Annual Report of the Eau Claire Public Library for the year ending June thirtieth, nineteen hundred and three, Eau Claire Wisconsin
LIBRARY BOARD 1902-1903.

W. J. Starr, President.
F. H. L. Cotten, Vice President.
C. W. Lockwood, Secretary.

C. A. Bullen, Mrs. H. C. Putnam, M. S. Frawley,
C. H. Ingram, O. C. Gross,
C. L. Allen, Lewis Halvorson.

STANDING COMMITTEES, 1902-1903.

LIBRARY.
M.S. Frawley, Chairman, Mrs. H. C. Putnam, C. W. Lockwood

ROOMS.
F. H. L. Cotten, Chairman, O. C. Gross, Lewis Halvorson.

FINANCE.
C. A. Bullen, Chairman, C. H. Ingram, C. L. Allen.

Ellen D. Biscoe, Librarian.
Jessie F. Hoyt, Assistant.
Mary E. Coffin, Assistant.
Lillian Radnsleben, Assistant.
Report of the Board of Directors.

To the Honorable, the Mayor and Common Council of the City of
Eau Claire:

The report of the Eau Claire Public Library for the year ending 30th of June, 1903, is herewith submitted by its Board of Directors.

The people of Eau Claire certainly have great cause for satisfaction in the present state of library matters. The beautiful new library building, the gift of Andrew Carnegie, is now well under way, and there is every prospect that it will be completed and ready for occupancy on the contract date, 1st of December, 1903. This building will be not only beautiful in its exterior but by its ample size and excellent arrangement assures the possibility of consistent growth for years to come. After looking over most of the libraries in Wisconsin, both old and new, the members of this Board feel well satisfied that no city of our size in this state will have so good an equipment for library work.

The maintenance and work of this library will require a larger appropriation than was granted us last year. This is largely because the heating, water rates and janitor's salary of our present quarters have been paid by Mr. Ingram, and these will make no small part of the expense of running the new library. The additional cost of lighting the new building will also be considerable. Last year's appropriation, which it will be remembered, was less than the year before, was small for the work that was done, and necessitated the closing of the separate children's room during the last half of the year. Five thousand dollars should be given the library for the coming year.

The resignation of Miss Ellen D. Biscoe, our Librarian, was received with deep regret by this Board. Miss Biscoe's work has
always been able and conscientious, and her departure from the city
will be felt as a personal loss by her many friends and the patrons
of the library at large.

Your careful attention is invited to the report of the Librarian
which will be found full of interest to all who follow the growth of
the library, and also to the detailed report made by this Board to
the Free Library Commission of this State, a duplicate of which is
embodied in this report; as well as to the financial statement of the
Secretary of the Board.

WILLIAM J. STARR,
President of the Board of Directors.

1st July, 1903.

Statement of receipts and disbursements of the Eau Claire Public Library for the year ending June 30, 1903.

RECEIPTS.
Balance on hand with City Treasurer, July 1, 1903 $ 130.35
January 1, 1903, appropriation 4000.00
January 1, 1903, appropriation for purchase of site 7000.00
January 8, 1903, Fines 139.60
January 31, 1903, Return Insurance Premium 2.37
April 20, 1903, Carnegie Building Fund 1000.00
May 22, 1903, Carnegie Building Fund 5000.00
TOTAL, $ 17272.32

DISBURSEMENTS.
Salaries $ 1993.02
Periodicals 237.75
Supplies and Expense 244.91
Books 829.23
Book Service 115.50
Binding and Repairs 264.47
Children's Room 54.10
Building Site 7000.00
Interest on above Payment 148.17
Building 2759.20
Lighting 163.80
Rent 75.00
Furniture and Fixtures 12.57
Annual Report 30.00
Balance on hand in Building Fund 3251.68
Balance on hand in General Fund 62.92
TOTAL, $ 17272.32

C. W. LOCKWOOD,
Secretary.
Statistical Report

Of the Eau Claire Public Library for the year ending June 30, 1903.

**BOOK ACCOUNT.**

**ADDITIONS.**

Number of books in library at beginning of fiscal year 12899; number added by purchase 850; (new books 599; duplicates 66; replace copies, 185;) gift, 59 plus 188 (Gov. Doc.), 247; binding, 131.

