

Los Angeles Public Library - Annual Rept.

R027.409 L87 1911/12

Los Angeles Public Library

Twenty-Fourth Annual Report

1911-1912

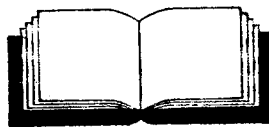


Los Angeles, 1912

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MUNICIPAL REFERENCE DEPARTMENT
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Twenty-Fourth Annual Report

of the

Board of Directors

of the

Los Angeles Public Library

July, 1912

ROZT. 409 L87, 111111

MUNICIPAL REFERENCE

DEPARTMENT

OCT 29 1927

LOS ANGELES PUBLIC LIBRARY

Los Angeles, 1912

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BOARD OF DIRECTORS

HENRY M. NEWMARK, <i>President</i>	Term expires February 2, 1913
G. M. GIFFEN.....	Term expires February 2, 1914
JOSEPH S. GLASS.....	Term expires February 2, 1915
L. J. STABLER.....	Term expires February 2, 1915
MRS. SHELLEY H. TOLHURST.....	Term expires February 2, 1916

The Librarian serves as Clerk of the Board.

COMMITTEES

<i>Attendants</i>	MRS. TOLHURST, DR. GLASS
<i>Auditing and Accounts</i>	PROF. STABLER, MR. GIFFEN
<i>Books and Donations</i>	MRS. TOLHURST, PROF. STABLER
<i>Branch Libraries</i>	DR. GLASS, MRS. TOLHURST
<i>Printing and Supplies</i>	PROF. STABLER, MR. GIFFEN
<i>Rules and Administration</i>	MR. GIFFEN, DR. GLASS

LOS ANGELES PUBLIC LIBRARY

THE LIBRARIES

Location and Hours

MAIN LIBRARY

320 WEST EIGHTH STREET

Hours: 9 a. m. to 9:30 p. m. week days; 1 to 9 p. m. Sunday

HOLLYWOOD BRANCH

HOLLYWOOD BOULEVARD AND IVAR STREET

Hours: 9 a. m. to 6 p. m., 7 p. m. to 9 p. m. week days;
2 to 5 p. m. Sunday.

SAN PEDRO BRANCH

EIGHTH AND BEACON STREETS, SAN PEDRO

Hours: 9 a. m. to 9 p. m. week days; 2 to 5 p. m. Sunday.

WILMINGTON BRANCH

CITY HALL, WILMINGTON

Hours: Monday, 3 to 5 p. m.; Tuesday, 7 to 9 p. m.
Thursday, 7 to 9 p. m.; Friday, 3 to 5 p. m.

TERMINAL ISLAND BRANCH

"THE VENUS," OCEAN FRONT

Hours: Wednesday and Saturday, 2 to 5 p. m., every evening,
7 to 9.

BOYLE HEIGHTS BRANCH

1964 EAST FIRST STREET

Hours: Monday, Wednesday, Friday, Saturday, 3 to 6,
7 to 9 p. m.

CENTRAL AVENUE BRANCH

2707 CENTRAL AVENUE

Hours: Monday, Tuesday, Thursday, Saturday, 3 to 6,
7 to 9 p. m.

EAST LOS ANGELES BRANCH

2603 NORTH BROADWAY

Hours: Daily, except Sunday, 3 to 6, 7 to 9 p. m.

GARVANZA BRANCH

AVENUE 64 AND RUBY STREET

Hours: Monday, Tuesday, Thursday, Saturday, 3 to 6,
7 to 9 p. m.

MONETA AVENUE BRANCH

4418 MONETA AVENUE

Hours: Daily, except Sunday, 3 to 6, 7 to 9 p. m.

PICO HEIGHTS BRANCH

1312 EL MOLINO STREET

Hours: Daily, except Sunday, 3 to 6, 7 to 9 p. m.

UNIVERSITY BRANCH

806 WEST JEFFERSON STREET

Hours: Daily, except Sunday, 3 to 6, 7 to 9 p. m.

VERNON AVENUE BRANCH

44TH STREET AND CENTRAL AVENUE

Hours: Daily, except Sunday, 3 to 6, 7 to 9 p. m.

WASHINGTON STREET BRANCH

1145 WEST WASHINGTON STREET

Hours: Monday, Wednesday, Friday, Saturday, 3 to 6,
7 to 9 p. m.

ECHO PARK PLAYGROUND

LAKE SHORE AND SUNSET BOULEVARD

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

HAZARD PLAYGROUND

GRIFFIN AVENUE AND CHARLOTTE STREET

Hours: Friday, 2:30 to 5:30 p. m.

RECREATION CENTER

HOLLY AND ST. JOHN STREETS

Hours: Monday, 2 to 8:30 p. m.

SLAUSON PLAYGROUND

SLAUSON AVENUE AND ENCINO STREET

Hours: Monday, 2 to 6 p. m.; Thursday, 1:30 to 8:30 p. m.

VIOLET STREET PLAYGROUND

VIOLET STREET AND SANTA FE AVENUE

Hours: Wednesday, 2 to 5 p. m.

LIBRARY STAFF

EVERETT R. PERRY, *Librarian*

EXECUTIVE DEPARTMENT

CELIA GLEASON, *Assistant Librarian*

MARY A. JOHNSON

PEARL E. GLEASON

ELLA C. BRUNSON

BESSIE M. FOYE

NANCY E. TAYLOR

EDYTH GORMAN

The Librarian acts as Principal of the Department.

CATALOGUE DEPARTMENT

FLORENCE THORNBURG, *Principal*

MARY E. TAYLOR

LORETTA CLARK

CLARA M. ROWELL

GEO. HERZOG

ALMA B. SCHEUBLE

JEAN DOAN

LAURA COOLEY

MARGARET D. BLOOMER

ESTHER C. ULEN

MARGARET V. MOLONY

ELOISE CARWYLE

MARY R. BEAN

PAGES

KATHERINE CAREY

FRANCES SYKES

ELEANOR STERZ

MRS. ADELAIDE LAMAR

MRS. JESSIE CAVANAUGH

CIRCULATION DEPARTMENT

GERTRUDE DARLOW, *Principal*

MARGARET P. MELZER

JOSEPHINE JEDOFKY

MARY A. NAISMITH

ELIZABETH PERRY

LAURA B. SCHEUFFLER

VEVA HART

HELEN GOODELL

PAGES

DORIS SHAW

IVAN IHM

SAMUEL SMITH

JAKE ROSENTHAL

TWENTY-FOURTH ANNUAL REPORT

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JUVENILE DEPARTMENT

STELLA C. BECKLEY, *Principal*

EDITH M. GILBERT
AILEEN CUSHING

AURORA LA GUE

PAGE

ROBERT GWYNN

PERIODICAL DEPARTMENT

MRS. EMILIE JACKSON, *Principal*

MARY E. DUDLEY

EUNICE CARR

PAGE

JOHN DOUGHERTY

REGISTRATION DEPARTMENT

MARY G. HART, *Principal*

SHIRLEY M. COLEMAN
THERESA M. CURTIS

ELISE ALBER

REFERENCE DEPARTMENT

ANNA McC. BECKLEY, *Principal*

SUSANNA C. OTT
ELEANOR C. CARUTHERS
MABEL W. CORY

FLORENCE M. KRAUSE
LINNIE M. MARSH
HELOISE MACDONELL

PAGES

ARCHIBALD NELSON
JOSEPH KAVENEY

DOCUMENTS DEPARTMENT

GRACE M. WHITE, *Principal*

GRACE E. PINNEY

LUCY WEST

PAGE

ELWYN MCKINNON

LOS ANGELES PUBLIC LIBRARY

BRANCHES DEPARTMENT
MINNIE M. OAKLEY, *Principal*

JENNIE M. DICK
 ZITA G. BAILEY
 F. B. DORMAN
 KATHERINE MOYLE
 BESSIE K. LONDON
 ALICE McDONALD
 GEORGETTA BANKSON
 EMMA B. LEE
 CLARA S. FORST

NETTIE M. GUIWITS
 CAROLINE M. BRITTAN
 FRANCES R. FOOTE
 ELEANOR F. HAMILTON
 MARY HIEBER
 GERTRUDE MALLORY
 VAN TYNE SMITH
 FLORENCE L. HURST

PAGE
 HAROLD McCARTHY

HOLLYWOOD BRANCH
 MRS. ELEANOR B. JONES, *Principal*

KATHERINE M. HILTON

HELEN M. SPENCER

PAGES
 RUTH ANDERSON
 BEATRICE MANNOCCIR
 JANITOR
 A. H. MILLMAN

SAN PEDRO BRANCH
 WILMINGTON BRANCH, TERMINAL BRANCH
 LENA M. ROYCE, *Principal*

GERTRUDE H. HOLMBLAD

HAZEL B. HEARNE

JANITOR
 JOHN LIGNER

TRAINING CLASS
 HELEN T. KENNEDY, *Principal*

JANITORS, ETC.

