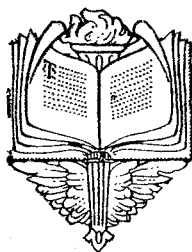


# Los Angeles Public Library

Thirty-Third Annual Report



1920-1921

Los Angeles, 1921

Los Angeles Public Library - Annual Report

1920/21 187 1920/21

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LOS AN  
GELES  
PUBLIC  
LIBRARY



EX-LIBRIS



MUNICIPAL REFERENCE DEPARTMENT

City Hall

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3 DAYS

# Thirty - Third Annual Report of the Board of Directors of the Los Angeles Public Library

October, 1921

*Board of Directors*

Orra E. Monnette, President  
Frank Hervey Pettingell  
Francis J. Conaty  
Walter Lindley  
Mrs. Katherine G. Smith

Los Angeles, 1921

1920 | 2-1

MUNICIPAL REFERENCE  
DEPARTMENT  
OCT 29 1927  
LOS ANGELES PUBLIC LIBRARY

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## 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

E. 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

## Lincoln Heights 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

## Ascot Branch

245 West Sixty-first Street

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

## Central Avenue Branch

2707 Central Avenue

Hours: 1 to 9 p. m. week days

## Dayton Branch

507 Avenue 28

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

## Jefferson Branch

2065 West Jefferson Street

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

## 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.

## Stephenson Branch

3431 Stephenson Avenue

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

## University Branch

824 West Jefferson Street

Hours: 9 a. m. to 9 p. m. week days

## Wilshire Branch

4189 West Second Street

Hours: 2 to 5:30 every day, except Sunday, and 7 to 9 p. m. Monday, Thursday and Saturday

## Sub - Branches

## Custer Playground

Custer and Temple Streets

Hours: 2 to 5:30 and 7 to 9 p. m. on Monday and Thursday

## Echo Park Playground

1620 Bellevue Avenue

Hours: Open Tuesday, 9 to 12 a. m., 1 to 6, 6:30 to 9 p. m.; Thursday 2 to 5 p. m.; Saturday, 9 to 12 a. m., 1 to 5 p. m.

## Exposition Park Playground

3922 Menlo Avenue

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

## Hazard Playground

Griffin Avenue and Zonal Street

Hours: Tuesday and Friday, 2 to 5 p. m.

## Slauson Playground

Slauson Avenue and Encino Street

Hours: Monday and Thursday, 2 to 5:30, 6 to 9 p. m.

## Angeles Mesa Branch

54th Street and 6th Avenue

Hours: 8:30 a. m. to 9 p. m. week days

## Edendale Branch

1925 Alessandro Street, Edendale

Hours: Monday, Wednesday and Friday, 2:30 to 5:00 and 7 to 9 p. m.

## El Sereno Branch

4843 Huntington Drive

Hours: Monday, Wednesday and Friday, 2:30 to 6 and 7 to 9 p. m.

## Figueroa Branch

7528 South Figueroa Street

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

## Gardena Branch

165th and Ainsworth Streets, Gardena

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

## Malabar Branch

3002 Wabash Avenue

Hours: 3 to 5 p. m. every day except Sunday, and 7 to 9 p. m. Monday, Tuesday, Wednesday, Thursday and Friday evenings

## Owensmouth Branch

Hours: 9 a. m. to 9 p. m. week days

## Palms Branch

7519 Motor Avenue, Palms

Hours: 2 to 5 and 7 to 9 p. m. week days

## Santa Monica Boulevard Branch

6203 Santa Monica Boulevard

Hours: 3 to 5:30 and 7 to 9 p. m., Tuesday, Thursday and Saturday

## Sawtelle Branch

Woman's Club House, Sawtelle

Hours: 2 to 5 and 7 to 9 p. m. week days

## Van Nuys Branch

City Hall, Van Nuys

Hours: 2:30 to 5 and 6:30 to 8:45 p. m., Monday, Thursday and Friday

## Wilmington Branch

City Hall, Wilmington

Hours: 2 to 5 p. m., Monday, Wednesday, Thursday and Friday; 6 to 8 p. m., Monday, Wednesday and Friday

## Wilmington Park Branch

Park Avenue, Wilmington

Hours: 7 to 9 p. m., Tuesday; 10 to 12 a. m., Thursday

## San Pedro Sub - Branches

## Barton Hill Branch

Pacific and O'Farrel Streets

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

## Harbor City Branch

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

## Point Firmin Branch

543 Shepard Street

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

## Terminal Island Branch

Terminal Island School

Hours: 2 to 5 p. m., Monday and Thursday

## LIBRARY STAFF

EVERETT R. PERRY, Librarian

## EXECUTIVE DEPARTMENT

Harriet J. Lewis  
(Stenographer)Octavia Z. Colvin  
(Stenographer)Monica G. Shannon  
(In Charge of Publicity)~~L. H. Oster~~ *Mr. Smith*  
(Bookkeeper)~~Margaret E. McKinney~~ *Theresa Smith*  
(General Clerk)~~Harvey K. Howe~~  
(Messenger and Delivery Clerk)~~Meta A. Spaulding~~  
(Bulletin-Maker)

## ORDER DEPARTMENT

Albert C. Read, Principal

Mary A. Johnson  
(Senior Attendant)Elizabeth L. Wyche  
(Stenographer)Carolyn C. Pengilly  
(Order Clerk)Frieda A. Rostel  
(Telephone Operator)

## Junior Attendants

Elizabeth M. Iredell

Myrtle I. McCormick

## CATALOGUE DEPARTMENT

*Frances R. Foster* ~~Florence Thornburg~~, Principal

## Principal Attendants

Esther C. Ulen

Caroline Beck

## Senior Attendants

Vida K. Abrahams

Mary M. Cornwall ?

Hazel Reeves

Alma Scheuble

Lorinda B. Spellman

Mary E. Taylor

Emily Tyrrell

Mary Agnes Westgate

Elsie A. Pritchett (Multigraph Operator)

## Junior Attendants

Myrtle Gravenbrock

Esther Hazelton

Birdie I. Juda

Armenia Maughan

## Pages

Helen M. Biller

Anna J. Ehrnbeck

Bernice F. Haskins

M. Ruth Jamieson

Josephine McMartin

Arnoldine J. Saul\*

Winifred Zizik

## SHELF DEPARTMENT

George Herzog, Principal

Bessie H. Carrick  
(Senior Attendant)

\*Half time employee.



THIRTY-THIRD ANNUAL REPORT

Book Repairers

Mary P. Oakes Gertrude J. Rostel  
John B. Andrus Anna Stack  
(Messenger and Delivery Clerk)

Pages

✓ Meta Blanche Abrahams ✓ Beatrice Liveley  
✓ William B. Augustine\* ✓ Richard Martin  
✓ Alice Austin\* ✓ LaClair P. Miller  
✓ Mabel M. Bartlett ✓ Elizabeth M. Otto  
✓ Alden De Vore\* ✓ Helena Poznanski  
✓ Evelyn Duvall ✓ Herman Schatz  
✓ Clarence O. Garshwiler\* ✓ Roger O. Williams\*  
✓ Helen Hansen

REGISTRATION AND LOAN DEPARTMENT

Bess McCrea, Principal

Betty K. Landon (Principal Attendant)

Senior Attendants

~~Estelle E. Bridge Gladys Glenn~~  
~~Edith Elle~~

Junior Attendants

Margaret A. Allen Katherine Rogers  
Miriam M. Anderson Rae E. Showel  
~~Mabel G. Branch Josephine Speakman~~  
~~Caryl Fitch Hulda Steinmetz~~  
~~Phyllis E. Freeman Mildred A. Welch~~  
M. Juanita Lopez Shirley White  
Florence Melin Lora I. Willis  
Mabel S. Wilson

Pages

Dorothy Hayes Frances Lee Palmer

GENERAL LITERATURE DEPARTMENT

Gertrude E. Darlow, Principal

~~Katherine Post Ferris, Principal Attendant~~

Senior Attendants

Blanche M. Herzog ~~Mildred Schaefer~~ *Super Reader*  
Rose M. Purcell Marie E. Taylor *Substit*  
Amy K. Webb

FICTION DEPARTMENT

~~Blanche Unterkircher~~ ~~Frances R. Foote, Principal~~

Senior Attendants

~~George A. Dick~~ ~~Florence H. Macloskey~~ *Katherine Falger*  
*Miss Kelsey* Anne L. Peake

~~Lucille Berggren~~ (Junior Attendant)

FOREIGN EXTENSION DEPARTMENT

~~Clara V. Winlow, Principal~~

~~Romilda A. Castruccio, Senior Attendant~~ *Mrs. Langton*

\*Half time employee.

