

027.409
L87
1917/18
C.2

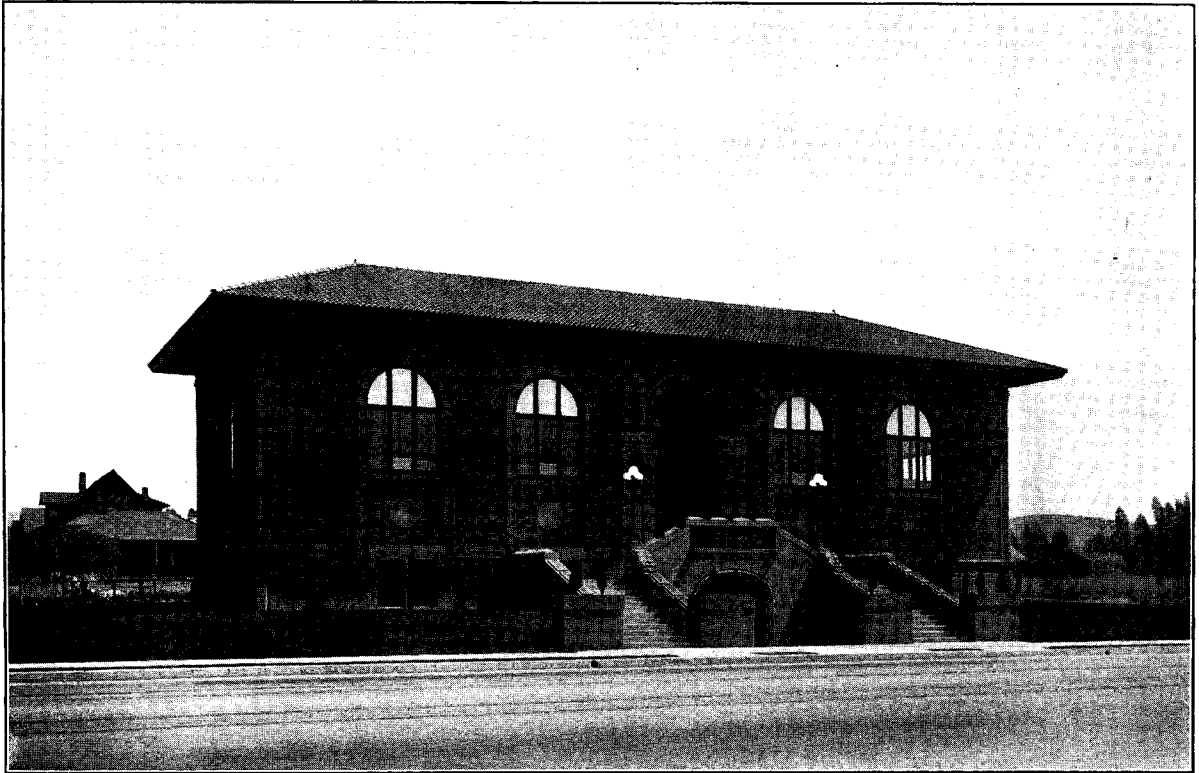
LOS ANGELES PUBLIC LIBRARY

THIRTIETH ANNUAL REPORT

1917-18



Los Angeles, 1918



CAHUENGA BRANCH

027.409
L 87
1917/1918
C.2

THIRTIETH ANNUAL REPORT

of the BOARD of DIRECTORS of the
LOS ANGELES PUBLIC LIBRARY

OCTOBER, 1918



BOARD OF DIRECTORS

ORRA E. MONNETTE, *President*
FRANCIS J. CONATY
HERMAN C. KAESTNER
FRANCES M. HARMON
FRANK H. PETTINGELL

Los Angeles, 1918

CONTENTS

	Page
Libraries, Location and Hours	3
Library Staff	6
Directors' Report	9
Librarian's Report	14
Summary of Statistics	28
Financial Statement	29
Statistical Tables	31

THE LIBRARIES

Main Library

315 West Fifth Street

Hours: 9 a. m. to 9 p. m. week days; 1 to 9 p. m. Sunday

Carnegie Branches

Arroyo Seco Branch

6135 Pasadena Avenue

Hours: 9 a. m. to 9 p. m. week days; 2 to 6 p. m. Sunday

Boyle Heights Branch

First and Chicago Streets

Hours: 9 a. m. to 9 p. m. week days; 2 to 6 p. m. Sunday

Cahuenga Branch

4591 Santa Monica Boulevard

Hours: 9 a. m. to 9 p. m. week days; 2 to 6 p. m. Sunday

Hollywood Branch

Hollywood Boulevard and Ivar Street

Hours: 9 a. m. to 9 p. m. week days; 2 to 6 p. m. Sunday

North East Branch

North Workman Street and Avenue 26

Hours: 9 a. m. to 9 p. m. week days; 2 to 6 p. m. Sunday

San Pedro Branch

Eighth and Beacon Streets, San Pedro

Hours: 9 a. m. to 9 p. m. week days; 2 to 6 p. m. Sunday

Vermont Square Branch

Forty-eighth Street and Budlong Avenue

Hours: 9 a. m. to 9 p. m. week days; 2 to 6 p. m. Sunday

Vernon Branch

Forty-fifth Street and Central Avenue

Hours: 9 a. m. to 9 p. m. week days; 2 to 6 p. m. Sunday

Rented Branches

Central Avenue Branch

2707 Central Avenue

Hours: 1 to 9 p. m. week days, except Saturday; Saturday, 9 a. m. to 9 p. m.

Moneta Avenue Branch

249 West Forty-fifth Street

Hours: 1 to 9 p. m. week days, except Saturday; Saturday, 9 a. m. to 9 p. m.

Pico Heights Branch
1312 El Molino Street

Hours: 1 to 9 p. m. week days, except Saturday; Saturday, 9 a. m.
to 9 p. m.

University Branch
824 West Jefferson Street

Hours: 1 to 9 p. m. week days, except Saturday; Saturday, 9 a. m.
to 9 p. m.

Sub - Branches

Playground Libraries

Echo Park Playground
1620 Bellevue Avenue

Open Tuesday, 2 to 6, 6:30 to 9 p. m.; Thursday, 2 to 5 p. m.; Saturday,
9 to 1 a. m.; 1:30 to 5 p. m.

Exposition Park Playground
3922 Menlo Avenue

Hours: Wednesday, 2 to 5:30; 6 to 8:30 p. m.

Hazard Playground
Griffin Avenue and Zonal Street
Open Tuesday and Friday, 2 to 5 p. m.

Recreation Center
1546 St. John Street
Open Monday and Friday, 2 to 6; 6:30 to 8:30 p. m.

Slauson Playground
Slauson Avenue and Fortuna Street
Open Monday and Thursday, 2 to 5:30; 6 to 9 p. m.

Violet Street Playground
2017 Violet Street
Open Monday and Wednesday, 2 to 6; 6:30 to 8:30 p. m.

Barton Hill Branch
Pacific and O'Farrel Streets, San Pedro
Hours: 2:30 to 5 p. m., Tuesday and Friday

Edendale Branch
1925 Alessandro Street
Hours: Monday to Friday, 2:30 to 4 and 7 to 9 p. m.

El Sereno Branch
4843 Mission Road
Hours: Tuesday and Friday, 3 to 5 p. m.; Monday and Thursday,
7 to 9 p. m.

Figueroa Branch

Seventy-sixth and Figueroa Streets

Hours: Monday, Wednesday and Friday, 2 to 5 and 7:30 to 9 p. m.

Gardena Branch

One Hundred Sixty-fifth Street and Ainsworth

Hours: Wednesday and Friday, 7 to 9 p. m.; Tuesday and Thursday,
2 to 6 p. m.

Jefferson Branch

2065 West Jefferson Street

Hours: 3 to 5:30 and 7 to 9 p. m. week days

Malabar Branch

3002 Wabash Avenue

Hours: 3 to 5 p. m. daily; Tuesday and Thursday, 7 to 9 p. m.

Owensmouth Branch

Owensmouth, California

Hours: Monday to Friday, 3 to 5 and 7 to 9 p. m.

