To the Board of Directors of the Eau Claire Public Library.

Gentlemen:

I have the honor to submit to you the annual report of the Eau Claire Public Library for the year ending June 30, 1918.

THE LIBRARY AND THE WAR

The Library like every other truly American institution has not been found wanting in doing its part and taking on tasks and responsibilities to help in the great conflict we are now engaged in. We have tried to help, not only in the usual way by supplying the best literature possible on The Great War, but by actively taking part in every patriotic endeavor.

Soon after we entered the war the Government requested the American Library Association to assume charge of supplying books and libraries to those in the service. In August, 1917, there was a nation-wide movement to gather books and magazines for the soldiers and sailors. Eau Claire citizens responded generously both in the quantity and quality of the books sent in. In the first drive for books we exceeded our quota, as more than five hundred books and over two thousand magazines were collected. This was done with the assistance of the press, churches, and moving picture houses.

In March, the American Library Association planned a "War Library Week" to raise $1,500,000 for libraries. Mr. M.S. Frawley was appointed chairman of the local committee and was ably assisted by Mr. E. Weinfeld, R.W. Owen, Mrs. J.T. Barber, Mr. W. Ager, and other prominent citizens. The press, the schools, and all organizations helped to make this a great success. Our quota of $1,000 was over subscribed. When we had sent $938.50 it became unnecessary for us to collect the rest of the money pledged, as the quota set by the American Library Association had already been over-subscribed.

In March, a second book drive was conducted under the direction of the librarian with the able assistance again of the
press, the churches, boy scouts, schools, Eau Claire Theater Company, and others. As a result we were able to send 1,016 splendid books to Camp McClellan, Ala. These were made ready for circulation by the Library staff and volunteer helpers from the High School, among whom were the following young ladies—Marion Culver, Mildred Stetekluh, Helen Stal, and Leona Gunderson. The pockets, the book plates, and the cards were supplied by the National Library War Service Committee. The librarian and other members of the staff have helped in the Red Cross and Y.M.C.A. drives.

A bulletin board has been maintained for permanent display of posters, bulletins and suggestions for food conservation. In February an intensive food conservation campaign was conducted for an entire week. The domestic science teachers in all the city schools cooperated enthusiastically. Each day had its special dishes with recipes and cost of preparing. One day there were meatless dishes, another, wheatless, then meat saving, fat saving, sugar saving, and simple desserts. The press was generous with space and good head-lines, so that each day we had a food article on the special foods with recipes. The women of the city came to the Library in great numbers to see the display and copy the recipes. Then, too, we had a fine display of vegetables canned by the methods described in the government bulletins. These were greatly admired and were a source of inspiration to many. Quantities of bulletins on canning and cooking from the National War Garden Commission and from the state and government have been distributed. During the Garfield Fuel Conservation period, the Library was closed on Sundays and Fridays.

**ACCESSIONS**

By actual count there were in the Library on June 30, 1918, 22,830 volumes, not including the 3,088 public documents, which would bring the total to 25,918 volumes. During the year 1,460 books were added — 1,056 adult and 404 juvenile. Of these 1,162 were purchases, 208 gifts, and 90 bound periodicals. 557 books were withdrawn during the year, a large number being public documents for which we received permission to return to the government. Our binding bill is a smaller item this year than usual, because we ourselves, re-cased 587 books, which recounts for the re-binding of only 156 books. Many of these will last as long as their popularity, and the rest are the latest edition of the New International Encyclopedia, the World Book, and a number of debating books and the usual yearbooks.
CIRCULATION

The circulation of 108,102 books for the year shows an increase of 6,161 volumes over last year, and more than half of this increase has been in the juvenile department, 44,196 books having been circulated in that department and 63,905 adult books. The Library was open 302 days with an average of 357 books per day. During the Garfield Fuel Conservation period the Library was closed on Fridays. The largest circulation for any one month in the history of the Library was in January 1918 when 10,349 volumes were issued from the main library, and the largest circulation for any one day was on February 23 when 949 books were issued. 936 books were drawn on vacation cards by patrons leaving the city. The increase we feel is especially worth noticing because we have really lost a large number of good patrons, due to the departure of so many of the young men for war and by the interest taken by our former faithful patrons in Red Cross work and other activities at home. The entrance of the United States into the war has effected the general character of the reading as well. Many who read only fiction are reading history and many who read very little before are reading the war books. There has been a great demand for books on the war, and books and bulletins on conservation cookery are called for more than ever. Current newspapers and magazines are eagerly sought.