## LOS ANGELES PUBLIC LIBRARY

## JUVENILE DEPARTMENT

Gladys S. Case, Principal

Gladys M. Crowe, Principal Attendant

~~Sadie Hoffman~~

(Children's Librarian)

Josephine Roe

(Junior Attendant)

Estelle C. Morris (Page)

## PERIODICAL DEPARTMENT

Blanche E. McKown, Principal

Mary Linebarger, Senior Attendant

Junior Attendants

Lois A. Miller

Stella D. Thompson

David N. Growkowsky (Page)

## REFERENCE DEPARTMENT

Susanna C. Ott, Principal

Laura C. Cooley, Principal Attendant

Senior Attendants

Clara M. Rowell

~~Charlotte J. Thomas~~

Elizabeth S. Walker

## ART AND MUSIC DEPARTMENT

~~Eleanor W. Caruthers~~, Principal

Senior Attendants

~~Michael Schauer~~  
~~Helen S. Aldrich~~

Harriet B. Monfort

Fay M. Tilley (Junior Attendant)

## SCIENCE AND INDUSTRY DEPARTMENT

Victoria Ellis, Principal

Nancy B. Vaughan, Principal Attendant

Senior Attendants

Emily R. Domers

Pearl Garrison

Linda Lopez (Junior Attendant)

## SOCIOLOGY DEPARTMENT

Grace M. White, Principal

Lucy K. West, Principal Attendant

Senior Attendants

Gladys M. Huls

Elza Miller

Jennie D. Raymond (Junior Attendant)

## LIBRARY SCHOOL

Marion Horton, Principal

Senior Attendants

Lou J. Ward

Elizabeth O. Williams

Helen E. Haines

Marion L. Pitcher

(Lecturer)

(Junior Attendant)\*

## SCHOOL AND TEACHERS DEPARTMENT

Faith E. Smith, Principal

Glyde Maynard, Principal Attendant

Edith I. Morrison

Marion L. Pitcher

(Children's Librarian)

(Junior Attendant)\*

## BUILDING FORCE

Cora M. Anderson

Dock Cooksey

(Caterer)

(Janitor)

Charles D. Southwell

William H. Duncan

(Carpenter)

(Janitor)

Wade J. Winder

Eugene M. Gilbert

(Head Janitor)

(Janitor)

\*Half time employee.

# THIRTY-THIRD ANNUAL REPORT

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Alice A. Blanchard, Principal of Children's Work  
BRANCHES DEPARTMENT

Helen T. Kennedy, Principal  
Principal Attendants  
(Office)

Betsy M. Foye

Laura B. Scheuffler  
Annabel Learned  
Senior Attendants

Helen M. Alexander\*

A. Jean Stelson  
Reba Dwight (Children's Librarian)  
Junior Attendants

Elizabeth Hall

Jennie Langberg

(Janitress)

Alice Mooney  
Milton Brown  
(Auto Truck Driver)  
George Murch (Messenger & Delivery Clerk)

(Arroyo Seco)

Sr. Attendant

Mary G. Hart, Principal

Mabel McD. Williams

Sr. Attendant

Florence Hovey

Children's Librarian

Marjorie Andrews, Jr. Attendant

Charles Vollwerth, Janitor

Frederick Nance, Page\*

(Boyle Heights)

Alice J. McDonald, Principal

Marion B. McGrew, Sr. Attendant

Florence Don Carlos,

Children's Librarian

Celia Weingarten, Jr. Attendant

Michael Collins, Janitor

Lydia Lewis, Page\*

Carl Brengartner, Page\*

(Cahuenga)

Fannie B. Dorman, Principal

Edna Osgood, Sr. Attendant

Fannie Sattinger,

Children's Librarian

Milton Merrit, Janitor

Hulda Dambach, Page\*

(Hollywood)

Mrs. Eleanor B. Jones, Principal

~~Elizabeth Boynton, Sr. Attendant~~

Corrie V. Ziegler, Sr. Attendant

Mercer Watson,

Children's Librarian

Ardath C. Anderson,

Jr. Attendant

~~Mildred Smith, Jr. Attendant~~

Chester G. Sharp, Janitor

~~Mabel A. Williams, Page\*~~

(Lincoln Heights)

Veva Hart, Principal

Genevieve Hauenstein,

Marie Houston,

Children's Librarian

Lois Miller, Jr. Attendant

Archie A. Powell, Janitor

Leo H. Dell, Page\*

(San Pedro)

Ruth E. Maltby, Principal

Anna M. Nisson, Sr. Attendant

Clara M. Byrne,

Children's Librarian

Prue Sharp Bowman,

Jr. Attendant

Burt C. Phillips, Janitor

Elizabeth O'Shaughnessey, Page

(Vermont Square)

Jessie I. Cavanaugh, Principal

Frances Louise Holmes,

Sr. Attendant

Leora E. Griffin,

Children's Librarian

Estelle Haas, Jr. Attendant

Charles Witton, Janitor

Doris Brush, Page\*

(Vernon)

Mary Hieber, Principal

Harriette Saxton, Sr. Attendant

Grace I. White,

Children's Librarian

Viola Lloyd, Jr. Attendant

George T. Allen, Janitor

Anna Travis, Page

Doris Bangle, Page\*

(Central Avenue)

Minnie Gullickson,

Attendant in Charge

Louise Bischoff, Sr. Attendant

Anna M. Hook,

Children's Librarian\*

Celia Heuer, Page\*

\*Half time employee.

(Moneta Avenue)	(Wilshire)
Lois Johnstone, Attendant in Charge	Mrs. Emilie Jackson, Principal (Ascot)
Lucia M. Railsback, Sr. Attendant	Mrs. Helen M. Alexander, Sr. Attendant*
Louise W. Emmons, Children's Librarian*	(Angeles Mesa)
Maxine Reghetti, Page*	Joseph F. Zika, Custodian (Dayton Avenue)
(Pico Heights)	Emily M. Richie, Sr. Attendant*
Nettie M. Guiwits, Attendant in Charge	(Edendale)
Josephine Smith, Sr. Attendant	*Emma K. Goodhue, Sr. Attendant*
Ida M. Orendorff, Children's Librarian*	(El Sereno)
Pearl Tobias, Page*	Arnoldine J. Saul, Custodian (Figueroa)
(University)	Louise Dodge, Custodian (Gardena)
Jennie T. Shute, Attendant in Charge	Ray Jennings, Custodian (Harbor City)
Grace Hammond, Sr. Attendant	Tassie Garten, Custodian (Owensmouth)
Marguerite McQuillan, Children's Librarian	Anna Hunt, Custodian (Palms)
Madge Irwin, Page*	Helen Kalb, Custodian (Santa Monica Blvd.)
(Playgrounds)	Emma K. Goodhue, Sr. Attendant* (Sawtelle)
Laura E. Thompson, Principal	Lillie Wearne, Custodian (Van Nuys)
Katherine Cahoon, Sr. Attendant	Lona Beller, Custodian (Wilmington and Wilmington Park)
Mabel M. Rosenthal, Sr. Attendant	Minnie Markham, Custodian
(Stephenson)	
Rhoda Williams, Sr. Attendant	
(Jefferson)	
Helen Spotts, Sr. Attendant	
Anna M. Hook, Children's Librarian*	
(Malabar)	
Helen Browne, Sr. Attendant	

\*Half time employee.

## REPORT OF THE BOARD OF LIBRARY DIRECTORS

To His Honor the Mayor and to the Honorable City Council,  
City of Los Angeles.

Gentlemen:

The fiscal year of the Los Angeles Public Library and its branches ended June 30, 1921, and appreciating the honor as well as the duty it is the pleasure of the Board of Library Directors to present to you an annual report disclosing the work of the past year and for your earnest consideration.

Naturally each department of the municipality is essential to the complete administration of City affairs and to a well rounded expression of activities all elements must be included as having direct and important bearing upon the greatest efficiency and finest service to be rendered the community. But, at the same time, the members of the Board of Library Directors feel not only a keen interest in this particular department but honestly believe that it is of unusual importance. We have been in the habit of conceding to the Public School system of Los Angeles and Los Angeles County the greatest opportunity for education and civic betterment in the point that the boys and girls of today are to become the men and women who will make up the citizenship of tomorrow. Of course, as is commonly understood, the greatest opportunity for influence and future development is in the education of the youth; yet, second only to this great enterprise of education which affects the young people alone, is the work of the Public Library in its greatest importance, namely; it takes the young people when they have obtained the fundamentals of education and gives them as it were a post-graduate course in an enlarged field and for practical service. It has been called the University of the people in that there are no limitations of age, previous knowledge or training, and no prohibition against any citizen, visitor or traveller in seeking the quarters of the Public Library and in attaining the knowledge, information and training there provided for him. Because of a belief in its importance as a factor in municipal welfare and progress the members of the Board really have taken their responsibility seriously, and it is a matter of much satisfaction to be able to show what has been accomplished in the Public Library and its branches under some handicaps, mostly financial, which will be hereinafter pointed out. It is the part of the pessimist to view with alarm, but the enthusiasm here displayed will be pardoned when it may be said that we are able to point with justifiable pride to the advances of the past year.

