific American can be located clearly by the patron as soon as he enters the door. These racks are of our own invention and there is nothing like them to be found anywhere else in the country.

The number of periodicals taken regularly is 232, not including the 31 daily newspapers from the large cities of the country nor the county papers, representing nearly every one of the eighty-eight counties of the state. For want of room these county papers are not preserved as they should be because of their value as current local history, and some provision should be made for the care and storage of at least one paper from each county seat. Another addition to our files that could well be made would be a paper from the capital of every state, but again, there is no place to put them.

The number of books accessioned is 3,053, most of which have been catalogued and shelved, notwithstanding the five months illness of the cataloguer.

There has been nothing further done toward the recataloging of books that have only an author index. This work should be carried on to a finish, and could be done if an additional cataloguer could be employed.

The fund for the purchase of books is not large enough to buy the expensive historical works, so much needed to build up that important section of the library. The interest in family history is growing and people from all sections of the state come here for the purpose of looking up family history, and every mail brings letters of inquiry not only from Ohio, but from all through the west and south, wherever the "Buckeye" has located, asking for records that in many instances cannot be supplied as fully and completely as they should be, for the reason that we cannot afford the necessary books.

If the Legislature would make a sufficient appropriation for the buying of books of this educational line, it would add materially to the

permanent value and usefulness of the Library and would be approved by a large number of patrons.

With sufficient funds at our disposal, the Ohio History, both general and local, could be built up, so that within a few years we would have everything in books and pamphlets that in any way relates to the history of this great commonwealth.

We have all kinds of requests other than those for books. A few months since we were asked to send to a man in Indiana, the "Life of the Indian Chief, Fallen Timbers". One of our latest demands was from a school teacher who had nine dollars to start a school Library, and who wanted a list of books suitable for a country school. The pathetic appeal was answered and the following suggested book list with blanks for securing a Traveling Library, full instructions included were sent.

The following is an illustration of how cheaply a neighborhood library can be provided:

LIST OF BOOKS COSTING \$9.00.

REFERENCE.

Webster,—Collegiate Dictionary—Merriam	\$3.00
--	--------

BOOKS FOR CIRCULATING.

Andrews, Jane—Seven Littel Sisters—Ginn & Co.....	\$0.50
Baldwin, Jas.—Fifty Famous Stories Retold—A. Bk. Co.....	.35
Eggleston, Edw.—Household History of U. S.—Am. Bk. Co.....	1.00
——— Story of Great Americans for Little Americans—Am. Bk. Co..	.40
Franklin, Benj.—Autobiography—Houghton40
Griffis, W. E.—Brave Little Holland—Houghton.....	.75
Hale, E. D.—Man Without a Country—Little.....	.35
Miller, Olive—First Book of Birds—Houghton.....	1.00
Moores, C. W.—Life of Lincoln for Boys and Girls—Houghton.....	.60
Scudder, H. E.—Verse and Prose for Beginners—Houghton.....	.15
Whittier, J. G.—Child Life Selections—Houghton.....	.50
	<hr/>
	\$9.00

Concerning the Traveling Department I wish to say there is no more useful division of the Ohio State Library. However, there is much improvement that can be and ought to be made. I again insist that the books in this department should be kept constantly circulated as was the aim of the original promotors of the first Traveling Library. There is no necessity for extravagance in the expenditure of money for extensive quarters to house this department nor for such an extensive staff to take care of its work. As fast as a library returns it should be sent out to another applicant who would be glad to get it. As can be readily seen this method of handling the work would eliminate much of the unnecessary equipment in the taking care of the department. The tendency heretofore has been to call in all the books and shelve

them before sending any or many of them out again. This, of course, necessitates an enormous shelving surface, wholly unnecessary. We have constant inquiries for libraries and in order to supply the wants with our limited number of books, if we please, we must keep them in constant circulation. My plan is, when A returns his library, check it up immediately and send it out to B who has already filed his application and would be glad to get the books which A returns. If A desires a second library check up those received from C and forward them at once to A. No shelving at all is necessary to proceed in this manner. In many instances two boxes and two assistants would be sufficient to keep up this operation.

The tendency to inflate unnecessarily the different departments of state must be curbed. More help and more buildings are used to take care of certain departments than are necessary and I urge upon you the advisability of taking care of this matter with the same reason and economy that a private corporation would take care of its business.