EXTENSION WORK

An important development of recent years has been the extension work in the Library - taking the Library to the people who live at distance from the Library. Three stations have been maintained through most of the entire year. At first it was chiefly the children who responded, usually taking home books to their parents or older sisters and brothers, but the adults are beginning gradually to come for the books themselves. The books are sent weekly to the stations, and on a stated day a library assistant is on hand to serve the public two hours.

In the Ninth Ward the books were sent to Curran's Drug Store until just before Christmas when the place became too crowded, the books were then moved to the Ninth Ward Hose House. At the Tenth Ward, the books were placed in Mr. Wold's store on McDonough St. It was necessary to discontinue this in March when the work became heavier at the main library and we were short of help. However, a little later, Mrs. J.J. Culbert volunteered to assume charge of the books at her store on Omaha St. She has been very successful and is reaching more adults.
than we did. At Shawtown the books were sent to Mr. Myers' store on Menomonie St., and later to the school house, but it became necessary to discontinue this for a short time for the same reasons as above, then Mrs. H.J. Hepburn was willing to take charge of the books at her store, and she also is doing splendid work with the books. Patrons may telephone to the Library and make request for special books or may renew their books there. The largest circulation at any of the stations was on December 12th when the Ninth War station issued 102 books. At the Shawtown branch 1,802 books were issued during the year, at the Ninth Ward, 713 books and at the Tenth Ward, 1,672. We never could have done what we have this year in extension work without the splendid cooperation of the city in charge of Mr. N. LaLonde and his assistants, who have handled all the books for us and taken care of all school duplicates and the books for the soldiers as well.

A gratifying feature of this extension work is the cordial cooperation of all the centers where the books have been distributed. It is fortunate to be able to reach so many people - who, in all probability would not have found their way to the Library - with no expense to the Library except the carfare of the assistant in charge.

REGISTRATION

At the beginning of every month our borrowers' cards which are three years old are re-registered, the cards of borrowers found in the directory are then dropped and the cards of those patrons who have not used their cards without the past year are taken out and notices sent to them that unless they express a desire to have their cards renewed, they will be cancelled. In this way the borrowers file is carefully revised and kept up to date and unused cards dropped. During the past year 1,663 new borrowers registered - 1,108 adult and 555 children. Up to the present time we have 9,019 borrowers.

WORK WITH CHILDREN

The work with the children may be divided into two divisions, that which we do at the Library and that which is done in connection with the schools. Our aim has been to reach as many children as possible and to get the right book to the right child at the right time. The work here in the Library has consisted in the supervision of the children in the choice of books for home reading, and in the story telling, which we hope has tended to introduce the listeners to the best in literature.
and encourage them to read along suggested lines as well as provide wholesome recreation and foster the Library habit. With the assistance of the story telling class at the Normal School, twenty-one story rooms were conducted for the primary grades with an attendance of 1,475 children. 467 older boys and girls attended the story hour which was held for them on Friday afternoons. The special story hour held in the Shawtown school during December and January was attended by 1,073 children of the lower grades.

<table>
<thead>
<tr>
<th>Total attendance</th>
<th>2314 children</th>
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<tr>
<td>Average attendance</td>
<td>53 children</td>
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<tr>
<td>Largest attendance</td>
<td>147 children</td>
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<tr>
<td>Smallest attendance</td>
<td>15 children</td>
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</table>

In our work with the schools an attempt was made to reach the teachers and children of all grades. A balanced collection of books was sent to the rooms of the Fourth, Ninth and Tenth Wards, where they were left for the semester and issued by the teacher or a student librarian. 5,273 books were issued in this manner. The books were followed up by informal book talks which were intended to interest the children in their school library. Stories and book talks with invitations to come to the Library and to the Library Story Hour were also given in the school rooms of the other wards.

The total circulation of books in the children's room for the year was 44,196, an increase of 3,200 over last year. The largest daily circulation in the children's department was 392 books issued on February 9.

During the food conservation campaign and the drive for books for the soldiers letters were written to the school children asking their cooperation. The boy scouts responded particularly well and helped collect books which were assembled by their school members.