During the past year the main or central downtown library has continued its occupancy of the upper floors of the Metropolitan Building and when you have perused the figures presented in other reports of the Librarian and staff, it is almost unbelievable to realize the number

of people who have visited the Library and used it, and who have crowded and jammed the hallways of that building and taxed the elevator capacity to its limit.

The circulation of books has increased more than in previous years, the demand for new books has grown beyond the possibility of satisfaction, and never in the history of the Library has its patronage been so large in number nor so wide in the sphere of its influence and education.

While the matter of a new central library site, which will be later discussed in this report, has brought the Library to the attention of the people of the city as never before, yet its work as an independent element and the use of the books and its facilities have in themselves popularized the institution as never before.

The routine work of the Library has been continued as in times past with many special features of improvement and progress, and the administration of Library affairs has been most efficiently conducted under the Librarian and a very capable staff and force of literary workers. One of the greatest handicaps during the past year has been the fact that more attractive fields of labor have taken some of our older and more efficient employees from us and quite a number of new faces have appeared in the personnel of the library. Unfortunately the wages to library workers which the meagre funds at the command of the Board cause to be limited prevent the securing of necessary additions in the working force and the rendition of a full and just compensation as should be done in several cases of long continued and faithful service.

One of the special attempts to increase library efficiency has been in the re-organization of the departments of the Library, enlargement and changes in several of the former departments and the extension of service to the public at the main library and the branches in various ways not heretofore attempted. There has been a larger publicity than ever before through newspaper co-operation as all of the newspapers of Los Angeles have obtained an intimacy with library affairs and have shown a greater interest in its growth and progress than at any time in the past. Furthermore, in the main library and in the branches there has been greater effort given to publicity matters so as to challenge the attention and thought of the citizenship to this important factor of municipal life.

Relative to the personnel of the Board of Library Directors for the past year it has continued unchanged. It is constituted by five members who are each appointed for a term of four years by the Mayor of the City. Mr. Frank H. Pettingell, who had theretofore been a member was re-appointed by Mayor Meredith P. Snyder for another term, and at the present time the membership of the Board is as follows:

Mr. Orra E. Monnette.....	Term expires	December 31, 1921
Dr. Walter Lindley.....	Term expires	December 31, 1922
Rev. Francis J. Conaty.....	Term expires	December 31, 1922
Mrs. Katherine G. Smith.....	Term expires	December 31, 1923
Mr. Frank H. Pettingell.....	Term expires	December 31, 1924

The Board is organized as follows:

Mr. Orra E. Monnette.....	<i>President</i>
Mr. Frank H. Pettingell.....	<i>First Vice-President</i>
Rev. Francis J. Conaty.....	<i>Second Vice-President</i>
Mrs. Katherine G. Smith.....	<i>Treasurer</i>
Everett R. Perry.....	<i>Secretary</i>

Committees of the Board:

Books and Donations.....	Dr. Lindley, Mrs. Smith
Rules and Administration.....	Rev. Francis J. Conaty, Mr. Pettingell
Printing and Supplies.....	Dr. Lindley, Rev. Conaty
Auditing and Accounts.....	Mr. Pettingell, Dr. Lindley
Service and Employees.....	Rev. Conaty, Mr. Pettingell
Branch Libraries.....	Rev. Conaty, Mrs. Smith
Finance and Budget.....	Mr. Pettingell, Dr. Lindley
Public Schools.....	Mrs. Smith, Dr. Lindley
Library School.....	Dr. Lindley, Mrs. Smith
Social Amenities.....	Mrs. Smith, Mr. Pettingell
New Library and Site.....	Mrs. Smith, Dr. Lindley, Rev. Conaty, Mr. Pettingell, Mr. Monnette

It is to be recorded that the Board of Library Directors holds regular meetings upon appointed dates twice during the month, and usually many special meetings as may be required during the interim. During these regular and special meetings, with various standing committees of the Board holding their own special meetings the members give many hours of time and careful consideration to matters referred to and originating with the committees upon which they are required to make special reports in writing at regular Board meetings with such recommendations as suggest themselves. At the regular meetings a stated order of business is followed which covers all library activities, but always supplemented by a report made by the Librarian in writing and separate reports by the heads of all departments and the branch librarians which are read in open meeting to the Board and receive such comments and necessary action as may be required.

The By-laws of the Board of Library Directors are quite complete, having been re-written and re-adopted at various times to suit the needs of the Board and to provide for the orderly conduct of its business. These By-laws provide for the organization of the Board by the election of officers and the appointment of committees as has been set forth above, and in January of 1921 Mr. Everett R. Perry was

ected Librarian. He has held the position since 1911 and the administration of his office has been most efficient and it is the consensus of the members of the Board that the City of Los Angeles is to be congratulated upon having at the head of this most important department a man of Mr. Perry's superior abilities.

Originally it was thought advantageous for the Board to have its secretary, and Mr. Albert C. Read was appointed and continued as Secretary of the Board for a short period of time. On account of some impediment in the charter of the City it is necessary that such a Secretary be elected from among the Library employees, and since Mr. Read's retirement as Secretary it has been impossible to find another to take his place so that Mr. Perry has been again made the Secretary of the Board as was the case theretofore.

The usual statistical reports will appear in connection herewith and a very complete report to be presented to your honorable body by Mr. Everett R. Perry, the Librarian. Unnecessary repetition of facts and figures will be avoided as far as possible but it is the thought of this Board that certain statements should be presented to you because this is an official report and for which the members of the Board are responsible to the extent of giving an account of their stewardship.

The increased circulation of the Library has already been commented upon but the figures best tell the story. During the previous year 2,797,389 volumes were circulated but this year they reached the figures of 3,334,895. For carrying on the department for the fiscal year of 1919-1920 a total sum of \$299,685.81 was expended for the required service. However, additional funds were voted by your honorable body during the past year so that the total amount at the disposal of the Board and which was expended during 1920-1921 was \$415,031.06. We have no way, on account of the prohibition of fire ordinances, to install a gate or checking system so as to tabulate and register the exact number of people who enter and use the Library and its branches. However, these figures have been estimated in various ways from a superficial system of checking and it is thought that at the main library alone running from a high day of 10,000 visitors to a low day of 2,000 or 3,000 the attendance during a single year is somewhere in the neighborhood of 3,000,000. There are all told 428,185 books upon the shelves of the Library and its branches as well as many newspapers, prints, pictures and other items of library material. These are all catalogued and kept upon shelves or other suitable vantage point for the use and enjoyment of the patrons of the Library. Altogether the Library has a staff of a Librarian, 17 departmental heads, 13 branch librarians, and a total force, including the foregoing, of 223 employees who give their time and energies to the successful operation of the Library work.

The people of Los Angeles should rejoice in this institution. It



belongs to them and is for their use and their benefit. The members of the Board of Library Directors realize that this interest has grown with the years and that the needs of the Library are now closer to the heart and thought of the people than ever before.

In this connection we desire to comment upon the urgent desire and request repeatedly given in previous reports for larger financial support and for the granting by your Honorable Body of an opportunity to have the people give the requisite financial assistance. It is a matter of much rejoicing therefore to record that finally your Honorable Body yielded to the importunities of the Board and to the sincerity of the claims made in behalf of the Public Library and most graciously placed upon the ballot at the June election of 1921 a proposition for the voting of \$2,500,000.00 of bonds with which to acquire a site and to construct a new central library building and such branch library buildings as the needs of the time might require. This is the proper place to express the enthusiasm and gratitude of the members of the Board and this courtesy goes to each member of your Honorable Body who gave acquiescence and vote in the working out of this splendid proposition, for, the bond issue, as is now common knowledge, carried. We had promised many times in argument upon the floor of the City Council, in private conversation and through the public press, that if the people were ever given an opportunity to express their opinion upon the subject they would do so in a most positive manner. The very great victory, the large and record vote and the enthusiasm in the campaign which developed practically no opposition, all go to show what the interest of the public is in its library department and that it is really proud and keen for its enlargement and future welfare.

As a result of that faith and confidence and the impetus given to the work of the Library, the Board is enthusiastically looking to the future and considering seriously what it can do to satisfy the fine judgment of the citizenship and to acquire a suitable site and to erect and build a new central library building which shall be both a monument architecturally and a real workshop from the standpoint of utility, to be a greater joy and pride than any public edifice which has as yet been erected within the municipality. With the encouragement so given there is reason to believe that your Honorable Body will see the greater need which the Library has,—that is, a larger current financial support.