DENNIS JOHNSON
 WINFIELD VAUS
 J. L. RICHARDS

MRS. HANNAH CRONIN
 MARGARET PHELAN
 MRS. JENNIE LANGBERG

PAGES
 REGINALD RANYARD
 J. R. WADDELL

REPORT OF THE BOARD OF DIRECTORS

*To the Honorable, the City Council,
City of Los Angeles.*

GENTLEMEN:

The Board of Directors of the Los Angeles Public Library has the honor to present to you herewith its annual report for the fiscal year ending June 30, 1912.

On September 8th, Mr. Everett R. Perry, of the New York Public Library, was appointed librarian. Through Mr. Perry's tireless efforts since that time, several departments of the Library have been re-organized, and the standards of efficiency of the library service very highly improved. This has been attested by a wider interest in the Library, manifested in a very heavy increase in circulation.

The Board of Directors takes especial pleasure in giving public acknowledgment of its appreciation of Mr. Perry's splendid work and the loyal support of the library staff.

The development of the branch library work has called forth much careful thought during the past year. Sites for five of the six Carnegie branch libraries have been approved by the Board, and will be furnished free to the Library.

Plans have been adopted and contract awarded for the first branch library, to be known as the Vermont Square Branch. Work on the building will be started shortly. This library will be equipped with a collection of about 6000 volumes, an attractive reading room for children and one for adults, as well as an open air reading room. A special feature will be an auditorium to be used for all kinds of social and literary meetings, including the children's story hour.

The work of building the other branches will be prosecuted with all reasonable rapidity so as to afford adequate service to those residing in the more remote portions of our city.

The Library Board is very eager to largely extend the technical reference work, so as to afford improved facilities for those interested in the applied sciences, and particularly to meet an increasing demand for information relating to the great industries of the Southwest, such as horticulture, viticulture, oil, mining, agriculture, etc. As all departments of industry are being rapidly reduced to a scientific basis, it is particularly fitting that the latest information upon these subjects should be available to all who are interested.

It is noted with great regret that the proposed charter of the City of Los Angeles, as prepared by the Board of Freeholders, contains no provision for a fixed income for the Library, based on the assessment roll, as provided in our present city charter. Being largely an educational institution, the library should be free from the necessity of making an annual appeal to the Council or Commission in order to secure necessary funds.

The Library Board is also most emphatically opposed to the complete control of the Library System and the Park System by one commissioner, as provided for in the Freeholders' Charter. These departments should be conducted by boards of citizens, who may be regarded as enthusiasts on these particular questions. Other cities, such as Oakland, operating under the commission form of government, have preserved the Library Board, as well as the Park Board and Playground Commission, and this method has been admitted to have worked out very satisfactorily.

Owing to our great distance from the library training schools, the development of a training class has proven to be most necessary. This department of the library has been very materially strengthened during the past year through the appointment of Miss Helen T. Kennedy, formerly with the Wisconsin Library Commission, to take charge of the department.

It is hoped that before another twelve months will have elapsed some city plan providing for an appropriate grouping of our public buildings will have been finally adopted and some method of raising funds for the early erection of a central library provided. While Los Angeles can boast of a civic spirit for which she is well known throughout the world, her citizenship has been slow to realize our great need for a permanent library home.

The Library Board wishes to extend its thanks to your Honorable Body for the aid you have given the Library during the past year, and hopes that the service rendered will merit a continuance of your generous support.

Respectfully submitted,

HENRY M. NEWMARK, PRESIDENT,
JOSEPH S. GLASS,
LAIRD J. STABLER,
G. M. GIFFEN,

Board of Library Directors.

July 10, 1912.

REPORT OF THE LIBRARIAN

To the Board of Library Directors:

I have the honor to submit the following report on the work of the Los Angeles Public Library for the year ending June 30, 1912.

Volumes and Circulation

The number of volumes in the Library has increased from 166,045 to 191,370; the number of card holders from 52,114 to 58,134; the circulation from 862,879 to 1,006,080. The gain in circulation amounts to 16.6%. The percentage of fiction circulated, including both adult and juvenile, is 65.4%.

The circulation figures include but few books circulated in the schools, for the reason that in Los Angeles this work is carried on by the Board of Education. This class of circulation frequently forms a large factor in the total, sometimes rising as high as 30%. That we have been able to reach the large figure of approximately 1,000,000 without such aid, should be a source of encouragement and an incentive to greater efforts.

Reorganization

Emphasis has been placed during the past year on the re-organization of the staff, co-ordination of the work of the different departments, and improvements in methods.

In the course of re-organization, it was found best to combine certain departments.

The former Fiction and General Literature Departments now constitute the Circulation Department.

Since April 1st, the old Catalogue, Classifying and Accession Departments have formed a single department under one head. This combination has made it possible to dispense with certain details required by the former complicated organization and to simplify generally the technical part of the work of the Library. This simplification has permitted a reduction in the number of attendants engaged in cataloguing and classifying and the transfer of several to other departments.

At the time of the combination it was decided to give up the Accession Book. Our accession record is now kept on the book order sheets, these sheets being made to serve a double purpose, as will be described in more detail in the report on this work.

The collection of books for teachers, constituting the School Department, which was formerly in the Juvenile Department, has been divided between the Circulation and Reference Departments, and this educational material can now be more easily used. The department no longer has a separate existence.

Other departments to be combined were the Finance and Book Order Departments, which now with the office force constitute the Executive Department.

The total number of departments has been reduced from fifteen to ten.

In the re-organization of the staff, control over their respective departments was given to principals. This control includes not only the direction of every assistant's work, but also the arrangement of the time schedule formerly in charge of the office.

At the same time a redistribution of employees was made. Employees were assigned to whatever department they seemed best fitted.

New Building

Development of the work at the central library has been greatly hampered. The present quarters are reached only by elevators, and the arrangement of departments is inconvenient for attendants and the public. Only when the collection is housed in a new building of our own, so planned as to embody the most recent ideas in library construction, can the most efficient service be rendered. The situation of such a building is most important. It should be placed so that a five cent fare will take everybody to its doors, and it should not be far away from the business and shopping district of the city. The modern library aims to be a vital force in a community. It can not perform this function, if its usefulness is limited by an inaccessible location.

County Library

At one time this last year there seemed to be a promise of a new building through the co-operation of the county with the city. A scheme for the construction of a building by the county, on condition that the city place its public library therein, was proposed by a local newspaper and had the approval of the County Board of Supervisors. This plan could not well have been carried out, except by the consolidation of city and county for library purposes. The time for such a combination of interests did not seem ripe. But the possibility that

the city and county may join forces for the betterment of library service lies not far ahead, and should therefore receive careful thought.

The consolidation might legally be effected by two methods. By the first, the County Board of Supervisors would assume control, and the public library would become the headquarters of the county library. Assessment on the entire county or on such portions of it as chose to support the county library would provide a larger income than the city alone could expect to raise. If in addition, the county would undertake to construct an adequate building, it is obvious that there would be advantages in consolidation not soon to be realized by the city alone, burdened as it is with heavy taxation and a large debt.

By the second method, a contract might be entered into providing for the payment of a certain sum by the county to the city in return for which library service should be rendered the county. The city would then retain control.

In this connection, it is well to remember that our new city charter will probably take up the question of annexing adjoining territory that may wish to have the use of the Owens River water. A recently issued draft of this charter provides in Article V, Section 33, Paragraph (g), that "whenever the consolidation of city and county governments of the territory within the City of Los Angeles becomes effective, the Commission, or its successor in office, of the consolidated city and county of Los Angeles, shall also exercise the powers of a Board of Supervisors, including the power to levy and collect taxes, as may be authorized by law, upon all property within such consolidated city and county." If the situation should develop as seems to be anticipated by the authors of this clause, the city would gradually acquire control of surrounding territory, which would then come to enjoy the same library privileges as now possessed by the citizens of Los Angeles.

Branches

While expansion of the work at the main building must apparently take place at a gradually decreasing rate, so long as we remain in present quarters, the development of the service at the branches, especially now that new buildings will soon be constructed, may be carried forward indefinitely. For the first time in the history of the library, the circulation this year from the branches has exceeded that from the main building. When the new Vermont Square Branch, now under construction, is in operation, another large gain may be expected.

This coming year, we should establish as many new branches and deposit stations as the appropriation will allow.

Inventory

The inventory which is being taken is the first in three years. All departments have reported except the Circulation Department. The losses have been uniformly large and afford ample justification for the stricter regulations recently adopted.

It is the practice in many libraries to accept large losses as a part of the business. But laxity in this respect only serves to encourage petty crime—about the last function in the community that the public library would care to perform.