In our work this coming year we hope to reach more children and to bring about a better cooperation with the teachers; to supervise more carefully the reading which older boys and girls are doing and to establish the work of the Wisconsin Reading Circle. We are fortunate in having secured Miss Julia Starkey, a former assistant, for next year. She has just completed a course of training at the Carnegie Library School at Pittsburg.

HIGH SCHOOL LIBRARY BRANCH
The efficient modern library is a recognized factor of the system of public education. It is daily being linked closer with the Public School system. We have just completed arrangements whereby the School Board and the Library Board will jointly conduct a branch of the Public Library in the High School building, to be designated as a reference High School branch. The High School Library will be administrated by the Public Library, the School Board will provide room, heat, light, furniture, and supplies, while the Library is to furnish the librarian, books and periodicals, the city council having agreed to appropriate $1,500 for this purpose for the first year. A joint committee of the Library Board and School Board has been appointed in order that there may be the greatest cooperation and efficiency in the work. The High School branch will be open every day with a librarian in charge. She will spend part of her time at the Public Library. A change in teaching methods in recent years has made necessary a library in the High School in connection with the preparation of lessons - its purpose is educational. The general functions of the High School Library are to supply books for class work and for cultural reading, and to give a working knowledge of the use of books and libraries.

REFERENCE

No record is kept of the reference work done - clubs, schools and organizations have used the reference books as freely as air. The business man is realizing more and more that he can make use of the Library by telephone. We have done more reference work by phone the past year than ever before. Many of the questions have required a great deal of research work, and in one case it was necessary to write to Madison for assistance. We have borrowed a great many books from the University Library for patrons, and in each case the patron pays the postage on the books. We are especially grateful to Mr. Walter M. Smith, librarian of the University Library, for his kindness and interest in sending just the books needed. We have borrowed books, too, from the Library Commission, and in this way we are able to supply anything any patron may need.

STAFF

There have been several changes in the personnel of the staff. Miss Winifred Coffin, who had served so long and faithfully, resigned in March to take up work with the Ordnance Department at Washington, D.C. In the resignation of Miss Bertha Wollum we lost another good assistant. Miss Wollum accepted a position at New Richmond. Miss Ruth Sorenson, a graduate of the Wisconsin
Library School last June, succeeded Miss Florence Fisher as children's librarian. Miss Alice Evanson, an apprentice in the Library, attended the summer session at the Library School last summer, and became a regular assistant on the staff. Miss Helen Mason, a former apprentice, came back to us as a regular assistant. Mr. Edward Johnson, our efficient janitor, who served so faithfully during the entire time since we moved into this building, left the first of the year to accept the position as engineer at the High School. Mr. Odin Hagen has succeeded Mr. Johnson.

The success and growth of the Library depend to a very great extend upon the assistants who came in contact with the public. Our present assistants by their interest, courtesy and thoughtfulness daily win new friends for our library. The importance of the Library as an educational institution is such that we ought to be able to have on our staff only persons as well equipped as are the teachers and pay them equally well. Library assistants should be high school graduates at least and have library school training. They are required to work six days in the week, seven hours a day. They are expected to be well dressed, and are called on to contribute to every cause as much as the teachers, and yet they are not as well paid. I feel that some of the staff are grossly under paid. I know of no other service which pays so little and still demands so much.

Up until June 1, staff meetings were held regularly every Monday morning from eight to nine o'clock, and although the attendance was voluntary, there was never an absence except for illness. At these meetings certain periodicals are reported on regularly by each member of the staff, books are reviewed, problems discussed, and questions looked up. These meetings usually require preparation during the week of at least three hours outside of library time. At one meeting we had the pleasure of an informal talk on the war by Ex-Senator W.H. Hatton. We all feel that these meetings are worth while and that much benefit was derived by them. We are looking forward to beginning again when all have returned from vacations.

**GIFTS**

Mr. C.W. Lockwood presented the Library with twenty-six volumes of the International Studio. Our file is now complete to date. The Carnegie Endowment send their valuable publication as published. Mr. Gardner Teall is making up a collection for the Library, called the Frances Gothard Teall Memorial Collection. Professor McNiele Dixon supplied the Library with a great deal
of literature on the war, and the florists have given us flowers at various times.