Palms Branch

Fourth Street and Del Mar

Hours: 7 a. m. to 9 p. m. daily

Point Firmin Branch

543 Shepard Street

Hours: Monday and Thursday, 2 to 6 p. m.

Santa Monica Boulevard Branch

6203 Santa Monica Boulevard

Hours: Wednesday and Friday, 3 to 5:30 p. m.; Monday, Wednesday
and Friday, 7 to 9 p. m.

Stephenson Branch

3431 Stephenson Avenue

Hours: 3 to 5:30 and 7 to 9 p. m. week days

Terminal Island Branch

Terminal Island School

Hours: Friday, 2 to 4 p. m.

Van Nuys Branch

City Hall

Hours: Tuesday, Thursday and Friday, 2:30 to 5:30; Monday,
7 to 9 p. m.

Wilmington Branch

City Hall

Hours: Week days, 2 to 5 p. m.; Monday, Tuesday and Wednesday,
7 to 9 p. m.

LIBRARY STAFF

EVERETT R. PERRY, Librarian

EXECUTIVE DEPARTMENT

Mrs. Elizabeth L. Wyche
(Stenographer)
Hildegarde E. Hoeller
(Stenographer)
L. H. Oster
(Bookkeeper)

Sara Eastman
(Clerk of Statistics)
Bernice B. Barnett
(Telephone Operator)

Page

George Murch

ORDER DEPARTMENT

Anne M. Mulheron, Principal
Mary A. Johnson

Page

Marion C. Albert

CATALOGUE DEPARTMENT

Florence Thornburg, Principal

Mary E. Taylor
A. Loretto Clark
Grace Lefler
Alma B. Scheuble
Esther C. Ulen
Mary E. Dudley

Mary R. Bean*
Edith I. Morrison*
George Herzog
(Binding)
Mrs. Adelaide Lemar
(Russian Translator)

Pages

Katherine A. Carey
Ethel Z. Hess
Sarah O. Leech*
Tessa L. Polkinghorn

Helen E. Blount
Ruth Poling
Mary K. A. Schmidt

DEPARTMENT OF LITERARY ADVANCEMENT

Gertrude E. Darlow, Principal

CIRCULATION DEPARTMENT

Jeannette M. Drake, Principal

Laura B. Scheuffer
Elizabeth W. Perry
Mary A. Naismith
Elise Alber
Freya Stager
Ruth E. Maltby
Lulu Littlejohn

Viola Adam Bogue
Rose Purcell
Hazel Tobias
Florence H. Macloskey
Cosby L. Gilstrap
Marie E. Taylor
Hazel Reeves

Pages

Sarah S. Comfort
Fern A. Fitch
Edwin R. Copeland
Reuel F. Rogne
Francis H. Garvey

Erennio R. Melogli
Frederick Ott*
Norman Neukom*
Paul P. Phelps*

Meta A. Spaulding (Bulletin Maker)

* Half time employee.

JUVENILE DEPARTMENT

Jasmine Britton, Principal

Helen L. Greenamyre
Iona C. Eddie

Edith I. Morrison*
Mrs. Arnie McPherron Leaf*

Pages

Mabel A. Bahrman*

Sam Chudacoff*

PERIODICAL DEPARTMENT

Mrs. Emilie Jackson, Principal

Pansy Fitch

Pages

Myrtle Vaux

Worth Patten*

REGISTRATION DEPARTMENT

Frances R. Foote, Principal

Shirley M. Coleman

Elizabeth K. Ellsworth

Pages

Blanche H. Bauer
Mrs. Florence M. Don Carlos

Mrs. Addie F. Rea

REFERENCE DEPARTMENT

Susanna C. Ott, Principal

Clara M. Rowell
Mary L. Boynton

Jessie M. Chase

Pages

Clayborn D. Cooksey*
William B. McAulay*

William Berkovitz*

INDUSTRIAL DEPARTMENT

Florence M. Krause, Acting Principal

Monica Shannon

Grace M. Lawrence

Page

Alfred L. Rosenbluth

ART AND MUSIC DEPARTMENT

Eleanor W. Caruthers, Principal

Mary R. Bean*

Ruth Ann Waring

Pages

Harriette G. McHugh

Wayne Williams*

SOCIOLOGY DEPARTMENT

Grace M. White, Principal

Lucy K. West
Josephine B. Hollingsworth
Elizabeth I. Boynton

Floren Levitt

(Typist)

Pages

Frederick Deering

Wayne Williams*

LIBRARY SCHOOL

Mrs. Theodora R. Brewitt, Principal

Marion L. Horton

Grace A. Hammond

* Half time employee.

BRANCHES DEPARTMENT

Helen T. Kennedy, Principal

- (Office)
 Van Tyne Smith
 Bessie K. Landon
 Mrs. M. A. Sharpe
 Alice M. Scheck
 (Arroyo Seco)
 Mary G. Hart, Principal
 Nettie M. Guiwits
 Florence Hovey
 (Vermont Square)
 Elizabeth C. Riddell, Principal
 Veva Hart
 Bessie M. Foye (one-third time)
 Rosalind Greene
 (Vernon)
 Mary Hieber, Principal
 Jennie T. Shute
 Mignon R. Tyler
 Bessie M. Foye (two-thirds time)
 (Boyle Heights)
 Alice J. MacDonald, Principal
 Minnie F. Gullickson
 Gladys M. Crowe
 (North East)
 Zita G. Bailey, Principal
 E. Carmelita Duff
 Genevieve Hauenstein
 (Cahuenga)
 Fannie B. Dorman, Principal
 Corrie V. Ziegler
 Gladys Glenn
 (Hollywood)
 Mrs. Eleanor B. Jones, Principal
 Clara E. Purdum
 Helen G. Percey
 Mrs. Arnie McPherron Leaf*
 (San Pedro)
 Lena M. Royce, Principal
 Grace I. White
 Mrs. Anna M. Nisson
 (Pico Heights)
 Victoria Ellis
 Harriette Saxton
 (Central Avenue)
 Mrs. Saxon Brown
 Rhoda Williams
 (Moneta Avenue)
 Blanche M. Herzog
 Mrs. Jessie I. Cavanaugh
 (University)
 Margaret Vinton
 Claire Bonnell
 (Playgrounds)
 Jennie M. Dick
 Florence Hurst
 Hildreth D. Markham
 * Half time employee.
- (Sub-Branches)
 Julia Clapperton
 (Wilmington)
 Helen L. Spotts
 (Jefferson)
 Gladys Glenn
 (Santa Monica Boulevard)
 Dorothy B. Ely
 (Edendale)
 (Stephenson)
 Ray Jennings
 (Gardena)
 Mrs. Margaret Morris
 (El Sereno)
 Mrs. Louise M. Dodge
 (Figueroa)
 Mrs. Edith Van de Carr
 (Van Nuys)
 R. M. Mason
 (Palms)
 Mrs. Annie T. Gallow
 (Owensmouth)
 Book Repairer
 Ethel Weesner
 Pages
 Vescina T. G. M. Bennett
 Ferol Redd*
 James Bugbee*
 Cleo Beeler*
 Louise B. White*
 Fred Brown*
 Sam Flacksbinder*
 Leroy Gammon*
 Ethan H. Minthorn*
 Sam Oelrich*
 Nine part time pages
 Janitors
 Mrs. Jennie Langberg
 A. H. Millman
 A. R. Sackett
 Charles Vollwerth
 Archibald A. Nelson
 Charles Cox
 Michael Collins
 Archie A. Powell
 Norman A. Champion
 Building Force
 James O. Mickens
 (Carpenter)
 Charles D. Southwell
 (Carpenter)
 Wade D. Winder
 (Head Janitor)
 William Draper
 Buell Hines
 Margaret Phelan
 Clayborn D. Cooksey*
 (Page)

REPORT OF THE BOARD OF LIBRARY DIRECTORS

To the Honorable City Council,
City of Los Angeles.

Gentlemen:

The Board of Library Directors of the Los Angeles Public Library desires to present for your careful consideration its customary annual report covering the condition, growth and prosperity of the Public Library and its branches for the fiscal year ending June 30th, 1918.