Total additions for fiscal year, 1228.

**WITHDRAWALS.**

Number of books condemned, 525. (Books worn out, destroyed on account of contagion, etc.) Books lost by borrowers, 14; (of this number 10 were paid for.) Books missing, 49.

Total withdrawals for fiscal year, 588.

Number of volumes in the library, 13539.

**CLASSIFIED LIST OF BOOKS.**

Titles, not volumes counted.

<table>
<thead>
<tr>
<th>Classes</th>
<th>Additions</th>
<th>Total No. in Library</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Circulating</td>
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<td></td>
<td>Department</td>
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<td>Children</td>
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<td>Adults</td>
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<td></td>
<td>Children</td>
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<td></td>
<td></td>
<td>Reference</td>
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<tr>
<td>General works</td>
<td>1</td>
<td>1</td>
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<tr>
<td>Philosophy</td>
<td>15</td>
<td>1</td>
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<tr>
<td>Religion</td>
<td>10</td>
<td>1</td>
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<tr>
<td>Sociology</td>
<td>42</td>
<td>7</td>
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<tr>
<td>Language</td>
<td>9</td>
<td>9</td>
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<tr>
<td>Natural science</td>
<td>20</td>
<td>9</td>
</tr>
<tr>
<td>Useful arts</td>
<td>44</td>
<td>16</td>
</tr>
<tr>
<td>Fine arts</td>
<td>28</td>
<td>7</td>
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<tr>
<td>Literature</td>
<td>22</td>
<td>34</td>
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<tr>
<td>Travel</td>
<td>25</td>
<td>21</td>
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<tr>
<td>History</td>
<td>35</td>
<td>39</td>
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<tr>
<td>Biography</td>
<td>24</td>
<td>14</td>
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<tr>
<td>Fiction</td>
<td>185</td>
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<tr>
<td>U. S. documents</td>
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<tr>
<td>State documents</td>
<td>136</td>
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<tr>
<td>School duplicate collection</td>
<td>88</td>
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<tr>
<td>Bound periodicals</td>
<td>136</td>
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</tr>
<tr>
<td>German books</td>
<td>88</td>
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<tr>
<td>French books</td>
<td>88</td>
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<tr>
<td>Norwegian books</td>
<td>79</td>
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<tr>
<td>Swedish books</td>
<td>78</td>
<td></td>
</tr>
<tr>
<td>Polish books</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>Bohemian books</td>
<td>162</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>345</td>
<td>333</td>
</tr>
</tbody>
</table>
PAMPHLETS.
Number in library at beginning of fiscal year, 965; number added by gift, 111; purchase, 16.
Total number of pamphlets in the library, 1193.

BINDING.
Volumes of periodicals bound, 136.
Number of books rebound, 1393.

CIRCULATING STATISTICS.

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<thead>
<tr>
<th>CLASSES</th>
<th>FROM MAIN LIBRARY</th>
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</thead>
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<tr>
<td></td>
<td>Adults</td>
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<tr>
<td>General works</td>
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<tr>
<td>Philosophy</td>
<td>233</td>
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<tr>
<td>Religious</td>
<td>239</td>
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<tr>
<td>Sociology</td>
<td>355</td>
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<tr>
<td>Language</td>
<td>47</td>
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<tr>
<td>Natural Science</td>
<td>390</td>
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<tr>
<td>Useful arts</td>
<td>416</td>
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<tr>
<td>Fine arts</td>
<td>539</td>
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<tr>
<td>Literature</td>
<td>1739</td>
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<tr>
<td>Travel</td>
<td>619</td>
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<tr>
<td>History</td>
<td>740</td>
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<td>Biography</td>
<td>740</td>
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<td>Fiction</td>
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<tr>
<td>German books</td>
<td>769</td>
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<tr>
<td>French books</td>
<td></td>
</tr>
<tr>
<td>Norwegian books</td>
<td>645</td>
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<tr>
<td>Swedish books</td>
<td></td>
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<tr>
<td>Polish books</td>
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<td>Bohemian books</td>
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</tr>
<tr>
<td>Current Periodicals</td>
<td>129</td>
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<tr>
<td>Travelling Library</td>
<td></td>
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<tr>
<td>Tabard Inn</td>
<td>2082</td>
</tr>
<tr>
<td>Total</td>
<td>99378</td>
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</tbody>
</table>

Total number for children from branches, 1907.
Grand total in main library and branches, 4314.