In closing my report I wish to include a word of warm appreciation of the loyal spirit with which the members of the staff have cooperated with me in the work at the Library. The spirit that pervades our staff is such a one of loyalty and efficient devotion to the institution as much be an inspiration to any executive or to any institution; the generous and active moral support on the part of the city administration, the business men, the teachers, need a word of sincere appreciation, and the press of the city, which has at all times given generously publicity and personal interest to the various library activities, and to you, the members of the board, for your hearty support in directing the work of the Library, I wish to add a word of appreciation.

Very respectfully submitted

Laura M. Olsen
Librarian
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THE LIBRARY AND THE WAR.

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Soon after we entered the war the Government requested the American Library Association to assume charge of supplying books and libraries to those in the service. In August, 1917, there was a nation-wide movement to gather books and magazines for the soldiers and sailors. Eau Claire citizens responded generously both in the quantity and quality of the books sent in. In the first drive for books we exceeded our quota, as more than five hundred books and over two thousands magazines were collected. This was done with the assistance of the press, churches, and moving picture houses.

In March, the American Library Association planned a "War Library Week" to raise $1,500,000 for libraries. Mr. M. S. Frawley was appointed chairman of the local committee and was ably assisted by Mr. E. Weinfeld, R. W. Owen, Mrs. J. T. Barber, Mr. W. Ager, and other prominent citizens. The press, the schools, and all organizations helped to make this a great success. Our quota of $1,000 was over subscribed. When we had sent $288,50 it became unnecessary for us to collect the rest of the money pledged, as the quota set by the American Library Association had already been over-subscribed.

In March, a second book drive was conducted under the direction of the librarian with the able assistance again of the press, the churches, boy scouts, schools, Eau Claire Theater Company, and others. As a result we were able to send 1016 splendid books to Camp McClellan, Ala. These were made ready for circulation by the library staff and volunteer helpers from the High School, among whom were the following young ladies -- Marion Culver, Mildred Stetelkau, Helen Stai, and Leona Gunderson. The pockets, the book plates, and the cards were supplied by the National Library War Service Committee. The librarian and other members of the staff have helped in the Red Cross and Y. M. C. A. drives.

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A bulletin board has been maintained for a permanent display of posters, bulletins, and suggestions for food conservation. In February an intensive food conservation campaign was
conducted for an entire week. The domestic science teachers in all the city schools cooperated enthusiastically. Each day had its special dishes with recipes and cost of preparing. One day there were meatless dishes, another, wheatless, then meat saving, fat saving, sugar saving, and simple desserts. The press was generous with space and good head-lines, so that each day we had a food article on the special foods with recipes. The women of the city came to the Library in great numbers to see the display and copy the recipes. Then, too, we had a fine display of vegetables canned by the methods described in the government bulletins. These were greatly admired and were a source of inspiration to many. Quantities of bulletins on canning and cooking from the National War Garden Commission and from the state and government have been distributed. During the Garfield Fuel Conservation period, the Library was closed on Sundays and Fridays.

ACCESSIONS.

By actual count there were in the Library on June 30, 1915, 22,930 volumes, not including the 3088 public documents, which would bring the total to 25,918 volumes. During the year 1460 books were added -- 1056 adult and 404 juvenile. Of these 1162 were purchases, 208 gifts, and 90 bound periodicals. 567 books were withdrawn during the year, a large number being public documents for which we received permission to return to the government. Our binding bill is a smaller item this year than usual, because we ourselves, re-cased 587 books, which accounts for the re-binding of only 106 books. Many of these will last as long as their popularity, and the rest may be re-bound if found necessary, later. In addition, 4064 books were mended. Among the new reference books added are the latest edition of the New International Encyclopedia, the World Book, a number of debating books and the usual yearbooks.

CIRCULATION.