At the opening of this presentation we desire to reaffirm our belief that this department of municipal affairs, second only to the Public School system, is the most important and far-reaching in its influence toward the wider education and general welfare of the citizenship of the municipality. At the same time, we apprehend that the business men, householders and taxpayers of the city do not appreciate their responsibility to give larger support and encouragement for the advancement of this department. For these reasons, mainly, and in addition to making the report indicated by the introduction, we claim the thought and attention of your honorable body to the subject matter presented.

For the fiscal year just closed the Board has continued unchanged in its directorate. Each member has been faithful in attendance, actuated by a desire to render efficient service, and with complete harmony of action, the administration of affairs has proceeded along a successful and united course.

The term of service of Mr. Orra E. Monnette, who had served as a member of the Board for four years, and as its President for nearly two years, expired upon December 31, 1917. He was reappointed to his office by Hon. Mayor Frederic T. Woodman.

The Board of Library Directors, consisting of five members as provided by law and as constituted at the present time, is as follows:

Rev. Francis J. Conaty.....	Term expires December 31, 1918
Mr. Herman C. Kaestner.....	Term expires December 31, 1918
Mrs. Frances M. Harmon.....	Term expires December 31, 1919
Mr. Frank H. Pettingell.....	Term expires December 31, 1920
Mr. Orra E. Monnette.....	Term expires December 31, 1921

The organization of the Board is as follows:

Mr. Orra E. Monnette, President.
Mr. Herman C. Kaestner, First Vice-President.
Mrs. Frances M. Harmon, Second Vice-President.
Mr. Everett R. Perry, Secretary.
Rev. Francis J. Conaty, Treasurer.

Committees of the Board:

Books and Donations.....	Mrs. Harmon, Mr. Pettingell.
Rules and Administration.....	Father Conaty, Mrs. Harmon.
Printing and Supplies.....	Mr. Kaestner, Father Conaty.
Auditing and Accounts.....	Mr. Kaestner, Mr. Pettingell.
Service and Employees.....	Mr. Pettingell, Mrs. Harmon.
Branch Libraries.....	Father Conaty, Mr. Kaestner.
Finance and Budget.....	Mr. Pettingell, Mr. Kaestner.
Public Schools.....	Mrs. Harmon, Mr. Pettingell.
New Library and Site.....	Mrs. Harmon, Mr. Kaestner, Father Conaty, Mr. Pettingell, Mr. Mon- nette.

It is the custom of the Board to organize for its administrative work in January of each year, and at that time officers are elected and the

committees of the Board appointed as listed above. At the same time, and for an annual term, the Librarian is elected. Mr. Everett R. Perry, who for several years has most efficiently and faithfully performed the duties of this office, was re-elected for another year in January, 1918. His administration is deserving of complete approval. He, likewise, has been and now is the Secretary of the Board. Regular meetings are held twice each month, and whenever the labors of the Board require, special meetings are called. It has been the thought and purpose in the division and allocation of the business management of library affairs to allot to each member of the Board his proper share of duty and responsibility. This is performed through standing committees. The expenditure of the funds placed at the disposal of the Board receives the close scrutiny of a Finance and Budget Committee, and every phase of the Library work is given similar supervision. However, the Librarian is charged with the administrative end of the work, and his wide experience, technical training and closer supervision, with the support of a very able staff, produce the results obtained. In this connection, it is a pleasure to comment upon the intense loyalty of the staff as employees of the Library and as servants of the public. Whatever success has attended the united efforts of the Library Board, Librarian, and the staff, the credit in a large measure should be given to the faithful ones who seldom receive the marks of honor well deserved.

We are pleased to report that the present condition of the Library shows a stronger entrenchment in the minds and hearts of the people. Its sphere of influence is continuously larger. Its activities are more extended than formerly. The service rendered the public is more than that of general usefulness, and is reaching out to the larger field of culture and refinement.

During the year, with true consideration of the needs of the Government and in patriotic support of its War operations, the ordinary trend of service to the public has been somewhat changed and diverted, but without letting up to any great extent, and in some particulars increasing the service to the public beyond what ordinarily obtains, the entire Library system, both at the main library and its branches, has extended its scope to include the support, encouragement and direction of many special War activities.

The circulation during the year was 2,468,593, as compared with 2,304,621 volumes the previous year. This is not as large a gain as might be desired, but altogether is very satisfactory. At the same time the funds at the command of the Library were about \$3,000 less than the previous year, the exact figures being \$237,604.69 for 1917-1918, while the same for 1916-1917 were \$240,603.40. This circulation of books is not a fair standard of estimate of the extent to which the Library is used. This element does not include the actual attendance at Library quarters, either at the main library or its branches. Without a turnstyle system it is almost impossible to know how many people enter the doors of the library. At frequent intervals tabulation has been had and various estimates made. It is conservative to state that attendance has been larger during the past year than ever before, and if a grand total of 3,000,000 visitations were a fair estimate a year ago, with assurance this figure can be increased by at least several thousand for the past year.

The same general lines of work have been followed as heretofore, with an increase in special cases. The report of the Librarian which will be submitted in connection herewith will present the usual facts and statistics, from which you will be enabled to judge of the character and extent of the service rendered to the public. However, the Library now has 334,130 volumes upon its shelves; serves the public with the

Librarian, a staff of 13 departmental heads; 12 branch librarians; and a force of 134 persons supplementing these, giving a grand total of 160 employees covering the diversified field of library work. These employees give their time and thought to the work along the most modern and systematized avenues for providing information, instruction and civic betterment.

The main building, with its equipments and appointments, continues the same as a year ago, with some minor improvements and additions in the way of furniture. Further along in this report we shall again speak of the ultimate need of a central library building. During the year 1917 the last branch library was constructed in the carrying out of the previous plans relating to the splendid gift to the citizenship by Mr. Andrew Carnegie, so that during the fiscal year no new branch library buildings were constructed. However, several new branch libraries and deposit stations were opened so as to serve the growing community, and in every possible way the service has been enlarged to meet the demands as far as funds would permit.

The War work undertaken during the year, as alluded to above, has included the placing at the disposal of the public and various organizations the use of the main library and the branches for meetings and War work. The employees of the Library have uniformly aided. Particularly at the branch libraries has this been the case, where the auditoriums and the services of the library employees have been placed at the disposal of the Red Cross and other similar organizations to assist and promote War work.

In the fall of 1917, under the auspices of the American Library Association and through the very efficient work of the Librarian, a fund of \$23,000 was raised in Southern California for the purposes as outlined by that Association, for carrying library facilities to the cantonments and for the benefit of the soldiers and sailors wherever located throughout the United States. This allotment to Southern California was patriotically raised, and, in addition, a call was made upon the public for the donation of books to be collected, boxed, packed and transmitted to the camps and cantonments. Through the Los Angeles Public Library a total of 70,000 volumes was secured in this manner. The American Library Association contemplates a larger appeal to the public this fall, and for the same section in Southern California a sum of probably \$75,000 will be solicited, and a continuous and larger donation of books than heretofore will be called for. The Public Library expects to participate in this campaign with the same vigor, enthusiasm and success as during last year.

Library work is more or less technical. To become efficient it is necessary for the Library workers to give study to Library problems and to receive special training for the work. On this account it has been the custom with the larger libraries to maintain training schools for the purpose of training those who desire to make library work their special vocation. Some years ago a training school was instituted in the Public Library. It has been efficiently and successfully conducted, with the result that the number of students and graduates has increased each year. Thus it has attained distinction and place in the Library world. On this account the Association of American Library Schools at its last session admitted the Los Angeles Public Library School to a place of recognition for the excellency of its work. This gives it a standing not theretofore held,—in fact, the only library school of this character on the Pacific Coast and west of St. Louis.

The Board, as far as its individual membership is concerned and collectively considered, is keenly patriotic and very enthusiastic to serve the Government, while at the same time it has striven to maintain not

only acceptable but the very best service possible for the users and patrons of the Library and its system. Therefore, under the stress of general conditions familiar to all it can be stated with much positiveness that the Library has prospered and is filling a larger place of usefulness than ever before. We close the fiscal year with the feeling of certainty that the record is a most excellent one.