#### LIBRARY SCHOOL

We desire, before closing, to comment upon some special features of library work. First, the Library School of the Los Angeles Public Library, was established in 1891 and has now been running thirty years. For a while it received neither the support nor attention it deserved. It has measured up to its larger sphere of importance. Under the able management of Miss Marion L. Horton it has been training

and graduating certain young persons who are specially interested in library employment and their services are sought far and wide. We believe that this school is a great factor in the upbuilding of the Library and is deserving of greater financial support. Unfortunately its graduates are sometimes led to go elsewhere rather than to enter the Los Angeles Public Library because we are unable to give the financial remuneration which is sufficient to stimulate the more ambitious ones.

#### EXTENSION OF LIBRARY SERVICE

Other reports will give the branch libraries, deposit stations and locations and other elements of consideration. The service has been extended to many new quarters and sections of the city and more people will attain closer touch with library influences than ever before, but if your Honorable Body and the people generally could realize the urgency with which requests are presented not only for the enlargement of present service in the way of the distribution of books and local community needs but also the almost insistent demand that other branches and stations be established, some adequate understanding could be obtained as to the necessity for larger appropriations for financial support of the Public Library. In this connection and that of the Library School we do not come before your Honorable Body as a matter of routine and merely an expression of our own desires but with the millions most properly spent in connection with the Public School system a comparison will show you that the Public Library is not proportionately as well supported nor is the wonderful opportunity for the help, benefit and education of our citizenship being given the consideration and attention which it all deserves. The purpose and intention of the Board of Library Directors with respect to the new central library site and building has already been adverted to but in connection with the bond issue it is the purpose and thought to construct some new branch library buildings as far as the money may hold out. It is the intention that some sections of the city which do not now possess independent and separate branch library buildings shall be supplied. These will be taken in the order of their importance and need and it is fair to say to all local communities that it is only a question of lack of funds which will prevent the Board from proceeding more rapidly than it has or may in the future. We are all very happy to enjoy the Carnegie branches and the fine buildings which his bounty and beneficence give to the city for service and enjoyment and there is every reason why other sections of the city should in turn, and in the due process of working out each situation, receive the benefit of similarly constructed buildings.

Now having completed the more positive features of this report in the way of recording the paramount importance and inspiration of the Public Library, another thought and purpose are committed to your hands and to be passed on to the citizenship of Los Angeles. There is a spirit of hospitality, of generosity and of good will which animate

all the people of the municipality. We are busy it is true and the various manifestations of making money and increasing wealth are abundant on every hand. There is a larger natural growth which is running its course to splendid municipal achievements, commercially and industrially, and which foretell increased population, more buildings and greater wealth, a future greatness and glory of our city. We feel that along with this should come a greater development of the cultural life, and this means extending and radiating its influence through the educational systems of the city, the art and cultural centers, music and drama, and other elements which cultivate and develop the spiritual, aesthetic and refined phases of municipal life. The Los Angeles Public Library claims a part in all of this and while much argument is always adduced for the aggrandizement of the city along material lines it is the claim of this Board of Library Directors that each and every citizen of the community owes it to himself as man or woman to reflect in his or her work and service to the city an earnest thought to popularize, to develop and to enlarge this important department of the municipality, for greater rewards and more abundant returns than upon any investment commonly offered, in that which will come through the educational and civic betterment provided in this all important institution. And, therefore, in the conclusion of this report it is the hope and desire that apart from the regularity and formality of the record here presented there may be given to the reader and to the recipient of this account of stewardship an inspiration which will give something of value to the individual life and for the future welfare of the city.

We conclude by expressing a sincere appreciation of every effort of each library employee, supervisor and worker; we are happy over the co-operation which other departments and civic offices of the city have given us and we rejoice in the fine citizenship of our community which has taken the burdens of the Library upon its shoulders, has solved the matter of a new central site and library building and now assures us that we can count upon that partnership and co-operation to continue throughout the coming days.

Respectfully submitted,

ORRA E. MONNETTE, *President*,

FRANK HERVEY PETTINGELL,

KATHERINE G. SMITH,

FRANCIS J. CONATY,

WALTER LINDLEY,

*Members.*

## REPORT OF THE LIBRARIAN

One outstanding event makes the year just closed the most notable in the library's history. This is the decision of the people of Los Angeles, at the general election on June 7, to provide through a bond issue of \$2,500,000 for a central library building. Just a year ago, in closing the library report, it was noted with regret that up to that time no definite advance had been made toward this basic necessity of the immediate future. Now, looking back upon another short twelvemonth we see this great necessity achieved, the Library assured of future development under proper working conditions, and the public assured not only of improved library facilities, but of a beautiful municipal building that will permanently enrich and dignify their city. Behind this simple statement there lies a full and absorbing story of effort, enthusiasm, aroused public interest and inspiring public co-operation and sympathy—a story too long to be more than briefly summarized in this condensed survey of the year's activities.

Early in the autumn the advisability of submitting a library bond issue at the November election was considered by the Board, but it was decided that the great number of propositions to be voted on and the focusing of public attention upon national questions in a Presidential election, made this undesirable. On April 1, however, the Board went before the City Council and asked for the inclusion of a bond issue proposition on the ballot at the spring municipal election. The Board's original request was for \$3,750,000 for a central building and branches; and it was not until May 6, after many deliberations that the City Council agreed to put a reduced proposition of \$2,500,000 upon the ballot for the election of June 7.

Immediately the Library organized a campaign force, embracing every worker in the library system, from Directors to pages, and entered a period of four weeks devoted to intensive continuous publicity designed to bring home to every resident of Los Angeles the reasons of practical economy and civic interest that made a central library building an imperative necessity. This campaign was carefully planned, elaborate and comprehensive. Committees of the staff were appointed to handle the various activities undertaken, which covered: newspaper advertising; publicity through the library, by means of exhibits, slips in books, special seals, and other devices; publicity through clubs, by addresses and printed material; motion picture advertising; publicity work with merchants and manufacturers, trade unions, and technological associations; publicity work with schools; publicity work with religious organizations; publicity work with civic, social service and fraternal organizations; advertising in foreign sections of the city; miscellaneous advertising; theater program advertising; a committee to secure speakers; and a committee to interview the various candidates for local office and enlist their support of the library measure.

At the outset, prospects were not encouraging. There were six bond issue propositions on the ballot, totaling nearly twenty-four million

dollars; business and industrial conditions rendered any large increase of public expenditures more than doubtful, while the fact that a two-thirds vote is required to carry any bond issue made the outcome still more uncertain. There was no attempt to ignore or minimize these difficulties. The spirit of the library workers rose to meet and overcome them, strengthened by the growing realization that through its years of earnest, friendly service to the citizens the Library had built up a reserve force of public goodwill that now had opportunity for practical expression. As the days went on, it became evident that the library campaign was meeting with ever-increasing approval and support. Every newspaper in Los Angeles endorsed and opened its columns to the library cause. The motion picture companies gave valuable aid. They prepared an original "library film," staged in the overcrowded library quarters in the Metropolitan building, showing the congestion and discomfort to the public, the piled-up books, and the closely-packed readers. This was shown during the last week of the campaign in ten leading theaters through the city, and scores of others ran at every performance a slide giving important facts concerning the library's need of a suitable building. On the Sunday before the election clergymen in churches of every denomination preached on the value of the library to the public and urged support of the bond issue. The campaign, in all its elaboration, was carried through with unflagging enthusiasm and efficiency. Speeches were made by members of the library staff in very variety of meeting-place—clubs, churches, factories, stores, and institutions; the Directors not only carried the appeal to many leading organizations, but raised a substantial special campaign fund; and the Librarian made over forty addresses to different bodies from the City Club of Los Angeles to the men of the shipyards at San Pedro.

An immense amount of valuable publicity material was produced. Members of the staff contributed articles, long and short, which were sent to every newspaper, periodical, business, religious or institutional publication, not only in Los Angeles but through adjacent cities and towns; these were widely used, and helped create interest and sympathy among thousands of voters. An effective campaign poster was designed by a commercial artist who had used and profited by the Library's art department. Space on billboards was freely given by Foster & Kleiser, a leading billboard firm of the city. Mr. William Gale, the well-known cartoonist of the Times, donated a clever cartoon for a circular of which 200,000 copies were distributed by Boy Scouts and others to virtually every house in Los Angeles. Another effective circular was designed for the Library by Bullock's department store, and 150,000 of these were distributed through department store packages and in other ways. Automobile stickers, window-placards, every kind of up-to-date device for holding and informing the public mind, was availed of. Weekly and at the last, daily, meetings were held of the various library committees, to impart fresh suggestions and to stimulate enthusiasm. And the final effort was made on the day of the election, when most

of the 755 voting precincts were manned by library workers, to give an information that might aid the library cause. Everywhere the public response was cordial and sympathetic. Encouragement and friendly appreciation for library services rendered cheered and strengthened the workers all through this crowded and exhausting campaign, which, must be remembered, was carried on in addition to the full everyday routine of library duty.