The circulation of 106108 books for the year shows an increase of 6161 volumes over last year, and more than half of this increase has been in the juvenile department. 44196 books having been circulated in that department and 65906 adult books. The Library was open 305 days with an average of 357 books per day. During the Garfield Fuel Conservation period the Library was closed on Fridays. The largest circulation for any one month in the history of the Library was in January 1915 when 10,349 volumes were issued from the main library, and the largest circulation for any one day was on February 23 when 949 books were issued. 936 books were drawn on vacation cards by patrons leaving the city. The increase we feel is especially worth noticing because we have really lost a large number of good patrons, due to the departure of so many of the young men for
conducted for an entire week. The domestic science teachers in all the city schools cooperated enthusiastically. Each day had its special dishes with recipes and cost of preparing. One day there were meatless dishes, another, wheatless, then meat saving, fat saving, sugar saving, and simple desserts. The press was generous with space and good head-lines, so that each day we had a food article on the special foods with recipes. The women of the city came to the Library in great numbers to see the display and copy the recipes. Then, too, we had a fine display of vegetables canned by the methods described in the government bulletins. These were greatly admired and were a source of inspiration to many. Quantities of bulletins on canning and cooking from the National War Garden Commission and from the state and government have been distributed. During the Garfield Fuel Conservation period, the Library was closed on Sundays and Fridays.

ACCESSIONS.

By actual count there were in the Library on June 30, 1918, 22,880 volumes, not including the 2086 public documents, which would bring the total to 25,918 volumes. During the year 1600 books were added -- 1056 adult and 404 juvenile. Of these 1162 were purchased, 408 gifts, and 90 bound periodicals. 557 books were withdrawn during the year, a large number being public documents for which we received permission to return to the government. Our binding bill is a smaller item this year than usual, because we ourselves, re-cased 507 books, which accounts for the re-binding of only 156 books. Many of these will last as long as their popularity, and the rest may be re-bound if found necessary, later. In addition, 4064 books were mended. Among the new reference books added are the latest edition of the New International Encyclopedia, the World Book, a number of debating books and the usual yearbooks.

CIRCULATION.

The circulation of 108102 books for the year shows an increase of 6161 volumes over last year, and more than half of this increase was in the juvenile department. 44196 books having been circulated in that department and 63906 adult books. The Library was open 308 days with an average of 367 books per day. During the Garfield Fuel Conservation period the Library was closed on Fridays. The largest circulation for any one month in the history of the Library was in January 1918 when 10,349 volumes were issued from the main library, and the largest circulation for any one day was on February 23 when 942 books were issued. 936 books were drawn on vacation cards by patrons leaving the city. The increase we feel is especially worth noticing because we have really lost a large number of good patrons, due to the departure of so many of the young men for war and by the interest taken by our former faithful patrons in Red Cross work and other activities at home. The entrance of
the United States into the war has affected the general character of the reading as well. Many who read only fiction are reading history and many who read very little before are reading the war books. There has been a great demand for books on the war, and books and bulletins on conservation cookery are called for more than ever. Current newspapers and magazines are eagerly sought.

EXTENSION WORK.

An important development of recent years has been the extension work in the Library -- taking the Library to the people who live at a distance from the Library. Three stations have been maintained through most of the entire year. At first it was chiefly the children who responded, usually taking home books to their parents or older sisters and brothers, but the adults are beginning gradually to come for the books themselves. The books are sent weekly to the stations, and on a stated day a library assistant is on hand to serve the public two hours.

In the Ninth Ward the books were sent to Curran's Drug Store until just before Christmas when the place became too crowded, the books were then moved to the Ninth Ward Hose House. At the Tenth Ward, the books were placed in Mr. Wold's store on McDonough St. It was necessary to discontinue this in March when the work became heavier at the main library and we were short of help. However, a little later, Mrs. J. J. Culbert volunteered to assume charge of the books at her store on Omaha St. She has been very successful and is reaching more adults than we did. At Shawtown the books were sent to Mr. Myers' store on Menomonie St., and later to the school house, but it became necessary to discontinue this for a short time for the same reasons as above, then Mrs. H. J. Hepburn was willing to take charge of the books at her store, and she also is doing splendid work with the books. Patrons may telephone to the Library and make request for special books or may renew their books there. The largest circulation at any of the stations was on December 12th when the Ninth Ward station issued 102 books. At the Shawtown branch 1602 books were issued during the year, at the Ninth Ward, 713 books and at the Tenth Ward 1672. We never could have done what we have this year in extension work without the splendid cooperation of the city in charge of Mr. N. LaLonde and his assistants, who have handled all the books for us and taken care of all school duplicates and the books for the soldiers as well.