This brings us to the problems which confront us, and they are:

1. Increased financial support.
2. New central library building.

Concerning these we feel justified in speaking directly as though we were addressing the members of your Honorable Body in open forum.

(1) As to increased financial support, the Library is very greatly handicapped in not having sufficient funds at its commands with which to increase its service to the community. In the concrete, this means extended service at every point and consequent enlargement of its activities, namely, more books, more book room, larger equipment, larger circulation, more library space, more branches, and so on. This the public demands. There is but one answer, and that is to accede to the popular demand. The most grievous situation rests in the fact that on account of lack of funds it has been impossible to pay the wages which are the due of the faithful workers in the library and its branches, and which should be paid not only to properly compensate them for their labors, but also to hold to the library service the older, longer trained and better experienced employees. The fact that more resignations have been tendered the past year than ever before indicates this situation. The increase of wages and salaries in other vocations, and even in other city departments, makes necessary an increase in the library department. While a slight increase has been worked out, it is not sufficient to justify and to meet the need. A lack of funds, like the tailor who must cut his garment to fit the cloth, has prevented the doing of full justice and the right thing even from a selfish library interest. Likewise, it has been impossible, with the present financial support, to purchase the books which should be upon the library shelves to satisfy the growing taste, interest and desire of the reading and studying public. It may be urged that books should not be purchased in War times, but the answer is to be found in the fact that the demand for War books or for books which directly lead to the development and enlargement of War activities is the greater demand; and, even these, we are unable to adequately supply. Ours is a growing city with a tremendous future to it, and it is absolutely necessary that some plan to secure a larger financial budget for this all-important department of the city be soon developed.

The provision of the City Charter for the Library support was sufficient at the time it was adopted, but this must be increased, and heed must be taken to this charge of responsibility which is laid by us upon you with serious import and grave concern for the Library's welfare and its future.

(2) As adverted to in previous reports and as far as the agitation of previous years upon the subject is concerned, we cannot close this presentation without again impressing upon you and all of the citizenship of Los Angeles that we are soon to be confronted with a very serious condition. The lease upon the present quarters will expire May 31, 1921. There is always a possibility of renewing the lease, and in that case it must be with decrease of rental (at a lower figure than is now being paid), or, perchance, a change could be made to other rented quarters at the same or less rental. But the present quarters are crowded to the limit, and a careful investigation will show that the service of the

Library is impeded and hampered in every way by the limitations of space. We need not argue with the public the unsuitability of having this second important work of the municipality housed in the upper stories of a down-town office building, almost without honor and distinction. The arguments are familiar and well known to you as to why steps should be taken to meet the situation and to remedy it. We are familiar with the fact that in War times and under the general conditions little can we hope to be accomplished, but we shall not have fulfilled our duty, as we conscientiously see it, to the public of Los Angeles if we do not again bring to the mind and understanding of your honorable body this vital fact which stands out in bold relief. Los Angeles must prepare for and soon acquire a handsomely appointed, architecturally finished, fully equipped and centrally located library building, more to the credit of a municipality of 600,000 people.

In conclusion, it has been the pleasure and profit of the Board of Library Directors to have had the earnest cooperation and enthusiastic interest of the Mayor of our city, Hon. Frederic T. Woodman, fully enlisted in its cause and activities. Likewise, upon several occasions we have come before the City Council on certain claims for consideration. At all times we have found a welcome and a cordial response wherever you could consistently give us a hearing and grant our petition. We shall come again, not once but often. We invite you in turn to come to the quarters of the Public Library and learn more intimately what a tremendous, throbbing, acting force the Public Library is in the life currents of this grand city of ours.

Respectfully submitted,

ORRA E. MONNETTE,

President.

H. C. KAESTNER,
FRANCES M. HARMON,
FRANK HERVEY PETTINGELL,
FRANCIS J. CONATY,

Members.

REPORT OF THE LIBRARIAN

The present report covers the development and activities of the Public Library during the first full year that the nation has been at war. This fact has profoundly influenced the year's work, as it has influenced in varying degree the life during the same period of every individual, every business and every institution in the country. As a measure of war economy, this report has been materially reduced in size. The routine work of the library system is summarized in the librarian's general statement, omitting the various separate departmental reports and several of the full statistical tables heretofore included. But so significant and far-reaching has been the part played by the library in the war work of Los Angeles that a conspectus of this phase of the library's service to the community is submitted, as the outstanding feature of the year's record.

GENERAL SUMMARY: ADMINISTRATIVE AND DEPARTMENTAL

There has been increased use of the Library and development of its activities during the year, but the growth has been uneven, as war conditions have had their effect in every department, diminishing the volume of work in some and increasing the demands made upon and the service rendered by others. To the library's collection, which now numbers 334, 130 volumes, the net additions for the year were 24,667. This is 7,162 less than the accessions for the preceding year, a reduction due in part to the economic necessity for retrenchment and in part to increase in price of certain publications. The total number of registered borrowers is now 120,662 persons, which is a gain of barely 1,000 over the preceding year, and shows a marked decline in new registrations during the period covered. On the other hand, total circulation of books increased to 2,468,581. This indicates that the Los Angeles public now demands from its library, for home use, nearly two and a half million books a year; yet the fact that the ratio of increase was only half that of 1917 shows again how generally the war has brought extra tasks and responsibilities, imposed or assumed, to young and old. Books in language, history, especially history of the war, and fiction have been most in demand, the percentage of fiction having risen from 54 to 57.9 per cent. of the total circulation. This is undoubtedly partly due to the removal of restrictions upon fiction issues, but it also reflects the desire of minds tired or troubled by the stress of the time for refreshment and recreation.

Taking the work of the year in logical sequence of the various departments, the Order Department received for distribution through the library system a total of 30,194 volumes, of which 2,614 were gifts. The total paid for books was \$31,576.08, or \$2,709.19 less than was paid in 1917, while the total number of orders placed

(\$41,711.49) was a reduction of over five thousand dollars from the previous year's buying. The decrease in books and other publications added by purchase was 9,220 volumes. With this cutting down of book supply, the seven per cent. increase in book issue for the year shows how insistent is the need that the library exists to fill. The aim throughout the library's book selection is to build up and round out the collection as a whole as fully and authoritatively as is necessary for a first-rank public library, and at the same time to spend as little money as possible for publications that are of poor value, either intrinsically or in meeting popular demand.

In the Catalogue Department, routine work has been kept closely up to date; the Monthly Bulletin has been prepared and edited for publication, and the special bulletin of books relating to the war was compiled. Work on the consolidated music catalogue was suspended, owing to war demands which made this less imperative at the time. Statistics of the extent and growth of the library collection, inventory taking and record of missing books, are all handled by the Catalogue Department, in addition to the regular typing and filing of catalogue cards, much list-making by multigraph, and all re-cataloging involved in any readjustment of the collection. According to the record kept here, the total stock of the library, in all its collections, is 334,130 books, 38,548 pamphlets, 3,838 maps, and 12,799 pictures. The bindery division reports 20,324 volumes rebound, as against 24,919 in the preceding year, 9,138 current magazines reinforced in manila covers for public use, 9,203 volumes of fiction and children's books reset and recased. The total cost of the binding work was \$14,300.20. Repair work was done on 22,938 volumes, 1,096 pamphlets were covered, 1,024 volumes lettered, and 30,032 volumes repocketed and labelled.

Marked improvement has been made during the year in the organization and method of the work done by the Registration Department. This department is the center of the library's official relationship to the public, the source to which all the questions regarding applications, guarantors, lost or duplicate cards, overdue books, non-resident use, etc., must be referred for solution. In no other department of the library, perhaps, are business methods, accuracy, and prompt dispatch of detail so important. Attainment of these aims has been greatly aided by the equipment of a light and airy registration work-room at the end of the corridor on the eighth floor; many "short-cuts" have also been adopted, in the use of rubber stamps and multigraphed forms, reduction in size of borrowed cards and filing them with record, temporary emergency cards, and the better adjustment of the work done at the branches, saving time and labor for both branch attendants and main registration staff. The number of cardholders registered at the end of the year was 120,662, being a registration for the year of 41,813. This is a loss of over 5,000 as against the record of the preceding year, but a net gain of 1,033 in the total membership. Of this registration, 8,476

was juvenile. Registration at the main library was 21,099, as against 20,714 at the branches.