Finances

The total expenditures for maintenance this past year were \$150,-541.82. For salaries there were required \$69,735.14; for books, \$32,025.35; for periodicals and newspapers, \$3,288.30; for binding, \$13,723.32; for rent, \$17,960; all other expenses, \$13,809.71; leaving a balance of \$13,893.80, on which there are outstanding orders amounting to \$6,066.55.

The amount paid for salaries represents but 46.3% of the total; for books, 21.3%; for periodicals and newspapers, 2.2%; for binding, 9.1%; for rent, 11.9%; miscellaneous expenses, 9.2%.

Total expenditures of \$124,635.18 for 1910-11 were divided as follows: for salaries, \$57,803.36; for books, \$27,062.50; for periodicals and newspapers, \$4,668.61; for binding, \$5,861.70; for rent, \$17,723.65; all other expenses, \$11,515.36.

The percentage of increase of the expenses of 1911-12 over those for 1910-11 was 20.8%; the increase in circulation amounted to 143,201, or 16.6%. The largest items of increase were salaries, \$11,913.78; books, \$4,962.85; binding, \$7,861.62.

The total receipts were \$164,435.62. The assessment of four cents on every hundred dollars worth of city property provided \$132,-373.79. There were \$23,975.97 carried over from the preceding year, \$7,685.86 collected in fines, payments for duplicate fiction, etc., while \$400 were a gift from Mrs. S. R. Slauson and Mr. James Slauson. Against the \$23,975.97 carried over, there were requisitions amounting to \$14,192.28.

Receipts for the preceding year were \$147,946.63. Of this amount \$132,775 came from the four cents assessment, \$301.95 were appro-

priated for the reception of the American Library Association, \$10,-522.65 were carried over from the preceding year, and \$4,347.03 were collected in fines, etc.

At the beginning of the fiscal year, only \$35,000 of insurance had been taken out on all library property in the Hamburger Building. This was lately increased to \$140,000, this amount costing the Library but \$1,792.00 for three years as compared with \$1,026.60 paid formerly for \$35,000 for three years.

*Catalogue Department

MISS FLORENCE THORNBURG, *Principal*

Since April, this department has been performing all the technical work of the Library with the exception of the cataloguing and classifying of public documents, and the accessioning which is done by the order clerk on the order sheets. The cataloguing and shelf-listing of fiction has been taken over from the Circulation Department and most of the cataloguing and shelf-listing of juvenile books that used to be done in the Juvenile Department. Formerly each department did its own mending and labeling. This work is now concentrated in the Bindery Division of the Catalogue Department.

The method of accessioning may be worth describing. The order sheets are numbered consecutively, the items on each sheet also being numbered, beginning with one. The accession number for any item consists of the number of the sheet and the number of the item connected by a hyphen. When several copies of a book are ordered on one entry, the same accession number is given to them all, but the books are differentiated by the copy number when shelf-listed.

All books added to the Library since April 1st have been accessioned in the way described. Thus there has been a three months' test and as the method has worked well for that period, we anticipate no trouble in the future. The change has saved the time of one attendant.

Simplification of the catalogue situation has been brought about by filing the cards for foreign books into the main catalogue and by dispensing with a second fiction catalogue kept for reference at the charging desk. This catalogue seemed superfluous, as it was only twenty feet away from the main catalogue and the use of it for readers took the attendant's attention from the charging of books.

*Includes the report on order work.

A union author catalogue of books in our permanent branches, Hollywood, San Pedro and Wilmington, has been started. Eventually it is hoped that this catalogue will include all the books in the branches. It will then furnish a most valuable record of the location of all books in the system, and will be of use to the Principal of the Branches Department and Librarian in selecting books for purchase.

During the year 28,112 books have been classified, and class marks have been changed on 5,269 books already in the Library.

The number of books catalogued was 29,831; this includes many books which have been in the Library for some time, but have never been catalogued, such as the bibliographical books, and the books in the Danish, Norwegian and Swedish languages. The multigraph has been of great assistance in the cataloguing, especially when a number of copies of a book had been ordered for the branches.

The number of books accessioned was 33,486, while 8,161 were discarded or lost and paid for. The net gain, therefore, was 25,325. The total number of books in the Library is 191,370. There are also 3,085 maps, 8,477 pictures and 14,846 pamphlets, the latter mostly belonging to the Documents Department.

As the method of counting books classified and catalogued was different during 1910-11, it is impossible to make any exact comparison in these respects, but it is well within the truth to say that the number of books classified and catalogued this year is twice that handled last year.

The number of books actually accessioned this year was 33,486 as against 25,635 last year, though the net gain for this year, on account of the discarding of 8,161 worn out volumes, is but 106 more than for last year.

Nine hundred and three books, 11 maps, 683 pamphlets and 114 magazines were received as gifts.

Especially worthy of mention has been the work of the Bindery Division of the Catalogue Department, which has had bound 19,308 volumes and 277 pamphlets in the course of the year at an expense to the Library of \$13,723.32. It has also repaired and mended 11,043 volumes and lettered 788 volumes. The number of books supplied with pockets and labels was 53,057. The cost of supplies for mending was \$71.64. Books on the shelves now present a distinctly improved appearance as compared with a year ago. The amount spent for binding in 1910-11 was \$5,861.70.

Registration Department

MISS MARY G. HART, *Principal*

The statistics of the Registration Department show a large growth during the past year. On June 30, 1911, the total number of registrations was 52,114. This figure has now been raised to 58,134. The gain this year was 6,020; last year, 3,922. The registration for the year was 25,089; for last year, 21,258. Considering that we have no permanent central building to attract readers and that most of our branches are in rented quarters, this is a satisfactory showing.

Beginning last September, separate cards have been issued to readers wishing to take books from the Circulation Department for temporary use in the Periodical Room. This plan was adopted to safeguard the books, which otherwise could be taken uncharged from the building.

A special student's card entitling the holder to five books for study and research has been granted for several months past to all those who gave promise of making good use of it.

The alphabetical list of guarantors, containing the names of those for whom each guarantor agreed to be responsible, has been discontinued, the position being taken that the guarantors should themselves know for whom they signed.

The amount charged to reserve any book in the Circulation Department is now two cents. Formerly the fee in the case of fiction was five cents. This reduction has greatly increased the number of reserve postal cards sold.

More than three hundred visitors to the city have availed themselves of the privileges of the Library by making the five dollar deposit for cards.

In January, the method of sending overdue notices was changed. A new rule was introduced, requiring that a sealed notice be sent after a book was overdue five days, and a messenger after fifteen days. The messenger was empowered to collect the book, fines and his fee of twenty-five cents, but the maximum fine was fixed at thirty cents. If the messenger was not successful, the guarantor was to be notified immediately. By this arrangement the overdue records are kept closely up to date and remarkably clear from hopeless delinquents.

The messenger service was established on the new basis on January 19th. Since then the messenger has taken out 710 overdue notices, collected 136 books and \$72, at an expense from carfare of \$70.

The system in force by which applications are received and registrations accepted at the branch libraries has proved successful. These records are forwarded to the Main Library, from which all cards have been issued, except those from the San Pedro Branch.

The re-registration and absorption of the Hollywood Branch membership has been completed. This necessitated replacing about one-third of the cards from this branch.

The following table gives a summary of the registration statistics for the year:

	Total Membership	New Reg- istration	Expira- tions	Reissued	With- drawn	Net Gain
Main Library.....	52,682	22,992	16,742	195	889	5,556
Hollywood.....	3,730	1,239	1,099	...	77	63
San Pedro.....	1,722	858	438	...	19	401
	<hr/> 58,134	<hr/> 25,089	<hr/> 18,279	<hr/> 195	<hr/> 985	<hr/> 6,020

Circulation Department

MISS GERTRUDE DARLOW, *Principal*

The Circulation Department, as now constituted, was organized in November, 1911, by combining the General Literature and Fiction Departments. It has a permanent force of eight attendants and three pages, and in addition receives assistance regularly from the members of the Branches Department, when they are not on duty at the branches.

The space available for the use of the department does not permit public access to the entire collection, but there are on open shelves all books in foreign languages, music scores, bound magazines, books on education (recently transferred from the Juvenile Department) and all the adult fiction, including the "pay" collection. A selection of about two hundred books of non-fiction, new and old, is also kept on the open shelves. This makes a total of 20,000 which may be freely consulted by readers.

For the last three months, it has been possible to renew books taken from this department by telephone.

Another improvement in the service has been wrought by the removal of the card catalogue from the corridor to a place within the department, where it may be more conveniently consulted by readers and attendants.

In the hope of simplifying the use of books for borrowers, the 14 day non-renewable class of fiction has been abolished. All the fiction now belongs either to the 14 day renewable or 7 day non-renewable classes.