Of the six bond issues on the ballot all but two were defeated. The Library bonds carried by a vote of 63,852 to 25,234. The Harbor bonds were also successful, by a vote of 56,172 to 26,290. In this great affirmative vote for a central library, Los Angeles has for the first time pledged itself to the erection of a fine municipal building. There is a special opportunity and a special responsibility in this fact, for it means that the new library building in architectural beauty and dignity must set a standard that other municipal structures may later conform to. There will be many problems to be adjusted before this consummation is reached. From the two and a half millions assured by the bond issue it will be necessary to provide also for at least two branch buildings and the question of a site for the central library is yet to be decided. But the success so far achieved is an earnest of like success in the future accomplishment of the task.

In broad perspective the year just closed is seen as a fruitful and encouraging one. Increased appropriations gave more money for books and made possible two general salary advances throughout the staff, while the enlargement of the working force by twenty-nine employees of all ranks also made for better and more extended service. The most notable material development of the year was the opening of three new branches in rented quarters: Dayton, replacing two school stations at Avenue 28; Wilshire, for the section west of Westlake Park; and Ascot, in the neighborhood of Moneta Avenue and 61st Street. All three met a definite public need. Ascot, in the smallest possible quarters, has made the remarkable circulation record of 2,500 books a month for three open days a week; and Wilshire, under the experienced and sympathetic charge of Mrs. Emilie Jackson, has proved a neighborhood necessity, with an average circulation of 4,000 a month. One new playground branch (Custer) was opened, balancing the loss of that at Violet playground, which was closed by the Playground Commission in December. The lease on the main library quarters in the Metropolitan building expired on May 31, but the Library Board had previously exercised its option of a three-year renewal, so that continuance at the present rental is assured until the hoped-for completion of the new building. Steadily rising rental costs have been general among all branches that do not own their buildings. The inventory valuation for the entire library was raised over \$110,000—from \$739,660.95 for 1920, to \$850,440.00, for 1921. Additional insurance on all Carnegie buildings was taken out during the year.

This steady inflation of costs which accompanies and outruns the development of library service, creates a serious administrative problem: the problem of an increasing expense account and a diminishing income, which is at present confronting every governmental activity and every public institution throughout the country. It is a problem that demands fullest attention, but it can only now be noted as constantly underlying the manifold activities recorded in this report.

One of the marked features of the year was the great increase in circulation, which reached a total of 3,334,895 volumes, and represents a net gain of 19 per cent. This has meant greater demands upon every department of the library, which is now used by over 153,000 registered cardholders, or one in every four inhabitants of the city. This enormous clientele, of course, is diffused throughout the city, but it concentrates in the crowded main library quarters, where a constant adjustment of insufficient facilities and an increasing detail of organization are necessary to give rapid and effective service. Ten new stacks have been installed in the already overcrowded aisles of the Circulation Department; a multigraph machine has greatly facilitated list-making and bulletin work; and by the purchase of a copying camera the library has been able to undertake a photographic service—making negatives of desired illustrations or prints, especially for moving picture use—that is proving of value in preserving bound magazines and art books from theft or mutilation. A Shelf department has been created, which handles binding and repair, inventory and shelving of books for the main library, and where supervision of the pages has been centralized, instead of being divided as heretofore among the different departments. An important change toward simplification of method has been made, in the adoption of author and title for all books of fiction and the dropping of the Cutter number system. This has entailed a large amount of clerical work, but the resulting ease and legibility in current use make it a welcome improvement. Throughout the library system there has been a marked improvement of method of selecting and ordering books, and an increasing book familiarity on the part of the library assistants, through the weekly fiction review meetings for branch librarians, frequent book discussions, and a more systematized use of reviews and printed aids.

With the great increase in the use of books, there has been no lowering of quality in the books circulated. In the fiction department especially most valuable and interesting work has been done, utilizing and strengthening the appeal of good novels by increasing the supply of the better books and calling attention to them by attractive lists and bulletins. The public book reviews given twice a month through the school year by the Principal of the General Literature Department have steadily drawn audiences of men and women to the full capacity of the lecture room, and have been a potent influence in extending knowledge and use of the best literature—poetry, novels, drama, history, travel, essays, and biography. Indeed, all the departments of the library, closely

linked in method and purpose, though separate in their specialized fields are making the information and inspiration of books a vital part of the work and play of the community.

In its branch system the library now counts 113 separate agencies through which over two million volumes, or 60 per cent of the total circulation, were issued to 101,874 readers. This is a gain of 22 per cent over the preceding year. Hollywood still leads in circulation, with Vernon and Boyle next in order. The work of the sub-branches has been strengthened through more centralized supervision and through the appointment of a children's librarian to work exclusively among the sub-branches, who has done much to improve the character of the children's reading and to attract child readers.

One of the special assets of this Library in maintaining high standards of personal service is the Library School, through which each year the working force is strengthened and vitalized. The school has now reached the full student capacity that present quarters will permit; it attracts each year many desirable students locally and from other states; its graduates have gone into libraries of every type in California and elsewhere; while the opportunities it offers for special study are available to all students of the library, and are made possible by the cooperation of the library workers all through Southern California.

Only the most notable incidents of the year have been recorded in this brief review. In addition, a few specific facts and figures may be given: Total volumes in the library's entire collection, 428,185, being a net addition for the year of 41,328, and an increase of 4,314 over the accessions of the preceding year. Of foreign books there are now 16,677 volumes, in 25 languages. Book orders placed during the year amounted to \$83,078.89, which is an increase of 40 per cent. Improved conditions in the book trade have been reflected in the prompter filling of orders, but the price of books shows no reduction and the year's purchases represent an increase of 25 per cent. in cost due partly to decreased discounts (offset by better service) and partly to the acquisition of many valuable and expensive works. The total registered borrowers now number 153,784, giving the remarkable net gain of 23,143 for the year. This is an increase unprecedented in the records of the library. The total circulation of books for home use was 3,334,895, an increase of 537,506 volumes, or 19 per cent. over the preceding year; of this total, 2,008,231 volumes were issued from the branches, and 1,326,664 from the main library. Of the total circulation fiction formed 59.5 per cent.

In the full departmental reports submitted by the various principals detailed records and statistics are presented, as usual. From these the more important facts are summarized, as follows:

#### ORDER DEPARTMENT (Albert C. Read, Principal)

Books received in this department during the year totalled 50,265. Of these, 46,129 were purchased (13,229 more than last year), at a total cost of \$73,792.97, or an average of \$1.60 per volume, and



compared to \$1.28 in the previous year. This increase averages 32 cents per volume. It is due partly to advanced book prices, partly to the decrease in discounts, accepted in view of better service, and partly to the purchase of a much larger proportion of valuable sets and rare works than formerly.

It is a pleasure to report a much improved outlook in the publishing world, evident in the decrease of unfilled orders. Outstanding orders at the end of the year amounted to \$8,891.51, as against \$12,024.27 carried over last year. This is a decrease of nearly one-third, in spite of the fact that we have placed nearly 40 per cent more orders this year.

No further advance in book prices is to be expected, and there is possibility of a reduction on spring and fall publications. The greatest advance has been in works of non-fiction, often carried to unjustifiable extremes. One example of this, especially notable, is the new work of James Bryce, "Modern Democracies." This is a companion work to his "American Commonwealth," which was originally published in two volumes nearly thirty-five years ago and was sold, until the present era of high prices, at \$4 a set, but is now advanced to \$8, just 100 per cent. increase. This new work, although much larger than the "American Commonwealth" in appearance, is in fact only about two-thirds the size in actual printed pages, line for line, but the price is \$10.50 a set. Thus, taken page for page, the price of the new work is double the present price of the older one and four times its original published price. This is an extreme case in padding and price inflation. As an economy in buying, the library is increasing its importations, many English editions being secured at savings of from 40 to 50 per cent. These are imported direct by parcels post, thus saving jobbers' commissions and paying postage at English rates.

An unusual opportunity to secure some valuable Mexican works was offered early in the year, in connection with the visit to Mexico of Mr. Ernest Dawson, local book-dealer. Mr. Dawson not only succeeded in obtaining for the library two valuable sets of original documents and other desired material, but in addition he gave the library first choice of his own considerable private purchases. An opportunity now offers for the library to secure the earlier volumes of Hansard's Parliamentary debates, covering the years from 1803 to 1914, and a special appropriation for the purchase of this valuable reference set is urgently recommended.