As you know, I protested last year against things that were done in this department because of the insubordination of the Superintendent. I insisted upon having the outstanding, overdue books returned. This the Superintendent failed to take care of until she was repeatedly urged to do so, and finally when the books did start coming in about fifty thousand volumes were allowed to accumulate upon the shelves, a thing which could not have happened had the Superintendent complied with my requests to send out the books as fast as they came in if there were applications for them. In the face of this fact, every day it was insisted upon that we should order additional books. And in this connection I wish to say that nothing should be so carefully done as the selecting and buying of books. I once knew a Superintendent who boasted of her great knowledge of books and her qualifications for selecting them, who ordered a number of moving picture toy arrangements for a Traveling Library, thinking they were books. A special report of mine, made to both the Governor and the Board at the time of the proposed moving of the Traveling Library from the quarters previously occupied by it in the State House, and which report is now on file, fully explains my views on the matter of the removal.

The number of volumes in this department.....	84,272
Number of volumes added during year.....	4,427
Number of clippings added during year.....	234
Number of clippings discarded during year.....	1,152
Number of volumes mended.....	3,558
Number of volumes relabeled.....	6,694
Number of letters dictated and written.....	3,791
Number of libraries sent out.....	1,126
Number of volumes in these libraries.....	58,035
Number of libraries retained.....	228
Number of volumes in these libraries.....	12,156

Total number of libraries in circulation.....	1,354
Number of volumes in these libraries.....	70,191
Books issued to individual readers in the state.....	716
Total number of volumes loaned.....	70,907

Libraries are loaned to schools, clubs, and other organizations. The time limit is four months with a renewal of four months. The organizations are requested to give a report of the number of times each book circulates during the time they have the library.

Circulation for the year based on report of patrons.....	354,535
Beside sending out all these books, the department has had, Libraries re- turned	888
Number of volumes in these libraries.....	45,710

The libraries sent out were distributed as follows:

Granges	41
Libraries, Public	105
Men's Clubs	22
Miscellaneous Organizations	127
Religious Organizations	121
Schools	793
Women's Clubs	145
Total number of libraries.....	1,354

Increase over number of volumes sent out in 1913.....	5,730
Increase over 1912.....	18,755

There are libraries in every county in the state except Shelby County and there are requests from there at the present time. Last year we had libraries in every county except Hamilton.

Some idea of the efforts put forth to promote this department of the Ohio State Library and the interest taken in the work, can be had from the following extracts from some of the local papers in the various parts of the state.

The *Piqua Leader Dispatch* has this to say of the exhibit at the Troy Fair in Miami County, this fall:

The State Library Exhibit is no longer a prospect, but a reality. J. H. Newman, the State Librarian has already installed in the educational building at the fair grounds the library exhibit.

Those who visited the state fair remember the imposing exhibition given there by the state librarian. It was regarded one of the best and received first honors as an educational exhibit.

This promises to be even better than the exhibition given at the state fair. Because of Mr. Newman's interest in Miami County, he has put forth much effort to interest and please the school people and others of a literary taste in this community.

A feature of the demonstration will be an auto parade which will take place on the grounds Friday near the noon hour. This will be taken part in by the

school men, pupils and patrons of the county. Arrangements have already been perfected for this feature and all those who care to participate are requested by Mr. Newman to report to him, not later than Wednesday afternoon, just after the address he is scheduled to deliver Wednesday morning at the grand stand to the veterans of the Civil War and patrons of the fair. No one should miss this valuable demonstration of the various functions of the Ohio State Library.

Mr. Newman's aim is to inform the various classes how they can procure such books as they would like free of charge.

Referring to the above feature, the *Troy Record* gives the following:

The parade at the fair grounds mentioned in Friday's Record, surpassed the expectations of those especially interested and was a splendid success. There were sixty-three automobiles, eighteen of which carried pupils of the Troy schools. One car contained thirty-eight children. Thousands of visitors were shown the workings of the different functions of the State Library, in charge of J. H. Newman. The exhibition here made a great impression upon the school teachers and those who witnessed the work.

Another item from the *Leader Dispatch* is as follows:

The big feature on Wednesday was the parade of school children in sixty-three motor cars under the direction of State Librarian Newman. In addition to looking after the State Library booth and acquainting country teachers with the aid the library can be to their schools, Mr. Newman arranged for the parade of the children which made a wonderful impression upon the thousands that attended yesterday.

Among the new departures instituted this year was the addition of a stock room for all the departments of the Library, which has proven economical. There are in stock at present, supplies amounting approximately to \$50.00.

Requisitions are made weekly on the Secretary of State and supplies are distributed as needed.

Quarterly summarized account for year 1913-1914, is as follows:

February	\$40 30
May	30 27
August	39 50
November	31 33
Total	\$140 50

For the year 1912-1913..... \$160 29

The Document Department, since the last report, has been called repeatedly in co-operation with the Federal Government in the matter of local distribution of Government publications, not only by properly filing, for easy access, the usual output but by having secured many of the valuable papers printed in various form which are not generally distributed except as special, official favor on request, or by loan

through exchange of library courtesy, or by special arrangement with members of both branches of Congress, or heads of departments, commissioners of bureaus and other authorities. For instance, there was, during the long and very important session of the last Congress, demand for copies of bills pending, with the various amendments by both houses. In many cases these were procured promptly through the courtesy of Senator Pomerene or Congressman Brumbaugh, and for the quick response of these representatives of the people, this department desires to express sincere thanks and appreciation. With copies of the original bills in hand, and the Congressional Record received daily, the complete record of action, step by step, in both houses, could be closely followed until the bill became an act, which is received in slip form, an advance publication afterward to appear in the Federal Statutes as part of "the law of the land."