The department has been greatly assisted in its work by generous purchases of new books. It has also profited by prompt rebinding of old books, whenever this was needed. This has kept down to a minimum the time during which the most frequently called for books were out of use.

On the other hand, the crowded shelves have been relieved by discarding 4,548 volumes no longer fit for service.

The department now contains 84,617 books, as compared with 79,712 a year ago. There has been an increase of 4,218 in non-fiction and 687 in fiction. Purchases of fiction amounted to 4,921, but the number of discards was large. Purchases of fiction last year amounted to 7165; of non-fiction, 2189.

The total circulation from the department was 383,958. This is a gain of 25,949 over last year. The gain in non-fiction was 14,597; in fiction, 11,052. The gain in non-fiction last year was 10,196; in fiction, 16,419. The percentage of fiction circulated was nearly 69%.

Aside from fiction, the classes showing the largest circulation were Literature and the Useful Arts.

The largest circulation for any one month was 37,353 in March; the smallest was 28,203 in December.

The table below gives comparative circulation statistics by classes for 1910-11 and 1911-12.

Class	1910-11	1911-12
000.....	109.....	121
100.....	6,974.....	8,162
200.....	5,776.....	6,463
300.....	5,769.....	8,596
400.....	1,047.....	974
500.....	5,274.....	5,359
600.....	11,049.....	12,248
700.....	8,526.....	9,999
800.....	17,955.....	19,456
900.....	7,187.....	8,053
910.....	8,413.....	8,617
920.....	4,940.....	4,148
French.....	5,682.....	6,089
German.....	5,740.....	7,447
Italian.....	477.....	468
Russian.....	198
Scandinavian.....	195.....	381
Spanish.....	2,970.....	3,017
Yiddish.....	69
Music.....	4,660.....	5,580
Bound Magazines.....	2,655.....	4,550
Fiction.....	252,611.....	263,963
Total.....	358,009.....	383,958

Juvenile Department

MISS STELLA C. BECKLEY, *Principal*

On July 1, 1911, before the arrival of the present librarian, the School Department was combined with the Juvenile Department. It was thought that this would be a convenience for the teachers, since their work was largely with the children. But it was found that the books needed by the teachers outside the School Department were oftener those in the Circulation Department than juvenile books. Hence it was recently decided to transfer the circulating books of this collection to the Circulation Department. Hereafter, teachers will find in this one department all the books that they will require for home use.

In the course of the year, 1,077 teachers have registered.

Formerly the Juvenile Department had supervision over the deposit stations in the grammar and high schools. The Branches

Department now attends to this work. The present arrangement permits the Juvenile Department to devote its entire attention to the children. As its duties have been simplified and as it now has more space owing to the transfer of the teachers' collection, a great expansion of its work is anticipated for the coming year.

The new system of sending for overdue books, described in detail under the Registration Department, has reduced outstanding overdues from 205 on February 1st to 26 on June 30th.

Fines on all overdue juvenile books are now collected in the department instead of at the registration desk. This saves readers the long walk to the desk and back.

A satisfactory system of cataloguing has been established during the year. The subject headings and copy card for all juvenile fiction are written by this department, the cards then being multigraphed by the Catalogue Department. All cataloguing of juvenile non-fiction is done by the Catalogue Department, the cards for the latter being sent to the Juvenile Department in the books. All additional analytics, subject headings and cross references are made and all cards filed by the Juvenile Department.

During May and June, story hours were conducted every Saturday by Mr. Stephani Schütze. It was hoped that these would help to bring good literature to the attention of the children, and the programs and reading lists issued in connection with them were planned to show the advantages of systematic reading on definite subjects. There was a large attendance of children, but it is too early to say whether results will be all that was expected.

The Department has given several talks on literature for children before the Parent-Teachers Associations. The lectures last February by Miss Edna Lyman, of Chicago, who is a well-known authority on this subject, proved an inspiration. Miss Lyman's visit was arranged by Miss Kennedy, Principal of the Training Class.

There have been added to the department this year 4,503 books. Of these 1,527 were fiction, 2,976 non-fiction. There were also purchased 114 prints from the Detroit Printing Company, representing costumes and types of people and scenes in American history, and 682 stereographs on various industries, on American literature and history, and descriptive of foreign costumes. The greater part of the books purchased were replacements. From July to December, the additions were chiefly non-fiction, as this class of books was needed for reference work with the children and teachers. Since December, special atten-

tion has been given to replacements of good popular fiction, with the result that the circulation soon began to increase. The gain in circulation for recent months, however, has not offset the loss in the first part of the year. Nevertheless, it is encouraging to note that the percentage of non-fiction this year is 40%, as against 38% last year. The total circulation for the year was 77,197; for last year, 79,507. The loss in circulation this year is 2,310; last year was 216.

The largest circulation for any one month was 7,435 in April; the smallest 5,137 in September.

Though the number of books bought has been large, there are this year but 1,390 more books in the department than last year. The small net gain is to be attributed to the number discarded and lost and paid for, 3,113. The total number of books now in the department is 25,261; last year, 23,871.

The table below gives comparative circulation statistics by classes for 1910-11 and 1911-12.

Classes	1910-11	1911-12
000.....	10.....	75
100.....	255.....	353
200.....	710.....	775
300.....	8,916.....	9,130
400.....	302.....	610
500.....	2,033.....	2,156
600.....	888.....	1,025
700.....	2,226.....	2,509
800.....	4,330.....	5,404
900.....	3,601.....	3,589
910.....	3,756.....	2,451
920.....	1,758.....	1,245
Music.....	5.....	3
Total.....	28,790.....	29,325
Fiction.....	49,405.....	46,612
Bound Magazines.....	670.....	534
Unbound Magazines.....	642.....	726
Total.....	79,507.....	77,197

School Department

MISS STELLA C. BECKLEY, *Principal*

As stated above, under the Juvenile Department, the School Department has been discontinued. As the Circulation Department began in December to keep statistics of books from that department

circulated to the teachers, and as all the School Department circulating work was taken over by the Circulation Department on May 1st, no comparative statistics for 1910-11 and 1911-12 have been given. Table follows for 1911-12:

Classes	
000.....	9
100.....	170
200.....	248
300.....	1,252
400.....	83
500.....	409
600.....	202
700.....	442
800.....	838
900.....	925
910.....	499
920.....	193
French.....	27
German.....	15
Italian.....	5
Spanish.....	11
Music.....	31
	<hr/>
Total.....	5,359
Fiction.....	823
Bound Magazines.....	27
Unbound Magazines.....	242
	<hr/>
Total.....	6,451
Pictures.....	1,035

Periodical Department

MRS. EMILIE JACKSON, *Principal*

There are on file in the periodical room 460 different magazines and 117 different newspapers. Of the periodicals, 376 are paid for, while 84 are donated. Forty-two newspapers are paid for, and 75 donated. Given in detail as to frequency of publication, the list is as follows: periodicals, 113 weeklies, 14 semi-monthlies, 265 monthlies, 13 bi-monthlies and 54 quarterlies; newspapers, 63 dailies and 54 weeklies.

Enough duplicate periodicals are taken for use in the Reference, Circulation and Branches Departments to make a total of 1101. One hundred and twenty-four newspapers are received all told, 60 being

from cities and towns in California. A great variety of subjects is represented by the periodicals. There are 20 magazines on architecture, 25 on business and finance, 47 on electricity and engineering, and 15 on art and photography, to mention a few of the topics.

The number of copies of various periodicals taken for home circulation is 232. This includes a generous number of such popular magazines as Harper's and the Cosmopolitan.

In the past year, the department has prepared for binding 600 volumes for home circulation. On March 1, it began making ready for binding the reference periodicals, and since then has handled 91 volumes. It has also sent to the binders 200 volumes of technical reference periodicals previously housed in the attic. Owing to the efforts of this department and to assistance rendered by Miss Celia Gleason and the Reference Department, the material in the attic consisting chiefly of periodicals and unbound newspapers has been brought into shape.

The Los Angeles newspapers have been kept bound to date and are ready for consultation.

No record has been kept of the daily use in the room of current and unbound back numbers of magazines and newspapers, but some idea of what this is may be formed from the daily attendance which averaged about 800.

For the past few months, the department has attended to all inquiries that could be answered from the current periodicals. This work was formerly done in the Reference Department, but with some inconvenience, since it was necessary for the attendants to go to the periodical room for the sources of their information.

The table below gives comparative circulation statistics for 1910-11 and 1911-12 and shows a loss of 6,241. This is to be accounted for by the transfer of the circulating periodicals from the Circulation Department, where there was no opportunity to read them, to the Periodical Department, where advantage is taken of the reading facilities to browse among the magazines, instead of taking one home. Undoubtedly the use of the magazines is greater than before, though the figures for circulation are not so large. Furthermore, what the main library has lost in the circulation of current magazines, has been more than made up by the increased circulation of periodicals from the branches.