A questionnaire sent out by the Seattle Public Library led to an analysis and comparison of book order costs. As a result, it is estimated that the clerical expense of this department for the year averages 12½ cents for each volume handled. This gives \$.087, as the clerical cost of expending \$1,—a result which compares very favorably with figures from other libraries.

CATALOGUE DEPARTMENT (Florence Thornburg, Principal)

Statistics kept in this department show that the total stock of the library, in all its collections, now reaches 428,185 volumes (docu-

ments, 22,516); 55,835 pamphlets, 15,443 pictures, and 4,337 maps. Total accessions for the year are given as 52,074. There were 1,968 foreign books added, nearly 4 per cent of the total number received. Of these, Spanish, French, Italian and Czech led, in the order named.

This has been a red-letter year in the history of the department, in number of accessions and in amount of work done. 52,151 volumes were catalogued, the largest month's record being 7,206 volumes received and 6,115 classed and catalogued. In handling fiction, the books coming in on one day are generally delivered the second day following.

In November, the library decided to drop the Cutter number from all fiction and use author and title instead. This has meant much work in making new book checks and labels, and for this a new electric multigraph was purchased and an expert multigrapher engaged. The multigraph has also been largely employed for the literature used in the library building campaign and for postals, lists and similar material for general library use.

#### SHELF DEPARTMENT (George Herzog, Principal)

Although created in April, 1920, this department did not begin operations until after October. It deals with the binding and repair of books, the checking of the inventory, taking of photographs, and the shelving of the books in the main library, with supervision of the pages in the several departments.

An innovation was the installation of an Eastman copying camera, used for photographing pictures desired by moving picture studios and other users. This method saves the reference sets of magazines or rare books from danger of mutilation, while it also keeps the books at the library and makes them more available for use.

The bindery work increases with the growth of the library, especially in the number of volumes rebound, which are 40 per cent in excess of the figures for the previous year. Publishers' bindings at present are so inferior that rebinding is required much sooner than heretofore. Statistics show 25,155 volumes rebound, as against 15,681 in the previous year. 9,600 current magazines were reinforced in manila covers. The total cost of binding was \$16,403.66. 42,598 volumes were repaired; 2,559 pamphlets covered and 2,041 volumes lettered.

#### REGISTRATION AND LOAN DEPARTMENT (Bess McCrea, Principal)

This department has to record a tremendous increase in all statistics, and an ever-growing difficulty in handling the crowds of people and the flood of books during rush hours. In the present congested quarters every possible device to increase efficiency must be considered if the work is to be satisfactory. The high pressure upon this department is shown by the fact that the number of books issued over the charging desk reaches a daily average of 3,195 volumes, or an average of 293 volumes for every hour of the twelve-hour day, and an average of nearly five volumes a minute for each minute of the day.

Continual changes in the personnel have made the work still more difficult, for though the staff has been increased from eighteen to twenty-two, there have been eleven resignations and three transfers, necessitating the addition of eighteen persons in twelve months. The problem of department morale has not yet been fully solved. To solve it means that in some way the inexperienced juniors must be given an understanding of what true service to the public means.

The chief event of the year was the installation and satisfactory operation of the new charging system, by which the date due, instead of the date of issue, is stamped upon the books charged. Collection of overdue books through registered letters instead of by messenger service was begun as an experiment and though the time has been too short for final judgment, so far it seems to work well.

The total number of books handled by this department was 1,073,310 as compared with 933,571 the preceding year. Circulation of reference books was 13,701.

The year's statistics show 65,770 new registrations, of which 50,573 were adult and 15,043 juvenile, and a present total of 153,784 registered borrowers. This is a net gain of 23,143 over the preceding year. Of the new registration, 30,123 is recorded for the main library, and 35,493 for the branches.

#### GENERAL LITERATURE DEPARTMENT (Gertrude Darlow, Principal)

Steady and growing advances were made in the work of this department during the year. From its total stock of 51,177 volumes of non-fiction (exclusive of art, music, science and industry, sociology and education), it circulated 214,686 volumes, which is an increase of 25,467 over the preceding year. This increase was evident in almost every class, the largest gains being respectively in literature and religion, the latter due, no doubt, to the great demand for occult and new thought literature. Travel and biography also showed notable increases. The book fund allowed many purchases of new titles and an endeavor has been made to furnish standard books in duplication. There was an increase of 2,313 in postal reserves, the total being 8,989, an average of 172 a week. Over 150 postals were left for Wells' "Outline of History" and over 100 for Margot Asquith's autobiography. Other books in special demand were Lansing's "Peace Negotiations" and O'Brien's books on the South Seas.

Inter-library loans have been systematized, and the borrowing between the main library and the branches is now greatly facilitated. 13,324 inter-library loans were made during the year, of which 1,910 were foreign books.

The display tables and bulletin boards have been constantly used to stimulate public interest in books and events. For the vacation period, bags of books, each bag with an alluring annotated list of its contents, were offered to readers and readily accepted. The principal

of the department has given one hundred talks and book reviews to clubs and schools. The semi-monthly reviews given in the library school room have attracted large audiences and aroused much interest; for these reviews multigraphed lists, supplied by the library school, have kept the discussed books in active circulation for months.

#### FICTION DEPARTMENT (Frances R. Foote, Principal)

In the fiction department special effort has been made through the increased book fund to improve and build up the collection. It was decided that a large proportion of the fund should be devoted to the replacement and duplication of standard books, defining as "standard," fiction which most people would consider wholesome, interesting, and with some degree of literary merit. A review of the year's orders shows the predominating names to be those of writers of assured standing—such names as Aldrich, Balzac, Barrie, Cable, Conrad, Crawford and so on. In current selection, also, conscientious effort is made to choose books by writers whose work will be remembered and read for some years to come. No effort has been made to increase the quantity of fiction circulated, but the purpose has been in many ways to direct readers to read better books. A recommended list of "100 novels and tales" was printed and widely used; other lists, typewritten or mimeographed, have been effective; and the practice of attaching annotated cards to the books shown on the display shelf has been continued.

The department now contains 31,514 volumes. 4,788 were added during the year, and 2,649 discarded, making a net gain of 7 per cent. From this stock there was a circulation of 615,498 volume for the year, or a gain of 14 per cent. Such a gain is pleasing to record, in view of the steady influence toward improved quality in the fiction circulated. Nor has the circulation of pay fiction been a large factor, for it represents less than 8 per cent of the total fiction circulation.

There has been a large increase in the use of postal reserves for desired books; out of 5,028 such reserves, only 119 have been unfilled. The change from Cutter numbers to author and title, though not yet completed, is already a great improvement.

A new departure for this year was the supply to the Friday Morning Club of books desired for club discussion, in return for the payment of \$100 from the club to the library. The plan was experimental, and with some revision should work to the satisfaction of both club and library.

Comprised in this department is the care and use of all unbound and bound magazines of a general nature. At present 310 copies of 54 different magazines are received for circulation. Issues of these for the year amounted to 58,854, a gain of 24 per cent over the previous record, but this would probably be considerably increased if there were space for better arrangement and display.

## FOREIGN EXTENSION DEPARTMENT (Clara V. Winlow, Principal)

According to the official record of the entire contents of the library, there are 16,677 foreign books, of which 1,560 are in the Reference Department, 3,347 are distributed among the branches and 11,680 are comprised in the Department of Foreign Extension. This department records a circulation of 46,601 volumes, which is an increase for the year of 13,209. In this circulation books in 23 languages are included, and the issues range from two in Filipino, 15 in Roumanian, 17 in Catalan, 34 in Serbo-Croatian, to 2,147 in Yiddish, 2,525 in Italian, 9,814 in German, 12,891 in French and 15,317 in Spanish. In the branch circulation first place is taken by Yiddish and Russian, as the two branches that reach these foreign neighborhoods have good collections.

This department has brought a steadily growing number of appreciative foreigners in contact with the library. In destroying the foreigners' sense of isolation, in making him feel that he is included among those that a public institution is desirous to serve and that there is something vital for him in what this institution offers, a forward step has certainly been made in his Americanization. The department is not merely a place where foreigners come for books. It is a bureau of information and assistance, a clearing-house for difficulties, an American-foreign club where American and foreigner come to a truer appreciation and understanding of what each has to offer. During the library building campaign the foreigners' appreciation of the service given by the department was evident in the enthusiastic assistance given by all the foreign groups. Posters in various languages were willingly displayed in offices, stores and homes. Some posters in Spanish were made by a patron who felt that not being a voter he must help in some other way, and a large and beautiful poster was contributed by a Czech artist. French, Spanish, Greek, Italian, Swedish, Serbo-Croatian, German, Jewish, Japanese and Norwegian newspapers brought vigorous articles favoring the bonds, many of them written by foreign university teachers, by consuls, and by the editors themselves. Because of our nearness to Spanish-America and because of the very large number of Mexicans in Los Angeles special attention was given to increasing the number of Spanish books and interesting the Spanish-speaking people in library opportunities. A very gratifying response has met these efforts; consuls, officers of clubs, professional men and editors, have all co-operated, and the increase in the circulation of Spanish books is notable.