As usual, the Juvenile Department has had an active and fruitful year. Much of its work, in the field of Americanization and patriotic education, comes within the record of the library's war service, but it has also carried on its efforts to increase and improve the general use of books by children, through closer personal relationship with teachers—aided by the series of informal teas held in five of the branches, for teachers from nearby schools, through talks for teachers on children's books, instruction of the children in use of books during class visits to the library, and the constant preparation of lists and leaflets. The story-hours were carried on, but less extensively than heretofore on account of lack of volunteer helpers. Deposit work, however, was much extended and strengthened, largely through a campaign of visiting which reached a large number of schools and children. Summarized statistics for this department are: Juvenile circulation, 695,695, or 28 per cent. of total circulation; increase for year, 49,295, or 8 per cent increase; number of juvenile books in library, 68,118, or 20 per cent. of total collection, with a net gain of 4,866 accessions for the year. There were 533 story-hours held, with an attendance of 19,457; and 467 school talks and 19 P. T. A. and club talks were given by the principal and others of the staff.

In the main Circulation Department, a total of 851,969 books and magazines were issued for home use, and 7,637 were loaned to branches. There was an increase of 20,293 in the circulation for the year, with an average daily issue of 2,784 volumes. The gain was, however, entirely in history, language and fiction, all other classes showing a decrease from the preceding year's record, and the dominating feature of the year's work was the demand for books relating to the war. Efforts to meet this demand, through exhibits, lists and specialized buying, are noted elsewhere. Some changes were made in equipment, to facilitate the handling of books; book tables with constantly changing collections were used to attract attention to books less generally known; staff meetings for the department were held once a month, to discuss the details of the work and possible means for its improvement.

In the Department of Literary Advancement, the use of books is, so far as possible, directed and specialized by constant personal assistance to readers and students; by weekly book reviews, open to the public, for the presentation of interesting publications in many fields of literature; by addresses to clubs, and by the preparation of lists and articles. The principal of this department also handles the annotation and editorial work on the *Monthly Bulletin*, and is editor of the staff bulletin.

Use of the Reference Department naturally centered upon the war and subjects related thereto. While constant effort was made to meet this demand, care was also given to the upbuilding of the reference col-

lection, through filling gaps by careful purchasing, and to making all bibliographical material as fully available as possible. The library's extensive file of reading lists and bibliographies was reorganized into a uniform collection of pamphlets, arranged under subjects and supplemented by a card index for day-to-day researches made in answer to questions.

The Periodical Department reports that 910 titles, including newspapers, are now currently received by the library. Of these many are duplicated from two to fifty times. There has been no irregularity in the receipt of English and French periodicals and not one issue of the London or Paris dailies has been missed since the beginning of the war. While the war has greatly affected periodicals, leading to the discontinuance or amalgamation of many, the total number now received by the library is larger than ever before, this gain being due to a much increased supply of publications dealing with the applied sciences, military science and aviation, trades and industries. Attendance in the periodical reading room has been decreased about fifty per cent., owing to the absence of young men readers.

So much of the work of the Sociology and Industrial departments is related to war demands, that other details demand only briefest comment. In the Sociology Department, the total extent of the collection is now 19,114 books, 36,508 pamphlets, and 3,577 maps. The year's use amounted to 34,559 issues, being a loss of 2,309, or six per cent. from the record of the previous year. In the Industrial Department, the total year's issues were 49,686, a loss of 356. In both departments, it must be remembered, the loss has been in classes not directly related to war work or war interests, and in these latter fields it has been almost impossible to keep pace with the demands.

Art and Music also felt the effect of the war in a diminution of general and non-specialized use. Issues for the year included 21,135 books and magazines, and 16,729 musical scores. The total stock of the department is now 11,964 volumes, and accessions amounted to 264 books, 87 periodicals and 191 scores. Among the more notable additions were: Hunter, Italian furniture; Lowell, Smaller Italian villas and farmhouses; Siren, Giotto and some of his followers; and the 14-volume set of "Art of Music." There are now 12,713 mounted pictures available in this department, and their use showed a marked gain (5,848) over the previous year. The former music room is now devoted to this picture collection, its use for practicing having so interfered with its original purpose that the change seemed advisable.

Virtually half of the work and use of the library is in the Branches Department, which with its 12 branches, six playgrounds, 18 sub-branches and 126 stations, may be likened to the arterial system of the library organism. In this department, the circulation for the year was 1,507,717, a gain of 140,807, or 10 per cent. The book stock was increased about 15,000, and there were 14,000 inter-library loans for

short periods. This is an increase of 11 per cent. in books and an average of 10 issues per book. The interchange of books is one of the difficult problems in this department; inevitably so, when supply is static and distribution elastic, as is the case in any growing system of library extension; but as an aid in its solution it is recommended that the request system should be placed in the hands of a single attendant, experienced both in the main library and in the branches, and authorized to work out a systematic duplication of such titles as are most frequently represented in branch requests.

Branch circulation, studied by classes, shows that fiction rose to 60 per cent. of the total circulation for the department this year, as against 55 per cent in 1917. The percentage varies, of course, in different branches, but in some is as high as 65 per cent. Undoubtedly, this is partly the effect of the unrestricted issue of three books on each reader's card, but it also indicates how strong is the trend of popular taste, especially when it is remembered that the purchase of new fiction has been appreciably lessened at the larger branches to permit increased purchases of books on the war and on industrial and technical subjects. Among the Carnegie branches, Vernon still holds first place in circulation, though Hollywood shows the largest gain for the year. Playgrounds gained over 7,000 volumes in circulation; and the issue from the deposit stations shows an increase of 19 per cent. War interests predominated in branch activities, but mention should be made here of the book clubs identified with Cahuenga, Pico Heights and University branches, which have carried their work successfully through the year, and of the fact that the auditorium and committee rooms of the Carnegie branches have been used 1,897 times during the year for public meetings, recitals, classes, lectures and other assembly purposes. The appointment of a supervisor of sub-branches has brought about a better coordination of service. Staff meetings have been regularly held, both for sub-branch attendants and for all librarians in charge of branches; and a system of exchange of service has been introduced between the main library and the branches by which it is hoped both will profit.

For the Library School, conducted by the library as the outgrowth of its old-established training class, the most important fact in this year's record is its admission to membership in the Association of American Library Schools. This gives the Los Angeles school official standing as an institution of recognized qualifications in scholarship and in administration, and places it among the first-rank library schools of the country. The application of the school for membership had been under consideration by the national association for two years, and its acceptance, in July, 1918, is almost wholly due to the fine constructive work of its principal, Mrs. Brewitt, in building up, during the last five years, a curriculum that is in line with the best standards of vocational training for librarianship. Having successfully brought the school to this important milestone in its history, Mrs. Brewitt resigned on the first of June to accept the librarianship of the Alhambra Public Library.

The Library School class of 1917-18 consisted of 17 regular and two special students, of whom all but four entered upon the school work with a background of college training, although only six were college graduates; seven entered with one or more years of library experience. The personnel of the class was as follows: Dorothy Dobbings, Soldiers' Home, Cal.; Louise Wilbur Emmons, Los Angeles; Geraldine Graham, Colusa, Cal.; Marion Louise Gregory, Whittier, Cal.; Frank Helm Hout, Corvallis, Ore.; Genevieve Kelly, San Diego, Cal.; Gladys Julia Knowlton, Pasadena; Sidney Anne McClees, Los Angeles; Helen Camp McDonald, Long Beach; Gertrude McLaughlin, Los Angeles; Elza Miller, Los Angeles; Gabrielle Morton, Paducah, Ky.; Isabel Langille Park, Modesto, Cal.; Lucia Railsback, Los Angeles; Mildred Elizabeth Schaer, West Alhambra; Elizabeth Williams, Hollywood. Special students: Marguerite Spencer Cameron, Evanston, Wyo., and Edna Bell Osgood, Los Angeles.