	1910-11	1911-12
July.....	3,433	2,646
August.....	3,637	2,725
September.....	3,407	2,443
October.....	3,687	2,542
November.....	3,716	2,640
December.....	3,236	2,518
January.....	3,347	2,964
February.....	3,101	2,965
March.....	3,282	3,169
April.....	3,020	3,056
May.....	2,934	2,776
June.....	2,592	2,707
Total circulation.....	39,392	33,151

Reference Department

MISS ANNA McC. BECKLEY, *Principal*

During the year there have been added to the Department 1,814 volumes, bringing the total number of books up to 27,438. There are also 5,320 pictures in the department, which had a circulation of 3,774. Reference books loaned by special permission numbered 1,582.

A re-arrangement of the room last November allows greater ease of supervision, and gave space for new shelving for books in constant demand.

No new pictures have been purchased, but all unmounted pictures were mounted and 60 of the best artistically framed for use in the main library and branches. New cases have been built for filing all large pictures. This will save much wear and tear.

Formerly there was frequent complaint on account of delay in bringing the bound volumes of newspapers from the attic. When the main catalogue was moved into the Circulation Department, the space which had been occupied by the catalogue was appropriated for the newspapers. These can now be more quickly delivered to readers.

The Department has been relieved of the work of preparing its books for binding, this task having been assumed by the new bindery force. The Department is, however, directly responsible for the sorting, classifying and tying up for binding of many of the loose pamphlets belonging to the Library. This has been a most important work and will make available much useful material.

The beautiful water color paintings of California wild-flowers by Miss M. Louise Hutchinson have been classified. A carefully worked-out classification has been devised for the 5,000 or more pictures in the department, though this has not yet been applied.

Among the large number of reading lists and outlines made, those on the following subjects deserve mention: Gold discovery in California; Pedro Campaña; Alonzo Cano; A. S. Coello; Hubert and Jan Van Eyck; Spanish Gothic; Francisco José de Goya y Lucientes; Life of Greek women as illustrated by vases, etc.; Japan; Joan of Arc; J. V. Macip; Maurice Maeterlinck—dramas, essays, philosophy, heroines, criticisms, magazine articles, etc.; Luis Morales; Antonio Moro; F. Navarrete; Ruskin Art Club references for each week of club year; Early life in San Francisco and Vigilance Committee; Social hygiene; Domenico Theotocopuli; Diego Rodriguez da Silva y Velasquez; Whales and Whale fisheries; Francisco Zurbaran.

Six full sets of all art outlines covering architecture, sculpture and Italian schools of painting have been prepared and systematically arranged for general circulation. These outlines have been in constant demand by study classes and schools throughout the state.

The following important and valuable books have been added to the Department: The series known as the Cambridge modern history; supplements to the British Museum Catalogue; Encyclopaedia Britannica, last edition; recent publications of the Carnegie Institution; Curtis's North American Indians, 8 volumes of plates and 3 volumes of text in continuation; Dodsley's Collection of old English plays; Gronovius' Thesaurus Antiquitatum and Thesaurus Graecarum Antiquitatum; Gurlitt's Die Baukunst Konstantinopels; Huth's Catalogue of important books; Lessing's Die Gewebe-sammlung des Königlichen Kunst-gewerbe Museums; Morrison's Painters of Japan; Scottish Text Society's Publications to date; and Rosenberg's Geschichte des Kostüms.

Some three months ago the Library Board decided that it would be wise to secure a technical reference librarian for this department. The search for the right man for this position has thus far been unavailing. But it is recognized that there is an important class of readers, consisting of artisans, engineers and scientific students, who would be benefited by the appointment. It is hoped that a man well qualified for the place will soon be found.

Documents Department

MISS GRACE WHITE, *Principal*

The Department of Public Documents is charged with the collecting, classifying, cataloguing and reference use of federal, state, municipal and foreign documents.

There have been added during the year 1,695 volumes, 5,274 pamphlets and 77 maps; making the total resources of the department 14,997 volumes, 14,487 pamphlets and 2,906 maps.

United States documents have been arranged according to the checklist of the Superintendent of Documents and are shelf-listed as received. This shelf-list entry serves as a department author card for all department sets. The Congressional and certain department sets are later thoroughly catalogued, while other sets are handled through printed bibliographies and document catalogues. State and municipal documents are being classified by a modified Dewey classification.

The general document catalogue now consists of about 51,000 cards, 24,000 of these being agricultural experiment station cards.

Agriculture, irrigation, oil and mining continue to be the topics about which information is most frequently desired, but immigration and industrial conditions are also subjects of much inquiry. The patent gazette and specifications and the topographic maps are in constant use. It is not the intention of the Library to build up an extensive law collection, but this section has been greatly improved and many legal questions have been answered.

The work of the City and County Boards of Freeholders and the existence of more than the ordinary number of municipal undertakings in this city have made necessary an unusual amount of research on municipal subjects.

The department has been very busy for several weeks past in preparing material for the municipal exhibit which is to be held in connection with the convention of the National Municipal League, July 8-12, 1912.

Branches Department

MISS MINNIE M. OAKLEY, *Principal*

The year just closed has brought to this department a new principal. Previous to the appointment of the present incumbent, there had been no official head for about two years.

For the first time, the department has had a definite sum of money for the purchase of books. This has been largely used in strengthening the juvenile classes and providing standard non-fiction.

An important change was the inauguration of a new schedule on November 1st. It gave the department more freedom in the arrangement of branch hours and supplying substitutes, but unfortunately interfered with the staff meetings which had to be abandoned. It is hoped that this loss will be only temporary.

A new feature of the work has been story-telling by the pupils of Miss Beulah Wright, dean of the College of Oratory at the University of Southern California. Since April 12th, eight young women have told stories weekly at eleven branch libraries. Much interest has been manifested by the children, only one library reporting a small attendance.

The East Los Angeles and University Branches have been moved to larger rooms, and the headquarters of the department at the main library changed for the better. A weekly delivery of books has been inaugurated, with special messenger service for important requests.

The Principal has made 69 visits to branches and schools, and attended meetings in the interests of library sites at Boyle Heights, Garvanza, East Los Angeles and Pico Heights. She has also addressed the San Pedro Woman's Club and the Reciprocity League of Los Angeles.

In the account of the department for the year, the progress on the Vermont Square Branch building should not be overlooked. The City Council ceded the southerly half of Vermont Square Park as a site on October 24th. Messrs. Hunt & Burns were appointed architects for the branch on November 21st. Their plans were accepted on January 2d. On April 16th, the City Council agreed to appropriate \$3500 for yearly support, this being the one-tenth of the cost of the building contributed by Mr. Andrew Carnegie and required by him as a condition of his gift. On June 15th, the bid of Mr. J. F. Atkinson, amounting to \$30,000, for the construction of the branch, and the bid of the Machinery and Electrical Co., amounting to \$588 for the heating and ventilating plant, were accepted. On July 2d, the furniture contract was awarded to the S. W. McKee Co. at \$3931.25.

All of the sites for the six branches provided for by Mr. Carnegie's gift of \$210,000 have now been selected with the exception of that for East Los Angeles. This has required much work on the part of the Library Board, as the offers of sites were numerous and the task of

elimination difficult. The sites chosen are: for Garvanza, a triangular lot at the corner of Pasadena and Piedmont Avenues; for East Hollywood, a lot at the northeast corner of Santa Monica Boulevard and Madison Avenue; for Boyle Heights, a lot at the southeast corner of First and Chicago Streets; for the Vernon district, a lot at the southeast corner of Central Avenue and 45th Street; and, as mentioned above, the southerly half of Vermont Square Park for the southwestern portion of the city.

The city is at present carrying on negotiations for the sale of a lot on Pennsylvania Avenue in Boyle Heights belonging to the Library. The proceeds will be applied either toward the purchase of the site at First and Chicago Streets, or for books to be placed in the new branch after completion.

An effort was made last Fall to secure an addition to Mr. Carnegie's gift for the benefit of the Hollywood Branch, but a negative reply was returned to our request. The Hollywood Branch has, however, increased its facilities by opening a Children's Room in the basement. This has been much patronized from the start.

The four playground libraries have become within the year full-fledged branches, their circulation having increased from 16,709 to 25,775. A fifth library has recently been established at the Hazard Playground.

The Branches Department has supplied books to 28 deposit stations. Of these 20 were in educational institutions, 4 in Sunday-school libraries, 2 in factory rest rooms, one in an old people's home, and one in a drug store at 427 N. Main for the benefit of the foreign population in that neighborhood. Nine schools received books for the first time this year. Two stations were discontinued. Last January, custodians were asked for the first time to send in monthly reports. Thus the statistics for the deposit stations represent but half the year's work.