Among these bills of vital interest were the measure to increase internal revenue, (or the "War Tax" as it is popularly known), which gave the tax rates and various articles and business concerns, etc., amenable to this law; the Federal Trade Commission; the admission of foreign built ships to American registry; the Rural Credit Systems and Rural Banking; the Regional Banks, choice and location; together with the other numerous bills and consequent acts, for which this Congress was a record breaker in most of the functions of this great law making body, surpassing as it did, all precedent, even in the matter of long speeches. One member so far outrivaled all others that his completed speech filled nearly four hundred pages of the double columned large octave Congressional Record, in his effort to protect the Interstate Commerce Commission, from alleged sinister influence of the railroad business of the country, in the decisions of the commission in rate cases. In this connection it is a pleasure to note that the patrons of the library from up-state as well as down-state and across country are increasing their knowledge of how to handle not only the Congressional Record, but the Governmental reports and publications, many however are quite surprised to find such workable keys put to what has been regarded as the National Interlocking puzzle. The personal records of the candidates in recent campaigns, those who had made reports which were published in the Ohio campaign newspapers, were mostly procured from the files of this department without writing to Washington or making a trip there. These records are of course non-partisan in their publication and exhibition, and may be consulted by any one who may call for them.

The constantly increasing demand for the publication of the patent office is quite marked, but is somewhat hampered at present because of the recent discontinuance of the publication of the Specifications and Drawings. However, the Weekly Official Gazetter, while limited as to claims is intended to answer all ordinary questions for information, or

regarding probable infringement, and hence the full record of the patents issued by the United States, not more than a million and a half may be fully consulted in this department, by not only the patent attorneys, but the probable inventor and patentee, the draughtsman, and those engaged in research work in this field, exhibiting as it does in object lessons the rapid advance of our people along "the way that is scientific."

now

The documents and publications of the various states are cared for in this department and made accessible for ready reference and consultation, so far as room will permit. These publications from practically every state in the Union, are procured thru our system of exchange by which we receive the publications of each state in return for those of Ohio, and consist of executive documents, legislative journals and session laws, publications of bureaus, commissions, reports of institutions, etc., with data that is much sought after by other states along the lines of state legislation, in fact, comprising a free exchange of the best practical thot on the live questions of the state, for the mutual benefit of our great and growing commonwealths.

The demand upon the library for material on what are regarded as "live wire" questions is growing rapidly along these lines and scarcely one of them but that this department is able to supply largely in very important basic and supplemental matter particularly such questions as Panama Canal Tolls, Equal Suffrage for Women, Banks and Banking, Government Ownership of Telephones and Telegraphs, Conservation of Universal Peace, etc., in fact all questions receiving public attention from time to time, and for which it is sought to provide in anticipation so far as limited sources may permit.

In the vast field of Agricultural research the great Agricultural Department at Washington has been most active in presenting through its various bureaus much of the very scientific as well as the simply practical and popular rural welfare, notably the recent investigations regarding the "Uncle Sam's Cook Book," (or what is it?) of which we have had frequent inquiries from the active women of the farm kitchens, as well as from the restaurant and caterer, people from the towns and cities. We are authorized to say that no department or bureau of the government has ever issued an edition of a cook book bearing this title, but that all the government prints relating to foods and their preparation has been in form of small pamphlets, issued separately, and usually as farmer's bulletins, such as Bread and Bread Making; Meat Cooking, Economical Use of Meat in the House; Breakfast Foods; Mutton Value as Diet; Preparation of Vegetables, etc. There is, however, an "Uncle Sam's Cook Book," but it was compiled by a Congressman who sorted the Bulletins relating to cookery and household science generally, and had them bound in red cloth and lettered in gilt letters with the words, "Uncle Sam's Cook Book" and sent to his people back at home; and that is all there is of such a publication since the

department goes on printing such matter in small pamphlets totally disregarding the title of "Uncle Sam's Cook Book." The Agricultural Department is increasing regularly its already prolific output of publications relating to insect pests and how to fight them; such as alfalfa caterpillar; the weevil pestiferous ants; beet web-worm; cabbage worms; chince bug; cicadae; the coddling and gypsie moths; imported insects; insecticides; mosquitoes; peach bug mite, etc., with practical suggestions along all lines of protection against the pest enemies of agriculture, through the ravages of which the agricultural interests of this country are losing annually the price of a protective navy. The "Foot and Mouth Disease" now raging in this country, its history and investigation is extensively presented through the various reports and publications, portraying former ravages, efforts for control, and warnings calling for careful and continued inspection. The effect of this disease upon human health is regarded by recent publications of the department as somewhat exaggerated. The most common fear is that the milk supply might become contaminated, but milk from infected cows is not permitted to be shipped. Yet some infected milk might reach the market, hence pasteurization is recommended for all milk that is not of a very high grade, and to be thoroughly done, the milk must be heated 145° F. and held at this temperature for 30 minutes.