A gratifying feature of this extension work is the cordial cooperation of all the centers where the books have been distributed. It is fortunate to be able to reach so many people -- who, in all probability would not have found their way to the library. The War has done much to promote this work.
the United States into the war has affected the general character of the reading as well. Many who read only fiction are reading history and many who read very little before are reading the war books. There has been a great demand for books on the war, and books and bulletins on conservation cookery are called for more than ever. Current newspapers and magazines are eagerly sought.

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REGISTRATION.

At the beginning of every month our borrowers cards which are three years old are re-registered. The cards of borrowers found in the directory are then dropped and the cards of those patrons who have not used their cards within the past year are taken out and notices sent to them that unless they express a desire to have their cards renewed, they will be cancelled. In this way the borrowers file is carefully revised and kept up to date and unused cards dropped. During the past year 1663 new borrowers were registered -- 1108 adult and 555 children. Up to the present time we have 9019 borrowers.

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| Total attendance | 2314 children |
| Average attendance | 55 children |
| Largest attendance | 147 children |
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The total circulation of books in the children's room for the year was 44,196, an increase of 3200 over last year. The largest daily circulation in the children's department was 382.
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At the beginning of every month our borrowers' cards which are three years old are re-registered. The cards of borrowers found in the directory are then dropped and the cards of those patrons who have not used their cards within the past year are taken out and notices sent to them that unless they express a desire to have their cards renewed, they will be cancelled. In this way the borrowers' file is carefully revised and kept up to date and unused cards dropped. During the past year 1663 new borrowers were registered -- 1108 adult and 555 children. Up to the present time we have 9019 borrowers.

WORK WITH CHILDREN.

The work with the children may be divided into two divisions, that which we do at the Library and that which is done in connection with the schools. Our aim has been to reach as many children as possible and to get the right book to the right child at the right time. The work here in the Library has consisted in the supervision in the choice of books for home reading, and in the story telling, which we hope has tended to introduce the listeners to the best in literature and encourage them to read along suggested lines as well as to provide wholesome recreation and foster the Library habit. With the assistance of the story telling class at the Normal School, twenty-one story rooms were conducted for the primary grades with an attendance of 1475 children. 466 older boys and girls attended the story hour which was held for them on Friday afternoons. The special story hour held in the Shattuck school during December and January was attended by 1073 children of the lower grades.

<table>
<thead>
<tr>
<th>Total attendance</th>
<th>2314 children</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average attendance</td>
<td>53 children</td>
</tr>
<tr>
<td>Largest attendance</td>
<td>147 children</td>
</tr>
<tr>
<td>Smallest attendance</td>
<td>15 children</td>
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In our work with the schools an attempt was made to reach the teachers and children of all grades. A balanced collection of books was sent to the rooms of the Fourth, Ninth, and Tenth Wards, where they were left for the semester and issued by the teacher or a student librarian. 5273 books were issued in this manner. The books were followed up by informal book talks which were intended to interest the children in their school library. Stories and book talks with invitations to come to the Library and to the Library Story Hour were also given in the school rooms of the other wards.

The total circulation of books in the children's room for the year was 44,196, an increase of 3200 over last year. The largest daily circulation in the children's department was 392 books issued on February 9.

During the food conservation campaign and the drive for books for the soldiers letters were written to the school children
asking their cooperation. The boy scouts responded particularly well and helped collect books which were assembled by their school members.

In our work this coming year we hope to reach more children and to bring about a better cooperation with the teachers; to supervise more carefully the reading which older boys and girls are doing and to establish the work of the Wisconsin Reading Circle. We are fortunate in having secured Miss Julia Starkey, a former assistant, for next year. She has just completed a course of training at the Carnegie Library School at Pittsburgh.

HIGH SCHOOL LIBRARY BRANCH

The efficient modern library is a recognised factor of the system of public education. It is daily being linked closer with the Public School system. We have just completed arrangements whereby the School Board and the Library Board will jointly conduct a branch of the Public Library in the High School building, to be designated as a reference High School Branch. The High School Library will be administered by the Public Library, the School Board will provide room, heat, light, furniture, and supplies, while the Library is to furnish the librarian, books and periodicals, the city council having agreed to appropriate $1500 for this purpose for the first year. A joint committee of the Library Board and School Board has been appointed in order that there may be the greatest cooperation and efficiency in the work. The High School branch will be open every day with a librarian in charge. She will spend part of her time at the Public Library.