The number of books in the branches has varied throughout the year according to the size of the shipments to and from the main library. Possibly an average of 50,000 has been maintained. The number of cardholders is 18,795. The circulation is 503,257 as compared with 373,971 last year. The gain is 129,556 or 35%. The gain for the preceding year was 50,812 or 16.6%. The gain of circulation in the branches represents 90.5% of the total gain for the year.

The largest circulation in any one month was 46,522 in March; the smallest, 35,814 in September.

The proportion of fiction circulated from the branches was 70%.

The table below gives the comparative circulation of the branches for 1910-11 and 1911-12. Individual tables follow, giving a summary of the work at each branch.

The table for the circulation of the branches by classes will be found with the other tables at the end of the report.

BRANCHES

	1910-1911	1911-1912	Gain
Boyle Heights.....	28,281	36,649	8,638
Central.....	28,193	35,091	6,898
East Los Angeles.....	26,817	45,281	18,464
Garvanza.....	18,391	20,577	2,186
Hollywood.....	52,811	57,270	4,459
Moneta.....	31,281	49,382	18,101
Pico Heights.....	28,054	42,348	14,294
San Pedro.....	28,462	32,116	3,654
Terminal.....	5,360	6,235	875
University.....	38,166	49,106	10,940
Vernon.....	37,188	52,516	15,328
Washington.....	28,975	32,738	3,763
Wilmington.....	5,283	7,534	2,251
Total.....	357,262	466,843	109,851

PLAYGROUNDS

Echo Park.....	8,398	11,416	3,018
Recreation Center.....	4,005	4,232	227
Slauson.....		6,151	6,151
Hazard.....		93	93
Violet.....	4,306	3,883	
Total.....	16,709	25,775	9,489

SCHOOLS

	1910-1911	1911-1912	Gain
Cornwell St. School.....		54	54
Custer Ave. ".....		100	100
Euclid Ave. ".....		514	514
Fourteenth St. ".....		296	296
Fremont Ave. ".....		194	194
Los Angeles High School.....		122	122
Macy St. School.....		220	220
McKinley Ave. School.....		299	299
Manual Arts High School.....		2,866	2,866
Normandie Ave. School.....		774	774
Polytechnic High School.....		586	586
Sixty-Sixth St. School.....		1,147	1,147
Sixty-Eighth St. School.....		195	195
Thirtieth St. School.....		97	97
Twenty-first St. School.....		421	421
University of So. Cal.....		853	853
Total.....		8,738	8,738

DEPOSIT STATIONS

Bishop & Company.....	502	502
Brownstein & Louis.....	150	150
Hollenbeck Home.....	906	906
Plaza Deposit Station.....	104	104
Third Presbyterian S. School.....	232	232
Westlake M. E. Sunday School.....	3	3
Westlake Presby. Sunday School.....	4	4
Total.....	1,901	1,901

GRAND TOTAL.....	373,971	503,257	129,979
Loss At Violet Playground.....			423
			<u>129,556</u>

SUMMARY:

Circulation of the Branches.....	466,843
Gain in circulation.....	109,851
Percentage of gain.....	30%
Circulation of the Playground Branches.....	25,775
Gain in circulation.....	9,066
Percentage of gain.....	57%
Circulation of the School Deposits.....	8,738
Circulation of the Deposit Stations.....	1,901
Total circulation.....	503,257
Total fiction circulation.....	353,073
Per cent of fiction circulation.....	70%

HOLLYWOOD BRANCH

1.	Total number of volumes.....	9,129
2.	Number of volumes of fiction.....	3,179
3.	Total circulation.....	57,270
4.	Gain in circulation.....	4,459
5.	Percentage of gain.....	8%
6.	Percentage of fiction	68%
7.	Number of days open.....	304
8.	Average daily circulation.....	188
9.	Total number of card holders.....	3,791
10.	Books sent from main building.....	1,723
11.	Books returned to main building.....	127
12.	Books missing at inventory.....	73

SAN PEDRO BRANCH

1.	Total number of volumes.....	7,862
2.	Number of volumes of fiction.....	3,519
3.	Total circulation.....	32,116
4.	Gain in circulation.....	3,654
5.	Percentage of gain.....	13%
6.	Percentage of fiction	65%
7.	Number of days open.....	303
8.	Average daily circulation.....	106
9.	Total number of cardholders.....	1,722
10.	Books sent from main building.....	2,403
11.	Books returned to main building.....	218
12.	Books missing at inventory.....	11

WILMINGTON BRANCH

1.	Total number of volumes.....	1,655
2.	Number of volumes of fiction.....	913
3.	Total circulation.....	7,534
4.	Gain in circulation.....	2,251
5.	Percentage of gain.....	43%
6.	Percentage of fiction.....	58%
7.	Number of days open.....	199
8.	Average daily circulation.....	38
9.	Total number of card holders.....	221
10.	Books sent from main building.....	733
11.	Books returned to main building.....	116
12.	Books missing at inventory.....	2

TERMINAL ISLAND BRANCH

1. Total number of volumes.....	698
2. Number of volumes of fiction.....	449
3. Total circulation.....	6,235
4. Gain in circulation.....	875
5. Percentage of gain.....	16%
6. Percentage of fiction.....	74%
7. Number of days open.....	102
8. Average daily circulation.....	62
9. Total number of cardholders.....	278
10. Books sent from main building.....	572
11. Books returned to main building.....	304
12. Books missing at inventory.....	3

BOYLE HEIGHTS BRANCH

1. Total number of volumes.....	2,714
2. Number of volumes of fiction.....	1,275
3. Total circulation.....	36,649
4. Gain in circulation.....	8,368
5. Percentage of gain.....	30%
6. Percentage of fiction.....	68%
7. Number of days open.....	205
8. Average daily circulation.....	179
9. Total number of cardholders.....	1,310
10. Books sent from main building.....	1,813
11. Books returned to main building.....	1,010
12. Books missing at inventory.....	52

CENTRAL AVENUE BRANCH

1. Total number of volumes.....	3,232
2. Number of volumes of fiction.....	1,773
3. Total circulation.....	35,091
4. Gain in circulation.....	6,898
5. Percentage of gain.....	24%
6. Percentage of fiction.....	70%
7. Number of days open.....	200
8. Average daily circulation.....	175
9. Total number of cardholders.....	1,118
10. Books sent from the main building.....	1,655
11. Books returned to the main building.....	1,284
12. Books missing at inventory.....	12

LOS ANGELES PUBLIC LIBRARY

EAST LOS ANGELES BRANCH

1. Total number of volumes.....	3,821
2. Number of volumes of fiction.....	1,780
3. Total circulation.....	45,281
4. Gain in circulation.....	18,464
5. Percentage of gain.....	69%
6. Percentage of fiction.....	72%
7. Number of days open.....	304
8. Average daily circulation.....	149
9. Total number of cardholders.....	1,732
10. Books sent from the main building.....	2,232
11. Books returned to main building.....	1,477
12. Books missing at inventory.....	104

GARVANZA BRANCH

1. Total number of volumes.....	3,376
2. Number of volumes of fiction.....	1,702
3. Total circulation.....	20,577
4. Gain in circulation.....	2,186
5. Percentage of gain.....	12%
6. Percentage of fiction.....	85%
7. Number of days open.....	200
8. Average daily circulation.....	103
9. Total number of cardholders.....	525
10. Books sent from main building.....	1,174
11. Books returned to main building.....	517
12. Books missing at inventory.....	57

MONETA BRANCH

1. Total number of volumes.....	3,302
2. Number of volumes of fiction.....	1,767
3. Total circulation.....	49,382
4. Gain in circulation.....	18,101
5. Percentage of gain.....	58%
6. Percentage of fiction.....	71%
7. Number of days open.....	286
8. Average daily circulation.....	173
9. Total number of cardholders.....	1,526
10. Number of books sent from main building.....	2,137
11. Books returned to main building.....	1,019
12. Books missing at inventory.....	32

PICO HEIGHTS BRANCH

1. Total number of volumes.....	3,632
2. Number of volumes of fiction.....	1,895
3. Total circulation.....	42,348
4. Gain in circulation.....	14,294
5. Percentage of gain.....	51%
6. Percentage of fiction.....	70%
7. Number of days open.....	304
8. Average daily circulation.....	139
9. Total number of cardholders.....	1,835
10. Books sent from main building.....	2,189
11. Books returned to main building.....	958
12. Books missing at inventory.....	44

UNIVERSITY BRANCH

1. Total number of volumes.....	3,762
2. Number of volumes of fiction.....	1,854
3. Total circulation.....	49,106
4. Gain in circulation.....	10,840
5. Percentage of gain.....	29%
6. Percentage of fiction.....	70%
7. Number of days open.....	304
8. Average daily circulation.....	163
9. Total number of card holders.....	1,703
10. Books sent from main building.....	1,877
11. Books returned to main building.....	1,097
12. Books missing at inventory.....	7