Appointment of Miss Marion Horton (B. L. S., New York State Library School, 1917) as full-time instructor in the school, made it possible to improve and develop the curriculum. All the courses were extended; practical work was reduced in amount and concentrated into four periods through the year—three of which were one-week periods and one a period of one month, in June, at the end of the class work. One week in the spring was given to library visits in Los Angeles and nearby cities, where libraries of distinctive types—college, normal, high and elementary school, special, scientific and municipal—were inspected. A "visitors' week" of special lectures was held in May, at which there was a large attendance of library workers from Los Angeles and vicinity. Visiting lecturers for the year included Dr. Bostwick, of St. Louis, Miss Lutie Stearns, of Wisconsin, and Miss Adelaide Hasse, of New York. Much attention was devoted to educational propaganda, and twenty talks on library work as a vocation were given by the principal to students in high schools, junior colleges, and colleges, including University of California, Stanford, and Mills. Many letters were written and circulars mailed, and the results of these efforts have been apparent in the many applications from desirable candidates received for the school year of 1918-19. The value of a library school in Los Angeles has been demonstrated in many ways, especially by the increasing demand for its graduates which has for some time exceeded the supply. There is every opportunity for the development of an institution which will have an important influence on library progress in the Southwest. The aim of the school should be not only to maintain the standard which has been reached, but to expand to meet the growing needs of this section of the country and the changing conditions of library work. This expansion already requires and will soon imperatively demand more floor space and additional school equipment; it should include also more outside practice in libraries of varying type; an increase of the sum available for special lecturers; institution of formal gradua-

tion exercise; and specialized instruction to meet new developments in library work.

In the foregoing review only the briefest indication is given of the great volume of the year's work that has flowed through accustomed channels. Before passing to an equally brief summary of the many war activities that have marked the year, a word should be said of the working force whose devotion and intelligence give the motive power that operates the library system. There are at present 160 persons on the library staff; resignations from the grade of Attendant alone for the year were 31, and new appointments 23. Notable among the new appointments is that of Miss Jeannette M. Drake as Principal of the Circulation Department, who comes to us with a fine background of library experience gained as librarian at Sioux City, Iowa, as library organizer for the State of Oregon and instructor in the Wisconsin Library School.

A force of 160 is inadequate to provide the full service we should like to give, and the work has been made more difficult by the constant shifting in personnel caused by the loss of trained assistants who have gone to accept higher salaries elsewhere or to take up some form of war work. In the Branches Department alone, war service has taken five workers, and this experience is common all through the library. Miss Anne M. Mulheron, principal of the Order Department, was granted leave of absence at the close of the year for service as librarian of the Base Hospital at Camp Cody, New Mexico, and two other department headships are also to be filled. Similar conditions have prevailed in almost all libraries throughout the country, and a general increase in library salaries has resulted. It is evident that the salaries of trained library workers are rapidly approaching equality with teachers' salaries in the public schools, and this fact must have recognition in municipal budgets if public library service is to be efficiently maintained.

Staff meetings have been successfully continued and increased in number during the year. In spite of the early hour at which these meetings are necessarily held and the inconvenience thus often entailed, they bring out a large attendance and have proved themselves incentives to improved service and to professional fellowship. The little staff bulletin, circulated in mimeograph, has been continued as a medium for announcements and staff news. The staff has been represented in state and district library meetings, and participated most creditably in a program devoted to "The branch library and its relation to its neighborhood," arranged by the Public Affairs Committee of the Friday Morning Club, in April.

THE PUBLIC LIBRARY IN WAR TIME

There is no phase of war activity or of war influence upon civil life that has not been reflected in the work of the Public Library during the year 1917-18. In presenting this aspect of the library's work only the briefest summary is possible, but it is hoped that this summary will indicate the unity of spirit and concentration of effort which the working force of the library has thrown into its war service, and the many directions, national, local and individual, in which this service has been effective.

All through the year the library has been a divisional center for the national Library War Service, maintained for military and naval use by the American Library Association at the request of the United States Government. This involved the conduct of two public campaigns, one, in September, for a maintenance fund, which raised \$1,750,000 by public subscription throughout the country; the other, in April, for gifts of books, which produced over three million suitable and desirable volumes. In Los Angeles, in the first campaign, the allotted quota of \$10,000 was oversubscribed, and a fund of \$12,973.52 was raised; in the second campaign, instead of the allotment of 50,000 volumes, a collection of 70,000 books has been secured, and these have been distributed to the War Service libraries at Camp Kearny, San Pedro, Balboa Park, San Diego, Camp Travis, Texas, and Camp Cody, New Mexico, while several thousand have been supplied for the Mexican Border service and for shipment to France. The librarian, as divisional director for Southern California and Arizona, was responsible for the local organization and conduct of both these campaigns, the Board of Library Directors gave cordial support, and the entire library force gave unstintedly of time, thought and labor additional to their regular library service, in devising and carrying out measures that aided in the success attained.

Through the Library War Service, every one of the military and naval camps, cantonments, and training stations in this country is given a library; over a million books have been shipped overseas for American soldiers, at the front, in reserve and in hospital; every warship, transport and troop train is supplied with desirable reading matter; libraries are provided in every military hospital, for our convalescent and wounded men; and the use of these books, directed by skilled workers, is centered upon two ideals—self-education, in the development through study of native abilities, and provision of wholesome recreation and refreshment for the mind. The great amount of extra work entailed by the enlistment of the library in this national cause can hardly be indicated here. The main library and every branch was a center of publicity during both campaigns, through meetings, exhibits and ingenious advertising; storage room was furnished at the main library for the

thousands of books collected, and here, under the direction of the Catalogue Department, but by volunteer work of the staff and outside helpers, the immense task of preparation and shipment was carried through. All books were sorted, those unsuitable being sold for waste paper, and then prepared according to official instructions, with pockets, labels, titles written, book checks and shelf cards, for immediate camp library use. Expense of supplies, transportation, etc., was defrayed by the American Library Association. Aside from the work done in the collection of funds and books, the Library War Service has been aided by the appointment of two members of the staff as librarians at base hospitals; and at the San Pedro camps library facilities have been developed in closest relationship with the Los Angeles Public Library.

Of far-reaching influence has been the aid given by the library to the food conservation movement. Mrs. Frances M. Carlton-Harmon, of the Board of Library Directors, was appointed in October, 1917, Library Publicity Director for California for the United States Food Administration, and with her approval and co-operation the facilities of the library have been utilized in every possible way to direct public attention to food saving and food production. In the Circulation Department a large table and bulletin board were permanently assigned to exhibits on this subject, where books and pamphlets were displayed on food, cooking and other topics suggested by the Food Administration; the household science department of the public schools often sent special exhibits of food, and over 40,000 recipes for bread, meat substitutes, cakes, etc., were here distributed. Similar publicity work was carried on in the branches, where through the assistance of Mrs. Harmon, acting as Chairman of Information and Library Service of the State Council of Defense, and through the loan of posters from the schools there have been many striking exhibits of raw materials, canned and preserved foods, books, pamphlets and recipes. Thousands of multigraphed copies of tested recipes have reached the Los Angeles public through this library distribution.

Americanization has been one of the notable library activities, in which the Juvenile Department has played an important part. Special effort has been made to reach through the night schools the adult foreigners who are learning to read English. While, of course, only a small percentage of such adults attend night school, that percentage represents those of more ambition and intelligence, able to respond to what the library has to offer. The method of approach has been chiefly through talks to the assembled night school teachers in the autumn, suggesting the use of books, pictures and magazines, and following this by a visit to the school and a short talk to the students. At this time a definite date is arranged for a class visit to the library, and a package of application cards is given to the teacher to be properly filled out beforehand, so that books can be drawn on the occasion of the visit. These visits are prepared for by arranging a table full of books in easy English, travel in the foreign countries represented by the

visitors, history, citizenship, mechanical and foreign books, and magazines. After a talk or story, the visitors are taken to the shelves of foreign books, to the reference room, the industrial department, and art and music department, given help in the selection of their first book and cordially invited to return for more.

The public schools have also been experimenting in Americanization by conducting afternoon classes for women, and the library has had its share in this experiment by holding a "library party" in celebration of the conclusion of the term's work. One of these parties, held at the Violet street playground, brought forth an attendance of some fifty Mexican women, accompanied by a cavalcade of baby buggies. Here they found a tempting array of Spanish books, interspersed with books in easy English, fashion magazines, books on needlework and crocheting, and cook books. With the help of an interpreter, a story was told; dances and a flag drill were given by the playground children, some of whom had mothers in the audience; then lemonade was served, and each mother was invited to "come again."