Is access to shelves allowed? Yes.
Are books exhibited in open cases? Yes.
Number of days library has been open for circulation, 307.
Hours of opening, 12 hours; 9 a.m. to 9 p.m.
Average daily circulation, 140.6.
Largest monthly circulation, 4610.
Smallest monthly circulation, 2722.
Increase in circulation of books for adults, 1262.
In what class is the gain largest? Fiction.
Increase in circulation of children's books, 269.
Percentage of children's books circulated, 36.
Of fiction, 76.
Number of volumes in the renting collection of duplicates, 19.
Fee, 5 cents.
Circulation from this collection, 219.
Cost of the collection, $19.
Income from the collection, $10.95.
Do readers approve of the plan? Yes.

Registration of Borrowers.
Number of borrower's cards in force at date of last report, 6180; cards issued during the fiscal year, 1218; cards withdrawn during the year, 26.
Total number of cards in force at date, 6838.
Number of cards held by country people, 12; other non-residents, none; Number of readers holding two cards or special non-fiction cards, 655.
For how long a period are cards issued? No stated period.

Reference Department.
Is there a separate reference room? No.
Table? No.
Approximate number of students, 500. Number of reference lists made, none printed; one list of 100 good books. Exhibits held. None.
Has the library been systematically advertised in the local papers? Yes.
What has been done in the way of systematic instruction in the use of the library? Talks have been regularly given in 7th grades.
What systematic work has been done for clubs and debating societies? Books have been bought and lists made for club work.
Number of clubs having programs on file in the library, 1.

Reading Room.
Number of week days open, 6; number of hours per day, 12; number of Sundays open, none; Sunday readers, none; periodicals subscribed for, 103; given, 16.
Has reading room been open on legal holidays? (Not always,) closed on six.

Work with Schools.
Number of visits to schools made by librarian, 38; talks given in school rooms by librarian, 38; classes which have visited the library, 5.
Issued on teachers' cards, 850; number of teachers' cards in force, 98; number of books allowed each teacher, 6.
ADMINISTRATION.

Number of employees, 4; of these, 1 has library school training and one has attended library summer school. Hours of service, 7; vacations, 1 month; Salaries, $600, $500, $300, $150; Sunday work required, none. Names of assistants, Jessie Hoyt, Mary E. Coffin, Lillie Radensleben.

REPORT OF PROGRESS.

Changes and improvements during year, Tabard Inn Library a new feature.

FINANCE.

<table>
<thead>
<tr>
<th>RECEIPTS</th>
<th>EXPENDITURES</th>
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</thead>
<tbody>
<tr>
<td>Unexpended balance</td>
<td>$130.35</td>
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<tr>
<td>City appropriation</td>
<td>4000.00</td>
</tr>
<tr>
<td>Gifts, Carnegie fund</td>
<td>6000.00</td>
</tr>
<tr>
<td>Spec'l funds for site, city app.</td>
<td>7000.00</td>
</tr>
<tr>
<td>Fines, etc.</td>
<td>141.97</td>
</tr>
<tr>
<td><strong>Total Receipts</strong></td>
<td><strong>$17,272.32</strong></td>
</tr>
<tr>
<td><strong>EXPENDITURES</strong></td>
<td></td>
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<tr>
<td>Rent</td>
<td>$75.00</td>
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<tr>
<td>Light</td>
<td>163.80</td>
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<tr>
<td>Salaries</td>
<td>1963.02</td>
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<tr>
<td><strong>Total Expenditures</strong></td>
<td><strong>$2,060.85</strong></td>
</tr>
</tbody>
</table>

FINANCE.

Tabard Inn ........................................... $115.50
Furniture and fixtures ..................... 12.57
Children's room ..................................... 54.10
Site ....................................................... 7,148.17
Building ............................................ 2,759.20
Books ................................................... 822.23
Periodicals .......................................... 237.57
Binding .................................................. 294.47
Annual report ........................................ 30.00
Supplies and expenses ...................... 244.97

NAMES OF DIRECTORS.