VERNON BRANCH

1. Total number of volumes.....	3,231
2. Number of volumes of fiction.....	1,746
3. Total circulation.....	52,516
4. Gain in circulation.....	15,328
5. Percentage of gain.....	41%
6. Percentage of fiction.....	70%
7. Number of days open.....	304
8. Average daily circulation.....	172
9. Total number of card holders.....	1,739
10. Books sent from main building.....	1,754
11. Books returned to main building.....	1,087
12. Books missing at inventory.....	108

WASHINGTON BRANCH

1. Total number of volumes	3,148
2. Number of volumes of fiction.....	1,643
3. Total circulation.....	32,738
4. Gain in circulation.....	3,763
5. Percentage of gain	13%
6. Percentage of fiction.....	73%
7. Number of days open.....	205
8. Average daily circulation.....	160
9. Total number of card holders.....	1,082
10. Books sent from main building.....	1,879
11. Books returned to main building.....	856
12. Books missing at inventory.....	29

PLAYGROUNDS

1. Total number of volumes.....	4,627
2. Number of volumes of fiction.....	3,183
3. Total circulation.....	25,775
4. Gain in circulation.....	9,066
5. Percentage of gain.....	57%
6. Percentage of fiction.....	70%
7. Number of days open.....	430
8. Average daily circulation.....	60
9. Total number of card holders.....	1,188
10. Books sent from main building.....	3,219
11. Books returned to main building.....	0
12. Books missing at inventory*.....	

*No inventory taken.

Training Class

MISS HELEN T. KENNEDY, *Principal*

On October 3, 1911, this department was placed in charge of Miss Kennedy, who has given her entire time to the class.

At the entrance examination in November, a class of ten was admitted, of whom seven only completed the course, as follows:

Miss Viola Adam, Hilda Brann, Emma B. Lee, Anna McKindrey, Linnie Marsh, Hazel Tobias and Mathilde Wack. Of these, four have already received appointments. Miss Lilian Lindsay, who was obliged to drop out on account of ill health, will finish the work next year.

The following lectures were delivered during the year:

Cataloging, including alphabeting and shelf listing.....	42
Classification, including book numbers.....	26
Reference.....	24
Public documents.....	15
Children's work.....	13
Book selection, book reviews and bibliography.....	25
Book order and trade bibliography.....	3
Registration.....	3
Library literature.....	4
Current events.....	5
Loan administration.....	8
History of libraries.....	9
Mending and binding, each.....	1
Branch department.....	2
Accessioning.....	1
Miscellaneous.....	1

Miss Kennedy was assisted by Miss Anna McC. Beckley, who gave 24 lectures on Reference Work; by Miss Grace White, who gave 15 lectures on Public Documents; by Miss Mary G. Hart, who gave 3 lectures on Registration; and by Miss Oakley, Mr. Herzog, Mrs. Jackson, Miss Johnson and others who lectured on the work of their departments. Reviews of books by Miss Darlow, Miss Oakley and others and lectures by Professors from the University of Southern California on the best books in the subjects taught by them at the college have given the students the benefit of most helpful discussions.

The aim of the principal has been to teach the fundamental principles of library science, and to require sufficient study of technical methods and books not only to familiarize the students with the methods and resources of this library, but to give a comparative view of the best methods and policies in other libraries.

The entrance requirements, as revised in January, admit either young men or young women between eighteen and thirty who have completed a High School course. The entrance examinations will hereafter be given in June only, in order that those who pass may perfect themselves in the use of the typewriter before taking up the course in October. But this year examinations will also be held in September. The course of study will continue for seven months, the students spending seven hours daily in the library. The day's schedule will include one lecture period, two study periods, and four hours of practical work in the various departments.

No tuition is charged to residents of Los Angeles, and no salary is paid during the course, except for substitute work. A minimum salary of \$50 is set by the Library Board after appointment. The class is limited to twelve.

THE STAFF

There have been many appointments and resignations, with the net result that the staff has increased from 86 to 102. The additions include the librarian, Miss Helen T. Kennedy, Principal of the Training Class, Mr. George Herzog, in charge of the binding work, five attendants and eight pages. Of the 102 now working on the staff, 8 are working but half time. We therefore have the equivalent of 98 full time employees.

We have to record the death of two employees. Miss Jesselyn Andrews, for many years a most efficient cataloguer, died at the Pottenger Sanatorium on April 21st. Her death was a severe blow to all. Richard D. Hughes, who had made himself indispensable as a carpenter and all-around mechanic, died on June 1st.

In closing this report, I wish to express my appreciation of the cordial support given at all times by the Board of Library Directors and to call attention to the unfailing interest shown by the members of the staff. Under most unfavorable conditions, they have carried on the work of the Library without complaint. To the co-operation of the Board and to the industry of the staff the success of the year is due in large measure.

Respectfully submitted,

EVERETT R. PERRY,

Librarian.

July 10, 1912.

SUMMARY OF STATISTICS

	1911	1912
1. Number of volumes June 30th.....	166,045	191,370
2. Number of volumes added during year.....	25,135	33,486
3. Number of volumes withdrawn during year.....	406	8,161
4. Number of periodicals received including duplicates	988	1,101
5. Number of newspapers received, including duplicates.....	113	124
6. Number of borrowers registered during year.....	21,258	25,089
7. Total registration, June 30th.....	52,114	58,134
8. Circulation of books for home use:		
Main Library.....	488,908	* 502,823
Branches.....	357,262	466,843
Playgrounds.....	16,709	25,775
Deposit stations.....	**	10,639
Total.....	862,879	1,006,080
9. Percentage of fiction to total circulation.....	†	65.4
10. Number of staff June 30th, in equivalent of full time assistants.....	86*†	98
11. City tax rate.....	4 mills	4 mills
12. Receipts from city.....	\$132,775.00	\$132,373.79
13. Total receipts.....	147,946.63	164,435.62
14. Expenditure for salary.....	57,803.36	69,735.14
15. Expenditure for books.....	27,062.50	32,025.35
16. Expenditure for periodicals.....	4,668.61	3,288.30
17. Expenditure for binding.....	5,861.70	13,723.32
18. Expenditure for rent.....	17,723.65	17,960.00
19. All other expenditures.....	11,515.36	13,809.71
20. Total expenditures.....	124,635.18	150,541.82

* Includes 2,069 circulation from Reference and Documents Departments.
No similar data furnished in 1910-11.

** Not reported in 1910-11.

† Not reported in 1910-11.

*† Total number on the roll, full time and half time.

FINANCIAL STATEMENT

RECEIPTS

Budget allowance, 1911-12.....		\$132,373.79
Balance carried forward from previous year.....		23,975.97
		<hr/>
		\$156,349.76
Fines, Main Library.....	3,513.41	
Fines, Branches.....	1,194.02	
Fines, Hollywood.....	173.98	
Fines, San Pedro.....	142.17	
Duplicate Fiction.....	536.71	
Postals, Reserve Books.....	145.36	
Dues.....	36.40	
Lost Books.....	483.06	
Duplicate Cards.....	74.45	
Messenger Dues.....	42.85	
Training Class Dues.....	8.00	
Periodicals Sold.....	1.50	
Witness Fee.....	2.00	
Finding Lists Sold.....	1.60	
	<hr/>	
	\$6,355.51	
Slauson Gift.....	400.00	
Emergency Book Fund.....	500.00	
Rent Rebates.....	600.00	
Insurance Rebates.....	230.35	
	<hr/>	
	\$8,085.86	8,085.86
	<hr/>	<hr/>
Total receipts from all sources.....		\$164,435.62

EXPENDITURES

Books.....	\$32,025.35	
Periodicals.....	3,288.30	
Furniture.....	2,443.70	
Binding.....	13,723.32	
	<hr/>	
	\$51,480.67	\$51,480.67
Salaries.....		\$69,735.14

Expense:

Rent, Main Library.....	\$15,000.00	
Rent, Branches.....	2,960.00	
Expense.....	6,108.47	
Supplies.....	3,254.82	
Lighting.....	721.94	
Insurance.....	602.22	
Postage.....	523.00	
Printing.....	155.56	
	<u>\$29,326.01</u>	<u>\$29,326.01</u>
		<u>\$150,541.82</u>

SUMMARY

Budget allowance, fiscal year 1911-12.....		\$132,373.79
Additional allowances:		
Balance from previous year.....		23,975.97
Credits for fines, etc.....		8,085.86
Expenditures, 1911-12.....	\$150,541.82	
Outstanding orders.....	6,066.55	
Unexpended bal., July 1, 1912.....	7,827.25	
	<u>\$164,435.62</u>	<u>\$164,435.62</u>

TRUST FUND

June 30th, 1911—Deposits outstanding.....	\$ 458.75
June 30th, 1912—Deposits received.....	1,834.55
	<u>\$2,293.30</u>
June 30th, 1912—Deposits refunded.....	\$1,723.55
June 30th, 1912—Balance outstanding.....	569.75
	<u>\$2,293.30</u>

CLASSIFIED STATISTICS OF CIRCULATION, 1911-12

General.....	000	287	French.....	6,359
Philosophy.....	100	10,757	German.....	8,061
Religion.....	200	11,185	Italian.....	524
Social Science.....	300	47,099	Russian.....	198
Language.....	400	5,520	Scandinavian.....	389
Science.....	500	13,717	Spanish.....	3,208
Useful Arts.....	600	18,346	Yiddish.....	69
Fine Arts.....	700	19,949	Music.....	5,848
Literature.....	800	46,413	Fiction—Juvenile.....	142,497
History.....	900	26,654	Fiction—Adult.....	520,968
Travel.....	910	24,533	Magazines—Bound.....	11,710
Biography.....	920	11,241	Magazines—Unbound.....	70,548
			Total.....	1,006,080
			Pictures.....	3,987

It was the intention to make this a comparative table, but no classified statistics for 1910-11 were available.