A change in teaching methods in recent years has made necessary a library in the High School in connection with the preparation of lessons -- its purpose is educational. The general functions of the High School Library are to supply books for class work and for cultural reading, and to give a working knowledge of the use of books and libraries.

REFERENCE

No record is kept of the reference work done -- clubs, schools and organizations have used the reference books as freely as air. The business man is realizing more and more that he can make use of the Library by telephone. We have done more reference work by phone the past year than ever before. Many of the questions have required a great deal of research work, and in one case it was necessary to write to Madison for assistance. We have borrowed a great many books from the University Library for patrons, and in each case the patron pays the postage on the books. We are especially grateful to Mr. Walter M. Smith, Librarian of the University Library, for his kindness and interest in sending just the books needed. We have borrowed books, too, from the Library Commission, and in this way we are able to supply anything any
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STAFF

There have been several changes in the personnel of the staff. Miss Winifred Coffin, who had served so long and faith-
null
fully, resigned in March to take up work with the Ordnance Depart-
ment at Washington, D. C. In the resignation of Miss Bertha
Wollum we lost another good assistant. Miss Wollum accepted a
position at New Richmond. Miss Ruth Sorensen, a graduate of the
Wisconsin Library School last June, succeeded Miss Florence Fisher
as children's librarian. Miss Alice Evanson, an apprentice in
the Library, attended the summer session at the Library School
last summer, and became a regular assistant on the staff. Miss
Helen Mason, a former apprentice, came back to us as a regular
assistant. Mr. Edward Johnson, our efficient janitor, who served
so faithfully during the entire time since we moved into this
building, left the first of the year to accept the position as
engineer at the High School. Mr. Odin Hagen has succeeded Mr.
Johnson.

The success and growth of the Library depend to a very
great extent upon the assistants who come in contact with the
public. Our present assistants by their interest, courtesy and
thoughtfulness daily win new friends for our library. The im-
portance of the Library as an educational institution is such
that we ought to be able to have on our staff only persons as
well equipped as are the teachers and pay them equally well.
Library assistants should be high school graduates at least and
have library school training. They are required to work six
days in the week, seven hours a day. They are expected to be
well dressed, and are called on to contribute to every cause as
much as the teachers, and yet they are not as well paid. I
feel that some of the staff are grossly under paid. I know of
no other service which pays so little and still demands so much.

Up until June 1, staff meetings were held regularly
every Monday morning from eight to nine o'clock, and although the
attendance was voluntary, there was never an absence except for
illness. At these meetings certain periodicals are reported on
regularly by each member of the staff, books are reviewed, prob-
lems discussed, and questions looked up. These meetings usually
require preparation during the week of at least three hours out-
side of library time. At one meeting we had the pleasure of an
informal talk on the war by Ex-Senator W. H. Hatton. We all feel
that these meetings were worth while and that much benefit was
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GIFTS

Mr. C. W. Lockwood presented the Library with twenty-six volumes of the International Studio. Our file is now complete to date. The Carnegie Endowment sends their valuable publication as it is published. Mr. Gardner Teall is making up a collection for the Library, called the Frances Gothard Teall Memorial Collection. Professor McNiele Dixon supplied the Library with a great deal of literature on the war, and the florists have given us flowers at various times.

In closing my report I wish to include a word of warm appreciation of the loyal spirit with which the members of the staff have cooperated with me in the work at the Library. The
spirit that pervades our staff is such a one of loyalty and efficient devotion to the institution as must be an inspiration to any executive or to any institution; the generous and active moral support on the part of the city administration, the business men, the teachers, need a word of sincere appreciation, and the press of the city, which has at all times given generously publicity and personal interest to the various library activities, and to you, the members of the board, for your hearty support in directing the work of the Library, I wish to add a word of appreciation.

Very respectfully submitted

[Signature]

Librarian.
Dear [Recipient],

I hope this letter finds you well. I wanted to update you on the progress of our project to expand our facilities and improve our services. The construction is on schedule, and we expect to complete the project by the end of the month. We are excited about the new additions and believe they will enhance our ability to serve our community.

Please let me know if you have any questions or concerns. I am always available to discuss the project in more detail.

Best regards,

[Your Name]