(Names of those whose terms expire at the date of this report are marked with an asterisk.)

W. J. Starr, F. H. L. Cotten, *C. W. Lockwood
C. L. Allen, C. H. Ingram, *C. A. Bullen,
L. Halverson, Mrs. H. C. Putnam, *M. S. Frawley,
O. G. Gross, ...........................................

ELLEN D. BISCOE,
June 30, 1903.
Librarian.

I have carefully read this report and with the consent of the library board submit it to the Council and to the Free Library Commission.

WILLIAM J. STARR,
President.

11
TO THE BOARD OF DIRECTORS, OF THE EAU CLAIRE PUBLIC LIBRARY:

HEREWITH is submitted the report of the Librarian for the year ending June thirtieth, 1903.

The closing of the present fiscal year finds both Library Board and the Library Staff looking forward with expectancy to a future of unprecedented prosperity for the library.

Mr. Carnegie's generous gift of $40,000, a gift whose value is most keenly appreciated, is rapidly being changed into a building which will wonderfully increase the value of the library.

The possibility of having plenty of room and an opportunity for quiet reading will attract many to the library who have been kept away by the confusion which can hardly be avoided when all departments are combined in one room.

GROWTH.

The cutting down of the library appropriation this year caused anxiety regarding the purchase of books. The lack of funds would have been more seriously felt if the Tabard Inn Library had not been discovered for us by the Secretary of the Library Board, Mr. C. W. Lockwood. During an eastern trip he found the Pittsfield, Massachusetts, Public Library using with much satisfaction the Tabard Inn Library books. On his return to Eau Claire, correspondence was opened with the Tabard Inn Library Company, of Philadelphia, and arrangements were made whereby the Eau Claire Library, by payment of $150 a year, might receive each month, one hundred and twenty-five books. We have found it more convenient, however, to exchange only thirty to fifty books each month, keeping the better books for a longer time. This scheme has been almost invaluable in supplying the lighter reading which we did not care to buy.

The use of the Tabard Inn Library began in January and the circulation of its books in six months has reached two thousand sixty-two.

As heretofore monthly purchases of new books have been made for the library. Lists of these books are printed in the papers.
and copies of these lists are struck off to be distributed from the library and from boxes placed in the leading dry goods stores.

Statistics of growth are as follows:

- Number of volumes added by purchase: 350
- Number of volumes added by gift: 59
- Number of volumes added by binding: 131
- Number of Government documents received: 188
- Total number of additions: 1228

- Books withdrawn: 539
- Books missing at inventory: 49
- Total number withdrawn: 588

- Total number of books in Library, June 30th, 1902: 12899
- Total number of books in Library, June 30th, 1903: 18589
- Total number of cataloged pamphlets: 1183

**Registration.**

- Number of readers registered June 30th, 1902: 6180
- Number of readers registered June 30th, 1903: 6888

**Circulation.**

- Circulation for year ending June 30th, 1902: 40783
- Circulation for year ending June 30th, 1903: 45214

Total circulation is divided as follows:

- Main Library: 25730
- Tabard Inn books: 9362
- German and Norwegian books: 1457
- Children's Library: 13099
- Ninth Ward Branch: 1907
- Shawtown Traveling Library: 129

Total: 45214

The Library has been open for three hundred and seven days. The average daily circulation has been 140.6. The largest monthly circulation was 4610; the smallest monthly circulation was 2722.

**Cataloguing.**

- Number of books cataloged: 848
- Number of pamphlets cataloged: 110
- Number of cards written: 2709

The Library Board at its February meeting voted to purchase the printed catalog cards which have been very carefully prepared by the Cleveland and the Pittsburg Libraries. These cards
form an exhaustive catalog of 1053 children’s books and will greatly add to the value of the children’s library.