STATISTICS OF CIRCULATION BY MONTHS

1911-12	Adult Classes	Juvenile Classes	Bound Magazines	Unbound Magazines	Adult Fiction	Juvenile Fiction	Total
July.....	10,012	7,235	943	5,802	41,571	13,300	78,863
August.....	10,662	7,390	874	6,133	42,348	13,504	80,911
September.....	10,978	6,504	712	5,577	40,664	9,467	73,902
October.....	13,000	7,723	711	5,351	40,506	9,889	77,180
November.....	13,122	8,482	792	5,511	40,431	10,572	78,910
December.....	12,095	7,694	620	5,283	38,572	10,512	74,776
January.....	15,311	9,160	960	6,237	47,837	12,212	91,717
February.....	15,445	8,779	1,068	6,047	45,985	10,763	88,087
March.....	17,003	10,245	1,237	6,735	50,335	12,502	98,057
April.....	15,531	9,534	1,284	6,375	46,885	13,946	93,555
May.....	14,127	8,657	1,284	5,759	42,570	13,020	85,417
June.....	13,150	8,518	1,225	5,738	43,264	12,810	84,705
Total.....	160,436	99,921	11,710	70,548	520,968	142,497	1,006,080

LOS ANGELES PUBLIC LIBRARY

ADULT CIRCULATION, MAIN LIBRARY AND BRANCHES, 1911-12

CLASSES	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Total
General.....	14	12	15	20	27	10	9	8	24	19	15	11	184
Philosophy.....	749	827	730	797	841	771	886	937	918	880	847	952	10,135
Religion.....	554	626	669	714	729	629	779	748	1,060	739	686	657	8,590
Social Science.....	300	593	610	741	1,137	1,032	1,262	1,221	1,315	1,256	1,197	1,141	12,537
Language.....	99	89	67	110	103	109	112	122	104	95	96	83	1,189
Science.....	502	525	569	638	547	533	725	765	707	670	662	628	7,471
Useful Arts.....	600	1,098	1,071	1,209	1,291	1,205	1,558	1,490	1,582	1,515	1,280	1,282	15,617
Fine Arts.....	854	897	1,006	1,155	1,125	938	1,275	1,377	1,398	1,285	1,148	1,140	13,598
Literature.....	800	1,927	2,151	2,544	2,491	2,391	3,024	2,639	3,393	2,896	2,726	2,298	30,694
History.....	900	683	695	1,227	1,179	1,020	1,386	1,657	1,615	1,564	1,332	907	14,207
Travel.....	910	865	914	1,141	1,213	1,110	1,493	1,461	1,612	1,468	1,334	1,231	14,810
Biography.....	460	493	427	508	560	483	630	755	737	697	516	484	6,750
Foreign Literature.....	1,279	1,263	1,153	1,428	1,405	1,426	1,644	1,761	1,939	1,898	1,758	1,854	18,808
Music.....	397	462	406	477	474	438	528	504	599	549	530	482	5,846
Fiction.....	41,571	42,348	40,664	40,506	40,431	38,572	47,837	45,985	50,335	46,885	42,570	43,264	520,968
Bound Magazines.....	788	744	590	614	673	535	818	885	1,047	1,132	1,168	1,059	10,053
Unbound Magazines.....	5,318	5,570	5,112	4,940	5,082	4,869	5,765	5,700	6,323	5,912	5,386	5,364	65,341
Total.....	57,689	59,324	57,344	59,060	59,308	56,071	69,731	68,015	74,708	69,460	63,251	62,837	756,798

TWENTY-FOURTH ANNUAL REPORT

JUVENILE CIRCULATION, MAIN LIBRARY AND BRANCHES, 1911-12

CLASSES	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Total
General.....	2	1	1	8	3	1	6	7	11	20	19	24	103
Philosophy.....	100	40	39	51	42	54	71	79	66	71	47	18	634
Religion.....	200	156	184	237	269	201	298	257	292	251	248	221	2,774
Social Science.....	300	2,644	2,294	2,548	2,712	2,606	3,061	2,882	3,374	3,414	3,146	3,231	34,570
Language.....	400	230	296	313	358	361	424	386	406	423	345	402	4,188
Science.....	500	379	446	475	560	460	630	569	672	602	533	467	6,214
Useful Arts.....	600	216	209	151	199	234	274	244	256	251	219	251	2,741
Fine Arts.....	700	484	512	408	493	408	575	611	703	611	561	565	6,409
Literature.....	800	953	1,159	993	1,257	1,367	1,414	1,385	1,715	1,509	1,392	1,413	15,916
History.....	900	869	785	769	1,023	939	1,160	1,118	1,315	1,139	1,013	962	12,291
Travel.....	910	900	665	789	879	746	854	778	952	801	770	645	9,612
Biography.....	920	346	282	329	386	317	393	463	483	442	364	319	4,467
Fiction—Juvenile.....	13,300	13,504	9,467	9,889	10,572	10,512	12,212	10,763	12,502	13,946	13,020	12,810	142,497
Music.....	1	1	2
Bound Magazines.....	155	130	122	97	119	85	142	183	190	152	116	166	1,657
Unbound Magazines.....	484	563	465	411	429	414	472	347	412	463	373	374	5,207
Total.....	21,174	21,587	16,558	18,120	19,602	18,705	21,986	20,072	23,349	24,095	22,166	21,868	249,282

LOS ANGELES PUBLIC LIBRARY

BRANCH CIRCULATION BY CLASSES, 1911-1912

Class	Boyle	Central	E. L. A.	Garv.	Holly.	Moneta	Pico	S. Pedro	Term.	Univ.	Vernon	Wash.	Wilm.	Playg.	Dep. Stat.	Total
000			3		17	2		41	5		3		1			72
100	207	48	205	47	592	102	250	180	25	152	129	102	7	12	6	2,064
200	294	202	404	142	445	355	226	358	37	307	399	179	53	117	168	3,686
300	2,232	2,481	2,814	728	2,336	3,061	1,778	1,866	295	2,579	2,567	1,395	524	2,335	728	27,719
400	149	303	239	91	1,193	279	244	188	35	231	270	86	75	283	170	3,836
500	430	500	595	213	618	526	465	334	33	490	688	315	36	227	249	5,719
600	303	262	383	164	714	496	334	563	25	383	601	218	78	54	70	4,648
700	424	514	592	253	1049	690	383	392	40	794	762	396	100	204	174	6,767
800	1,337	1,431	1,553	721	3,556	1,772	1,652	1,339	151	1,774	1,888	1,100	347	805	1,144	20,570
900	669	931	1,220	488	1,226	1,139	1,277	852	78	1,236	1,553	741	268	514	181	14,003
910	925	853	977	602	1,658	1,254	1,014	1,033	55	1,181	1,562	776	186	323	481	12,880
920	320	420	356	190	898	586	526	255	19	546	686	301	78	146	308	5,635
Fr.			5		17	8	16	47		59		30	6		55	243
Ger.		14	130			150	2	189		53	5	31	6		12	51
It.			13		1			18			7					8
Scan.								8								
Span.			31		7			39		41		4	52		6	180
Music			113	22	67		1	3		13		18				237
Fict.	25,262	24,516	32,739	14,496	38,959	35,140	30,796	20,741	4,595	34,559	36,961	23,777	4,391	20,179	4,956	352,067
B. M.	380	387	604	174		763	515	159		1,162	1,265	526		49	21	6,005
U. M.	3,717	2,229	2,305	2,246	3,917	3,059	2,869	3,511	842	3,546	3,170	2,743	1,326	508	280	36,268
Total	36,649	35,091	45,281	20,577	57,270	49,382	42,348	32,116	6,235	49,106	62,516	32,738	7,534	25,775	10,639	503,257