In the matter of the present scramble for South American trade, under conditions brought on by the European War, the department of commerce thru its various publications, bulletin of bureaus, etc., furnishes very important and necessary information, for our local Board of Trade, Chamber of Commerce, business corporations and firms, regarding this foreign trade, as to what its demands are, or promise to be, and as to how much of this trade was contributed by the nations at war, and hence unable to compete in trade, from which it may be estimated as to how much of this trade may be controlled by the United States for the sale of our surplus productions.

The airship as a battle ship is now being tried out in practical demonstration across the sea and in this connection it is certainly of interest to review the history of aeronautics in our own country as presented in the publications of the Smithsonian Institution especially as to the pioneer work of the late Professor S. P. Langley. How he was persistent in study and experiments, during which time he was subject to not only carping criticism by the would-be scientists but was the victim of the newspaper jokesmiths of the time, yet had he lived until today he would see what he has wrought through adverse conditions, had become the acknowledged basic principal of commercial aeronautics. The history of the airship in our own country is certainly of absorbing interest, and may be followed closely thru the publications received by the Document Department, as presented by the numerous and practical authors who have added so much to literature of

this mode of transportation, as well as the construction of the deadly monsters of war that play the game in the air, and that the question "What is a Zeppelin?" may be scientifically answered in the history of the development of the principal from the "Langley Kite."

The above citations are simply a few hints as to what is contained in the vast storehouse of the Government and State publications on most of the vital questions of the hour and the economics of life, aside from the accumulation of the dust of the ages with which our documentary and archaeological history is so commonly associated in the popular mind, which is here given in lieu of statistical account, altho a recent publication states authoritatively that should these various government publications, so briefly mentioned in the above report, be printed in volumes they would constitute a library of one hundred and eighty-five thousand volumes. Something of a library in itself.

FINANCIAL STATEMENT YEAR ENDING NOV. 15, 1914.

	Balance Novem- ber 15, 1913.	Lapses.	Approp.	Expenditures.	Balance Novem- ber 15, 1914.
Librarian	\$750 00	\$750 00
Asst. Lib.	300 00	300 00
Lib. Assts.	1,314 51	1,314 50	\$0 01
Asst. Sec.	532 50	502 50	30 00
Doc. Clerk	240 00	240 00
Janitor	725 00	\$237 50	475 00	12 50
Books, papers	8,116 82	2,483 38	2,679 11	2,954 33
Con't Expenses	2,460 39	2,346 52	113 87
Trav. Lib.	17,003 14	2,940 84	9,977 12	4,085 18
Commission	621 99	294 39	314 85	12 75
Organization	2,655 45	3,673 81	2,591 85	63 60
Leg. Ref.	3,673 81	3,673 81
Carpets, furniture..	902 13	742 13	53 04	106 96
Elec. Elevator	5 00	5 00
Personal Service...	\$18,880 00	10,164 00	8,716 00
Maintenance	1,940 00	254 00	1,685 10
Trav. and Organ.
Depts	13,872 00	370 00	13,502 00
Rent Trav. Lib....	2,200 00	1,356 01	843 99
Total	\$39,300 74	10,377 05	\$36,892 00	\$33,689 40	\$32,126 29

The necessity of an efficient force in a department of this kind can not be too greatly encouraged. The salaries should be so adjusted as to be equitable and uniform. I would recommend a minimum and maximum salary, with increase for effort and decrease for neglect.

While I do not care to assume authority for the matter of hours of labor, I would suggest to your board the advisability of lining up with

the other departments of state in matters of salary, hours of labor, time, vacation, etc.

So far as the staff is concerned, I think, too, that it would be conducive to much good to afford every possible convenience for the comfort, health, etc., of the force.

There are many other things I would recommend but which for want of space and a desire not to assume too much, I shall leave for your own consideration.

In closing I wish to say that I am under grateful obligations to my faithful and loyal assistants for the splendid service rendered by them to the state and to myself in the discharge of their duties. I want also to thank you for your valuable help and hearty coöperation in my efforts to serve the state faithfully.

Respectfully yours,

J. H. NEWMAN,
State Librarian.