An interesting Americanization aid was planned in the nationality survey map of the city, undertaken by a committee from the library and the night schools. The city was divided into twelve districts and a meeting of representatives from educational and social agencies was called in each district. A questionnaire was distributed, which in addition to nationality included items desired by the housing commission, playgrounds, charities, settlements, night schools and library. The library was asked for data on number of foreign books, and their circulation, languages most in demand, and foreign clubs meeting in the library. This survey planning brought together many people with the same interest—the welfare of the foreign-born—and proved worth while in this respect alone. Throughout the work the State Commission of Immigration gave advice, whenever difficulties arose. There were many difficulties, but finally the task was finished; the information obtained is now being tabulated and analyzed; and very soon the nationality map will be available in the library. A report and recommendation from the State Commission of Immigration will be based upon the findings of this survey.

Americanization is a part of patriotic education, and patriotic education has been one of the guiding ideals in the library's work with children and young people. At the request of the State Commission of Immigration the Juvenile Department prepared for the use of teachers a selective list of the hero-stories of other countries, and this suggestion has been followed out in the library story-hours, by giving these tales and emphasizing the noble and romantic aspects of national history. For foreign girls a patriotic reading list was prepared, called the "Red, White and Blue list," giving under each color books that deal with three types of heroism—courage, fidelity, and service. The children, under the direction of their art teachers, have made posters on

war gardens, thrift stamps, liberty loans, Red Cross and Red Star, and these have been used for publicity purposes in the branch libraries. At the time of the campaign for books for soldiers, the children, under the direction of the library, distributed thousands of slips asking for gifts of books, and helped in the preparation of the books for the camps, while the Boy Scouts aided the cause by parading with their fife and drum corps and by guarding the book boxes placed for collections at the street corners.

In all public movements and "drives" for war purposes, the library has helped. In the great Red Cross parade it was represented by the board of directors, the librarian and several score members of the staff, and the second war fund was aided by many forms of publicity and by a hundred per cent subscription from the library staff. In the liberty loan and the thrift-stamps and war-savings drives, the effort to arouse and strengthen public interest through the library's influence was continuous and effective. In all the branches war activities have been paramount. Red Cross work has grown tremendously in the larger branches, being of more importance than all the other interests of the community and keeping the auditoriums and basement rooms in constant use. Besides making knitted and hospital garments, surgical dressings and gauze bandages, the various Red Cross organizations have arranged programs and entertainments for raising funds, have had monthly teas, and have collected salvage of all kinds. Boyle Heights branch is notable in this field, as headquarters for 900 Red Cross workers, including Armenian and Jewish women, and is a fine example of the adjustment possible between library service and Red Cross work. At the Northeast Branch the Red Cross has a membership of 1,200 and holds regular meetings three days and one evening a week; this branch possesses a moving picture machine, presented by the people of the community, which is to be used for Red Cross purposes for the duration of the war. Similar work, varying in kind and degree according to the facilities available, is reported from every branch. The library staff itself is banded together in the Los Angeles Public Library War Service Organization, with its headquarters at the main library, and maintains a Red Cross auxiliary and various sections for specialized work.

The greatest and most important part of the library's war work, however, has been in supplying books to meet the ever-increasing public demand for information concerning the war, for inspiration of the ideals and purpose of the war, for solace in war strain and war anxieties, and for instruction in the technical and industrial activities created by the war. While every effort has been made to meet this demand, it has been impossible to purchase books in sufficient quantity, within the limitations of the library budget, and there is always a waiting list of eager would-be readers for the new and popular war books. Yet there are in the main Circulation Department alone 1,500 books concerning the war, including

poetry, drama, personal experiences, biographies and histories of the allied countries, while for distribution throughout the system twenty-eight copies of Gibson's "Journal from our Legation in Belgium," forty-nine copies of Gerard's "My Four Years in Germany," and other important books in similar proportion. In the Circulation Department the collection of war books is started, and shelved together, and 13,840 more volumes in this class were issued than in the previous year. All these books are issued for seven days only. The most popular titles appear to be "Over the Top," "My Four Years in Germany," "Journal From Our Legation in Belgium" and "Raymond." There is also a large and constant demand for books that would assist in learning foreign languages, especially French and Spanish. To illustrate the current progress of the war, two large maps were installed, one in the Circulation Department, one in the corridor leading to the Periodical Reading Room, and on these the course of the campaign has been indicated by a ribbon, changed from day to day. Bulletin board exhibits of posters and war pictures, have, of course, been a constant feature, at the main library and the branches. In November the library issued a complete list of its books relating to the war, covering forty-seven double-column pages, and classified under many subjects. In common with all the public libraries of the country, it has also carefully eliminated from circulation all books which in their subject-matter would be calculated to weaken the unity of American support of the war, to confuse or disguise the issues at stake, to foment antagonism to America's allies, or to disseminate hostile propaganda.

It has been the province of the Reference Department to furnish histories of all the countries at war, important source material, such as the "blue" and "white" official books, reports of societies dealing with the war that do not come within the field of the Sociology Department, reports of committees of investigation and speeches and monographs of value. Effort has been made to answer the thousands of war questions that come to this department, and to this end a card index has been made of the slang terms and new phrases that the war has brought forth. Instead of telling over and over again the meaning of "poilu," "Bolshevik" and "camouflage," the attendant is thus able to hand the inquirer a card giving full definition and derivation.

In the Industrial Department, users and attendants have alike specialized on war subjects. In this department both reference and circulating books are shelved together, so that the student finds all available material in one place; over 280 periodicals relating to science and trades supplement the books here available. Every technical activity of the day is reflected in the work done here. The impetus given to shipbuilding has brought many interested in navigation, naval architecture, seamanship, marine engineering, and thermit and oxy-acetylene welding. Holms' "Practical Shipbuilding," in two volumes, is the most popular book on this subject; the department now has one reference

copy and seven circulating copies of this book and orders placed for more. The price of this book is \$18.50, but the demand is so great that three times as many copies as are now available could be used to advantage. Aviation in all its branches is a subject constantly wanted, while the shelves are steadily searched for material on food conservation, food production, food substitutes, home gardening, intensive agriculture and the raising of bees, rabbits and goats. In these subjects the library's stock of material is taxed to the utmost and every kind of government pamphlet and Farmers' Bulletin is pressed into service. The bulletins issued by the Federal Board of Vocational Education in Washington have been placed in cardboard covers and are issued in addition to the regular number of books on a card. Many people anxious to fill government positions come to this department for instructional books in stenography, typewriting, business efficiency, book-keeping and accounting. In order to keep pace with these demands the department has purchased heavily in all these subjects, both in duplicating standard works and in keeping up with new publications. But the supply is still inadequate, and it is certain that the immediate future will require many more books in these subjects and more money with which to buy them. The department has issued several important lists, one on engineering, one of up-to-date books on food conservation; it has been responsible for the food exhibits displayed in the Circulation Department, and it keeps up to date for reference use the card file of over 1,200 tested recipes.

By use of the books in the Sociology Department many men and women have prepared themselves for civil service examinations; many others have studied local resources and trade possibilities; workers enlisted in civilian or war relief are studying the literature of sociology, child welfare, social service, re-education of the disabled and handicapped; while the establishment of military and naval training schools has brought a constant stream of inquiries for manuals of military and naval science.

There has been war use also of the Art and Music Department. The need of music and art in war time both as inspiration and as solace has been felt throughout the country; all nations recognized music as a great inspirational influence upon the soldier, but it remained for America to lead in giving systematic song training to her fighting forces. We now have singing instructors in nearly all army cantonments and naval training stations; while our artists and illustrators are turning their energies to war posters of every variety and purpose. These interests have been evident in the work of the department, which has given assistance to camp entertainers in the preparation of programs, sent collections of music and vocal scores to nearby camps, provided books on design and lettering for poster artists, and given instruction in knitting through its books on needlework.