**Children’s Department.**

During the summer of 1902 the children’s library occupied a room opposite the main library. It was by no means an ideal place, but it furnished opportunity for special work with the children. Here a number of interesting talks were given by ladies of the city on such subjects as birds, flowers, West Indies and customs in Italy. The audience was always good. In the fall we were obliged to move into smaller quarters, which were found to be so cold and disagreeable that another change was made, taking the children’s books back into the main library. Since then no special work has been done with the children, except as it has been done in the schools. From December to May, the Seventh grade schools of the city, were visited each month by the librarian for a ten minutes’ talk on some phase of library work. In order to make the children more familiar with books on special subjects, for three months books on biography, history and nature were taken to the schools. In the back of these books were tipped papers on which the children were asked to write their names, following them with a cross for every chapter read. A reward was offered to the school having the most readers, and to the school which read the most chapters.

**Branch Libraries.**

The Ninth Ward Branch has been kept open from four o’clock until eight o’clock Friday afternoons and evenings during the year. Miss Susie Bell, Miss Edith Hilts and Miss Julia Smith have faithfully taken charge of the library, having given their services. The circulation of this branch was 1907.

The Shawtown Library which is one of the Wisconsin Traveling Libraries, was placed in the Fourth Ward school in the care of Mr. Schroeder, the principal, who was willing to assume the additional work for the sake of the benefit which he felt the children would receive. He reported a registration of fifty and a circulation of one hundred and twenty-nine.

ELLEN D. BISCOE,

30th June, 1903.

Librarian.
List of Magazines and Newspapers.

Monthlyis.

American Historical Review.
American Journal of Sociology.
American Quarterly.
Arena.
Art Interchange.
Atlantic Monthly.
Birds and Nature.
Book-keeper. (Gift.)
By the Wayside.
Century.
Charities.
Chautauquan.
Christian Science Journal. (Gift.)
Country Life in America.
Critic.
Cumulative Book Index.
Cumulative Index.
Current Literature.
Eclectic Magazine.
Educational Review.
Engineering Magazine.
Everybody’s Magazine.
Fortnightly Review.
Forum.
Harper’s Bazaar.
Harper’s Magazine.
Home Science Magazine.
House Beautiful.
International Studio.
Journal of the Western Society of Engineers. (Gift.)

Kindergarten Magazine.
Kodak. (Gift.)
Ladies Home Journal.
Lamp.
Library Journal.
Literary News.
Little Folks.
McCleure’s Magazine.
Manual Training Magazine.
Masters in Art.
Masters in Music.
Missionary Review.
Municipality. (Gift.)
Munsey’s Magazine.
New England Magazine.
Nineteenth Century Magazine.
North American Review.
Our Dumb Animals.
Outing.
Photograph Magazine.
Popular Science Monthly.
Primary Education.
Public Libraries.
Review of Reviews.
St. Nicholas.
School and Home Education.
Scientific American (Building Edition)
Scribner’s Magazine.
Success.
World’s Work.
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<thead>
<tr>
<th>Weeklies</th>
<th>Dailies</th>
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<tbody>
<tr>
<td>Amatuer Photographer (British.)</td>
<td>Minneapolis Journal</td>
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<tr>
<td>American Lumberman</td>
<td>New York Tribune</td>
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<tr>
<td>Amerika. <em>(Gift.)</em></td>
<td>St. Paul Dispatch</td>
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<tr>
<td>Bloomer Advance. <em>(Gift.)</em></td>
<td>St. Paul Pioneer Press</td>
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<td>Christian Science Sentinel. <em>(Gift.)</em></td>
<td>Seattle Post-Intelligencer</td>
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<td>Collier’s Weekly</td>
<td>Skandinaven</td>
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<td>Denver Republican</td>
<td>Wisconsin State Journal</td>
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<td>Der Herold.</td>
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<td>Dial</td>
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<td>Dramatic Mirror.</td>
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<tr>
<td>Electrical World and Engineer. Engineer</td>
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<tr>
<td>Entering Wedge. <em>(Gift.</em>)</td>
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<td>Epworth Herald. <em>(Gift.</em>)</td>
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<tr>
<td>Fliegende Blatter.</td>
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<td>Forrest and Stream.</td>
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<td>Harper’s Weekly</td>
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<td>Illustrated London News.</td>
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<td>Improvement Bulletin.</td>
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<td>Independent.</td>
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<td>Life</td>
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<td>Little Chronicle.</td>
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<tr>
<td>Living Age</td>
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<tr>
<td>Lutheranian. <em>(Gift.</em>)</td>
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<td>Menomonie Times</td>
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<td>Montreal Witness</td>
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<td>Musical Courier</td>
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<tr>
<td>Nation</td>
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<tr>
<td>New Voic. <em>(Gift.</em>)</td>
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<tr>
<td>New York Tribune</td>
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<td>Official Gazette</td>
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<td>Outlook</td>
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<td>Public Opinion</td>
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<td>Publisher's Weekly</td>
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<td>Puck</td>
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<td>Reform. <em>(Gift.</em>)</td>
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<td>Saturday Evening Post.</td>
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<td>Scientific American</td>
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<td>Scientific American Supplement.</td>
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<td>Ueber Land und Meer.</td>
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<td>Union Signal</td>
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<tr>
<td>Youth’s Companion</td>
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<tr>
<td>Weekly Herald. <em>(Gift.</em>)</td>
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<td>Chicago Chronicle</td>
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<td>Chicago Record Herald</td>
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<td>Daily Telegram. <em>(Gift.</em>)</td>
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<tr>
<td>Eau Claire Leader. <em>(Gift.</em>)</td>
<td></td>
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<tr>
<td>Evening Wisconsin.</td>
<td></td>
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<tr>
<td>Madison Democrat. <em>(Gift.</em>)</td>
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<tr>
<td>Milwaukee Sentinel.</td>
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<td>Minneapolis Journal</td>
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<td>New York Tribune</td>
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<td>St. Paul Dispatch</td>
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<td>St. Paul Pioneer Press</td>
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<td>Seattle Post-Intelligencer</td>
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<td>Skandinaven</td>
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<td>Wisconsin State Journal</td>
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18
Library Reports and Bulletins.