By the appointment of a senior and junior assistant the principal has been able to give more time to outside activities. She has made numerous talks to foreign and American clubs, has worked in co-operation with social service workers and club chairmen arranging foreign programmes, and assisted in planning courses in Americanization. The

most important outside work was that done for the extensive Foreign Arts and Crafts Exhibit, held at Exposition Park under the Americanization department of the Los Angeles district of the State Federation of Women's Clubs, in which the principal of this department acted as co-operating chairman. Constant co-operation exists between the department and the other departments of the library. Lists of desirable English books are prepared when requested, and what the other departments offer, in science, in art or music, or reference books, is constantly explained. Many foreigners attracted first by the foreign books come, after a few months, to make much greater use of the other departments.

Three successful exhibits were held, appealing to Americans as well as foreigners. One centered upon the importance of foreign languages, and brought many requests for foreign language text-books, especially from American business men. Another was an artistic Italian exhibit; and the third, a large Mexican exhibit, was displayed for double the usual time as a result of the many requests for its continuance. This exhibit, especially, roused widespread interest. Part of it was later shown in one of the leading banks, and part was lent to a Y. M. C. A. Americanization festival, while articles regarding it appeared in periodicals in Mexico.

#### REFERENCE DEPARTMENT (Susanna C. Ott, Principal)

In this department the definite aim for the year was to build up the historical and genealogical sections; and this aim, by means of an adequate book fund, has been achieved with some success. Important source material has been acquired, among the notable items being: *Archaeologia Cantiana*, 27 volumes; Camden Society publications, 3 series, 174 volumes; *Harleian Miscellany*, *Harleian Visitations*, and *Harleian Parish Registers*, 128 volumes; Royal Historical Society publications, 60 volumes; Scottish Historical Society publications, 48 volumes; and important collections of Mexican laws and parliamentary debates. Historical works bought included: Oncken, *Allegemeine Geschichte*, 45 volumes; London Times documentary history of the war, 8 volumes; Lamprecht, *Deutsche Geschichte*, 19 volumes; Martin, *Histoire de France*, 17 volumes; Lavissee, *Histoire de France*, 18 volumes. Among the periodical sets were: *Calcutta Review*, 1844-55; *Berliner Tageblatt*, daily edition covering the European war; Japan Society of London, 1896-1913; *Magazine of Western History*, 1884-99.

An important addition to the collection of California photographs was made, in 547 photographs secured from local photographers. Of these, 275 were views of the missions, many of a very early date, before restorations were made; the remainder were early local views and street scenes.

By the installation of a library camera the department is now able to supply photographs of desired pictures. There is a great demand

for such pictures from the motion picture studios; and it is a protection to the expensive reference volumes to have such photographs made in the library. The charge for photographs is 35 cents for a 5x7 film, 50 cents for one 8x10. No developing or printing is done; the film is enclosed in a light-proof envelope, to be developed by the purchaser.

This department now contains 37,639 volumes; additions for the year amounted to 2,940. 899 books were issued for special home use, and the record of reference questions answered during the year reaches a total of 26,152.

#### DEPARTMENT OF SCIENCE AND INDUSTRY (Victoria Ellis, Principal)

From a stock of 27,628 volumes in this department (year's additions, 2,332), there was a circulation of 65,210, which represents a gain of 5,891 for the year. This growth has been made despite quarters which have passed the congestion point, and an almost complete change in staff personnel. Considering these facts, it is interesting to note the circulation of books from this department is 7,380 volumes in excess of the circulation in the same classes of literature for the same period at the New York Public Library's main building.

In this department centers effort to aid the industrial growth of the community, to supplement in every way possible the work of the technical schools, and to give to individual workers unable to complete their education an opportunity of advancing themselves in their work.

There can be no question of the value of the service of an industrial library in the development of a city, if the library is so organized that information can be made available for use with a minimum of delay. With this in mind, our material has been so arranged and labelled that the least time possible is wasted in locating desired information. Personal acquaintance with the character and need of readers has been strengthened by visits to industrial plants and factories and by cooperation with natural science clubs. To keep in touch with the needs of our tradesmen lists of books on trade subjects have been published throughout the year in the Citizen, the official organ of the local labor union. Exhibits on textiles, rubber, astronomy, wild flowers, and other subjects, have been prepared for display; and a number of important bibliographies have been made on request.

Successful effort has been made through circular letters sent to various trade associations and business exchanges to enlarge the collection of material published by such bodies. The response to these requests has been very gratifying and much valuable material has been received and is constantly in demand. The collection of trade catalogues and house organs is also kept up to date by constant correspondence, and makes available to the public much information not published elsewhere. The twenty oil maps published by the California

State Mining Bureau have been added to the collection of material on petroleum. Several important Government publications in technology and science have been transferred from the Sociology department, and this department has also taken over the checking of the publications issued by the U. S. Department of Agriculture and the state experimental stations.

Through this department during the library bond campaign effective work was done by letters and by personal appeal to enlist the support of the trades and industries of the city. Past services rendered to business men and technical workers in every field brought its reward in establishing sympathetic contact and in opening many valuable channels for publicity, which were utilized by the department staff with admirable results.

#### DEPARTMENT OF SOCIOLOGY (Grace M. White, Principal)

Additions to this department during the year numbered 1,230 books, 6,447 documents, and 108 maps. The total stock now comprises 12,386 books, 1,053 bound periodicals, 20,522 bound documents, 50,735 pamphlets, and 3,935 maps. A circulation of 31,150 (a gain of 9 $\frac{2}{3}$  per cent) is recorded for the year, and 15,587 reference questions received attention.

The work of the department falls into two divisions: constructive work, and work with the people. In the former, the building up of the collection is of special importance, and the fact that the department is a depository of government documents entails much detail work in obtaining material, indexing and cataloging. In the latter division effort is made to extend all possible aid to users, through lists, exhibits and specialized reference research. The biennial session of the Legislature and almost continuous sessions of Congress have caused a lively interest in legislation. Laws of other states are compared, preparatory to the introduction of new bills. Bills from the State Legislature are filed in duplicate. United States laws are received as rapidly as signed, and many bills and hearings are written for. The gradual publication of the decennial census figures causes many inquiries. A committee of social workers and certain business organizations have been studying the question of financial federation of philanthropic organizations. Intensive collecting has been done on this subject. Another group with which work was done was a charter amendment committee, which gave special investigation to proportional representation, municipal courts, tax rates in cities, assessed valuations. Statisticians and librarians of four banks have spent much time in the department. A class of 500 students in business economics made extensive use of it.

The financial section has been strengthened by the addition of the "Standard daily trade service." This service gives items of interest on markets and business conditions and includes data from foreign news



papers. Important additions have been made to the collections in international law, industrial relations, finance, and Americanization. Many notable sets of documents were purchased, and a file has been started of British and foreign state papers.

#### ART AND MUSIC DEPARTMENT (Eleanor W. Caruthers, Principal)

Eventful and fruitful has been this year in the music and art department, as it was in the musical and artistic development of Los Angeles. The musical season just closed was one of the most brilliant in our history and the support and interest given to all the fine arts was exceptional. The various series of orchestral concerts and the engagements of four opera companies all contributed to the department's activities, which reflect and further each musical and artistic activity of the city.

With the exception of the principal, the entire staff of the department has been changed, but despite this fact excellent service has been given to the public. A useful piece of work was done in the indexing of the full combined files of the Boston Symphony and Chicago Orchestra programs, which makes available 46 volumes of extremely valuable analytical notes. The December number of the Library Bulletin was devoted to orchestral music, and 1,400 copies were mailed to the season ticket-holders of the Philharmonic Orchestra and other music lovers. Exhibits held under the auspices of the department included the work of the Commercial Artists' Association of Southern California; the annual showing of Camera Club photographs, and that of the Sierra Club; and an interesting collection of water-color paintings by the Japanese artist Kainan Teizo Shimida. Numerous groups of art students from the high schools and colleges use the department for research and special study, and many of the part-time classes from the public schools have come to examine collections of books chosen to indicate vocational opportunities.