How earnestly and actively the library has co-operated in every

SUMMARY OF STATISTICS

	1917	1918
1. Number of volumes June 30.....	309,463	334,130
2. Number of volumes added during the year	42,555	31,752
3. Number of volumes withdrawn during the year	10,726	7,085
4. Number of periodicals received, including duplicates.....	2,276	2,310
5. Number of newspapers received, including duplicates	188	148
6. Number of borrowers registered during year	47,304	41,813
7. Total registration	119,629	120,662
8. Circulation of books for home use:		
Main Library	937,721	960,864
Branches	1,155,939	1,264,471
Playgrounds	81,508	88,990
Deposit Stations.....	129,463	154,256
	<hr/>	<hr/>
	2,304,631	2,468,581
9. Percentage of fiction to total circulation	54%	57%
10. Number of staff June 30, in equivalent of full time assistants.....	154	160
11. City tax rate.....	4-10 mill	4-10 mill
12. Receipts from 4-10 mill.....	\$197,786.00	\$195,643.77
13. Total Receipts.....	240,603.40	237,604.69
14. Expenditures for Salaries.....	122,849.06	128,601.24
15. Expenditures for Books.....	36,680.34	31,576.08
16. Expenditures for Periodicals.....	4,913.69	5,009.06
17. Expenditures for Binding.....	16,076.19	14,300.20
18. Expenditures for Rent.....	25,254.69	25,639.96
19. All other expenditures.....	29,498.62	22,896.68
20. Total Expenditures.....	235,272.59	*228,023.22

*Outstanding orders amounting to \$6,607.13 remained unfilled on June 30th, 1918.

Balance unexpended, \$2,974.34.

FINANCIAL STATEMENT

1917—1918

The four-tenths of a mill on the dollar, assessed valuation, allowed us by the City Charter, amounted to \$195,643.77 for the fiscal year 1917-1918.

RECEIPTS

Budget Allowance, 1917-1918.....	\$195,643.77	
Appropriation for Carnegie Branches.....	21,000.00	
Demand Cancelled	7.40	
Balance Forward from Previous Year.....	4,430.81	
		\$11,603.68
Fines, Main Library.....	\$ 6,918.97	
Fines, Branches	1,460.83	
Fines, Juvenile	568.92	
Fines, San Pedro	151.91	
Fines, Wilmington	38.51	
Fines, Hollywood	502.77	
Fines, Vermont Square	439.75	
Fines, Arroyo Seco	357.54	
Fines, Vernon Avenue	411.11	
Fines, Boyle Heights	252.28	
Fines, North East	261.88	
Fines, Cahuenga	239.21	
		\$11,603.68
		11,603.68
Duplicate Fiction, Main Library and Branches	859.19	
Postals, Main Library and Branches.....	170.22	
Lost Books, Main Library and Branches.....	722.46	
Dues	63.00	
Duplicate Cards	306.20	
Rent, Bindery, for year.....	900.00	
Phone, Bindery, for year.....	30.00	
Power, Bindery, for year.....	96.50	
Rebate, Insurance.....	236.29	
Rebate, Telephones.....	25.96	
Rebate, Freight and Express.....	20.52	
Drinking Cups.....	33.21	
Supplies and Miscellaneous.....	22.40	
Tuition, Library School.....	1,007.75	
Donations	45.00	
Fines (Mutilation).....	102.00	
Witness Fees.....	2.10	
Postage, Refund	45.67	
Books, Refund	5.49	
Old Papers, Books, etc., Sold.....	81.27	
Damages to Furniture.....	6.05	
Reimbursement from A. L. A.....	137.75	
		4,919.03
		\$237,604.69

FINANCIAL STATEMENT

1917—1918

(Continued)

EXPENDITURES

Books	\$ 31,576.08	
Periodicals	5,009.06	
Binding	14,300.20	
Furniture and Fixtures.....	2,805.81	
Structures and Improvements.....	58.00	\$ 53,749.15
	<hr/>	
Salaries	\$127,954.31	
Wages	646.93	128,601.24
	<hr/>	
Telephones	\$ 1,106.82	
Postage	1,480.93	
Freight	168.13	
Printing	1,628.50	
Electricity and Gas.....	2,957.77	
Garage	98.73	
Carfare	607.94	
Towels	452.71	
Repairs	275.48	
Miscellaneous Service.....	1,321.68	
Insurance	1,584.35	
Rent, Main Library and Branches.....	25,639.96	
Lumber	387.50	
Paint	137.20	
Hardware	240.92	
Office Supplies.....	4,106.03	
Janitor Supplies.....	774.29	
Fuel	874.56	
Auto Supplies.....	1,050.06	
Miscellaneous	779.27	45,672.83
	<hr/>	<hr/>
		\$228,023.22

SUMMARY

Budget Allowance, 1917-1918.....		\$195,643.77
Allowance for Maintenance Carnegie Branches		21,000.00
Fines, etc., Collected during the year.....		16,522.71
Demand Cancelled		7.40
Balance Forward from Previous Year.....		4,430.81
Expenditures	\$228,023.22	
Orders Outstanding	6,607.13	
Balance Unexpended	2,974.34	
	<hr/>	<hr/>
	\$237,604.69	\$237,604.69

TRUST FUND

June 30, 1917, Deposits Outstanding.....		\$ 766.75
June 30, 1918, Receipts during year.....		2,115.00
June 30, 1918, Refunded during year.....	\$2,100.00	
June 30, 1918, Deposits Outstanding.....	781.75	
	<hr/>	<hr/>
	\$2,881.75	\$2,881.75

COMPARATIVE CLASSIFIED STATISTICS OF
CIRCULATION

	1916-17	1917-18
General	000	1,958
Philosophy	100	34,771
Religion	200	34,685
Social Science	300	191,676
Language	400	43,063
Science	500	43,091
Useful Arts	600	61,780
Fine Arts	700	64,212
Literature	800	164,135
History	900	71,821
Travel	910	72,317
Biography	920	34,367
French Non-Fiction.....	3,384	3,524
German ".....	3,594	2,545
Italian ".....	439	759
Russian ".....	1,596	1,142
Spanish ".....	2,038	2,001
Yiddish ".....	1,434	1,324
Scandinavian ".....	385	294
Dutch ".....	19	14
Greek ".....	70	68
Armenian ".....	29	134
Hebrew ".....	50	58
Hungarian ".....	44	43
Music	23,833	21,673
Fiction—Juvenile	264,267	317,295
Fiction—English—Adult	949,919	1,084,719
Fiction—Foreign—Adult	32,674	28,093
Magazines, Bound	17,804	11,834
Magazines, Unbound	185,176	174,798
Totals.....	2,304,631	2,468,581
Pictures	32,303	30,289
Gain	13.7%	7.1%
Percentage of fiction to total circulation.....	54 %	57.9%

AMERICAN LIBRARY ASSOCIATION UNIFORM
STATISTICS

Annual report for the year ending June 30th, 1918.

Los Angeles Public Library, Los Angeles, California.

Population, 607,587, City Directory estimate, 1918.

Free for lending; free for reference.

Total number of agencies, 162.

Consisting of—Central Library; 8 Carnegie Libraries; 4 branches in rented buildings; 6 playground branches; 17 sub-branches; 126 deposit stations, 44 in rooms, 82 in schools.

Number of days open during the year, 363; hours open each week for lending, 72; hours open each week for reading, 80.

Total number of staff, 160 full time attendants.

Total number of volumes July 1st, 1917, 309,463, 29,055 added during the year by purchase, 2,697 by gift; number of volumes withdrawn 7,085. Total number of volumes June 30th, 1918, 334,130.

Number of pamphlets July 1st, 1917, 34,094 (includes documents), 6,274 added during the year; withdrawn, 1,820. Total July 1st, 1918, 38,548. Total number of maps, 3,838. Music, 4,349 (included in volumes).

Loaned for home use: Fiction, 1,430,107 volumes.

Number of borrowers registered during the year, 41,813.

Total number of registered borrowers, 120,662.

Registration period, 3 years.

Number of magazines currently received, 2,310; newspapers, 148.

Number using reading rooms: No account kept.

Total valuation library property, \$676,235.62.