Adriance Memorial Library, Poughkeepsie.
Aguilar Free Library Society, New York.
Apprentices' Library, Philadelphia.
Brooklyn, N. Y., Public Library.
Carnegie Library of Pittsburgh.
Chicago, Ill., Public Library.
Chicago Municipal Library.
Dayton, Ohio, Public Library.
Detroit, Mich., Public Library.
District of Columbia Public Library, Washington, D. C.
Enoch Pratt Free Library, Baltimore, Md.
Evanston, Ill., Free Public Library.
Forbes Public Library, Northampton, Mass.
Gilbert M. Simon's Library, Kenosha, Wis.
Hartford, Conn., Public Library.
Haverhill, Mass., Public Library.
John Crerar Library, Chicago, Ill.
Kansas City, Mo., Public Library.
Library Company of Philadelphia.
Los Angeles, Cal., Public Library.
Madison, Wis., Public Library.
Manitowoc, Wis., Public Library.
Marinette, Wis., Public Library.
Milwaukee, Wis., Public Library.
Minneapolis, Minn., Public Library.
Montclair, N. J., Public Library.
New Britain Institute, New Britain, Conn.
New York State Library, Albany, N. Y.
Newark, N. J., Free Public Library.
Oshkosh, Wis., Public Library.
Patterson Library, Westfield, N. Y.
Peoria, Ill., Public Library.
St. Louis Merchantile Library Association.
St. Louis, Mo., Public Library.
St. Paul, Minn., Public Library.
Salem, Mass., Public Library.
Scranton, Pa., Public Library.
Sedalia, Mo., Public Library.
Springfield, Mass., Public Library.
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Atkinson, H. M.
Barber, G. R.
Birge, Dean E. A.
Chase and Sanborn.
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Chicago University.
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Dean, Garrison H.
Deutsche Gesellschaft.
De Yo, E. E.
Eau Claire Woman's Club.
Galloway, Mrs. W. K.
Gross, Otis C.
Hedger, Caroline, M. D.
Holland American Line.
Hull House.
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Ingram, Mrs. J. G.

(Signed)

ELLEN D. BISCOE,
Librarian.

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River Falls, Wis., State Normal School
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Staar, William J.
Swift, Elijah.
Swift, Kent.
Universalist Publishing House.
Wisconsin Free Library Commission.
Wisconsin State Historical Society.
Wisconsin University.
Young Woman's Christian Association, New York.