During the week from May 29 to June 6, Los Angeles was deluged with music. This week was celebrated as "music week," on a plan initiated and carried out by the Community Service and a corps of chairmen representing various musical organizations and interests. This community effort to emphasize the value of music was most successful; many programs were presented by various organizations, the churches gave special attention to sacred music, "sings" were held in the parks, in industrial plants and business houses, and music was taken to all the "shut-ins" in Los Angeles. For at least a week Los Angeles was truly a singing city. The library chairman attended the weekly planning luncheons and the department came into closer touch with musical people and musical interests of the city.

The collection has been strengthened by many desirable additions and by the duplication of titles in several important sections. A number of worth while gifts have been received. From Mr. Harry G. Neville, of the Schirmer Music Company, a collection of scores of light operas

added 69 new titles to our opera collection. Mr. Baldwin Coolidge of Pasadena, gave 250 photographs of the objects of art belonging to the Boston Museum of Fine Arts; and from Dr. C. O. Dietsch there was a gift of 188 photographs of places.

Statistics for the year are as follows: added, 1,028; total department collection, 14,350. Circulation, 48,457, a gain of 10 per cent over the previous year. 7,775 reference questions were answered. The mounted picture collection was increased by 1,450 additions to a total of 15,357, and 30,405 of these pictures were loaned for home use.

#### SCHOOL AND TEACHERS DEPARTMENT (Faith E. Smith, Principal)

Visits to other libraries, and inquiries to librarians, lead us to think that few if any other public libraries conduct a teachers' department on the same plan or with so extensive a collection of professional material, as this library. Teachers' rooms generally include a moderate collection of graded children's books, a selection of books from various classes, and some pedagogical books. Our department has 4,900 books, including 519 bound periodicals, and 104 government documents, and probably about 5,000 pamphlets, all classed in 370. It serves as the professional library for teachers of Los Angeles, and is used increasingly by superintendents, supervisors, principals, as well as the rank and file of teachers. Parents, and students in the universities in and about Los Angeles, also find the collection useful.

By conference with the assistant superintendent of city schools and the head of the city school library, less duplication of book-buying and better co-ordination of work have been effected. The special work of the department has also been advanced by the transfer to the inter-library loan department of all the book service given to the high schools and the larger private schools.

Friendly relations with local school agencies are maintained and strengthened. The local school publications, which print regular notes on new books supplied by this department, gave generous space for articles on the library building campaign. Exhibits have been held during teachers' conferences, and various school displays, including a changing collection of specimens of handwriting, and an exhibit of posters on California colleges and universities. Special aid has been given to teachers and students in the part-time classes for young people already employed. The staff has been strengthened by the appointment of Miss Glyde Maynard (New York State Library School), especially experienced in bibliographical and reference work, and Miss Lois Morrison, children's librarian, whose visits to schools and part-time classes have increased the circulation of books and improved the selection.

The year's circulation in this department reached a total of 13,883 volumes, an increase of 4,701. In addition, the circulation through the school deposits amounted to 112,146, an increase of 21,000.

115. There were 39 special bibliographies prepared, and 3,127 reference questions answered. 73 educational periodicals are on file. There are 116 schools receiving deposits from this department. 63 schools were visited by members of the staff during the year.

#### DEPARTMENT OF CHILDREN'S WORK

(Alice A. Blanchard, Principal)

With a total juvenile circulation of 998,839, the Library has lent virtually a million books to children this year. In the public schools, second to eighth grades, the enrollment was 57,194; in the Catholic schools it is estimated at 5,000, making a total of 62,194. The juvenile registration at the library was 14,526 for the year, making the total of juvenile cardholders 37,046. To this there may be added 5,000 children who are reached by the school deposits. This makes a total of 42,046, or 68 per cent of the city's children who borrow library books, a showing of which the Library may well be proud. There are now 72,175 juvenile books in the Library's collections, a net gain of 5,734 for the year.

It is no longer necessary for the school and the public library to talk of co-operation. We recognize today in progressive cities that both school and library are working at the same job, for the same end, namely the education of boys and girls, and that the child's use of the library is as essential a part of his life while he is under the school roof as when he is at home. Each year, therefore, the library spends more time in service to teacher and children to meet the needs of school life and study. Lessons in the use of the library are already a part of the course of study; in addition, classes come to the library with teachers for geography and history lessons, and book talks are given or stories told on topics requested by teachers. Vacation reading lists were prepared, the titles chosen by the department staff, for which annotations were written by the children. So successful from the school's standpoint was this project that the teachers have asked that something similar may be done on a larger scale next year, so that more schools may participate. It has been found that it is often convenient to conduct the library story hour in the school, and that this brings a greater return than stories told in the library. Not only have we reached more children under better physical conditions than could be obtained in a crowded library room, with less expenditure of time and effort on the part of the librarian, but we have had the teachers' interest in the books containing the stories and therefore more demand for them by the children. An interesting piece of constructive work in this field has been done at San Pedro. The children's librarian there was scheduled once a month at each of eight schools, to give book talks or to tell stories to all grades above the third, and as a result both the school and the library noticed a marked difference in the children's reading tastes. Boys and girls who never used the library before became interested

patrons. In forty-eight visits she reached 9,000 children and enlisted the warm support of the teachers.

"Children's book week" gave opportunity for effective co-operation with bookstores, clubs and schools. Three stores were supplied with assistants to advise buyers; thirty-one talks were given before meetings of adults, including three leading women's clubs and the Labor Union Temple Council. Several exhibits were shown, among them one in the general literature department of the main library, consisting of a loan collection of children's books of fifty years ago, arranged in a glass case beside a table of popular children's books of today.

The staff has been enriched by the addition of a children's librarian for sub-branches, who has visited once in two weeks each of the ten branches, where she has revised book collections, given library lessons, told stories, built up school reference work, and helped the librarians in many ways. Her work has proved the link needed to make the library of real service to the children. Staff meetings are now held fortnightly instead of monthly, with aid to library routine and policy, and the method of ordering books has been simplified and centralized.

#### JUVENILE DEPARTMENT (Gladys S. Case, Principal)

The children's room at the main library is a reading lending department, and increasingly used as a reference room by children and workers with children. It serves primarily the children of Los Angeles and this service includes all who are concerned in their welfare; its work reflects and aids the development of the many activities connected with the education and recreation of children. Its administration as a separate division of the department of children's work has increased efficiency and given more time for the study of its own particular problems and possibilities and for personal work with the public.

Growing interest in drama for children has brought teachers, social workers, authors, artists and moving picture producers, to the children's room in quest of suitable material. Teachers ask for dramatization of scenes from history and English literature and plays suitable for closing exercises. The Community Service League is endeavoring to interest children in amateur theatricals acted by the children themselves and turns to this department for publicity and advice. Moving picture production of plays for children is in its infancy. Scenario writers and editors are beginning to explore the rich field of children's literature. Managers and parents of youthful stars want suitable vehicles for them and ask for suggestions. Art directors make constant use of pictures in children's books of travel and history and in the finely illustrated editions of children's classics. These are all happy indications of improved standards in the production of plays for children.

Exhibits during the year were varied and interesting. Through the primary manual arts department of the city schools a series of exhibits of free-hand cutting and sand table work, made by first and

second grade children, gave delightful pictures and ideas of "The Pilgrims in their three homes," Eskimo life, Christmas gifts, valentines, Easter gifts, and a model children's room for the new library building. The annual wild-flower exhibit brought many adult visitors, and a display of exquisite kites made by Chinese boys was shown through the courtesy of Dr. Miller.

Enlargement of the book fund is a prime necessity, as many books now on the shelves should be discarded and the collection needs to be greatly strengthened, in popular titles, in reference books, in the fine illustrated books, and in duplicates to supply branch and special demands.

Statistics of the year's work are as follows: Total circulation, 113,624, a gain of 11,440. Books in department, 17,191; additions numbered 1,812, but 1,847 books were discarded, so that the collection lost instead of gaining in size. New registration, 1,643, a decrease of 264. 23 story hours were held with a total attendance of 906, or an average of 39 for each story hour. 35 school classes, with a total attendance of 1,400, visited the department.

#### BRANCH DEPARTMENT (Helen T. Kennedy, Principal)

In the branch department this has been a year of prosperity, a larger book fund and increased staff making possible wider and better service to many parts of the city. The circulation of the department, from a total of 113 distributing points outside the main library, has reached 2,008,231, a gain of 357,361, or 22 per cent over last year. This is in marked contrast with the record of two years ago, when the gain was only 3 per cent, owing to the influenza epidemic, and with the gain of last year, which was 11 per cent. Of this total circulation, more than a million books were issued from the Carnegie branches alone. 62 per cent of the total circulation was fiction, with percentages varying from 49 to 87; 39 per cent was juvenile. The total number of persons drawing books from all branches is 101,874, many of whom are also borrowers from the main library as well. The total number of branch books is now 191,644, addition for the year being 27,542. In the larger branches, where alone this record is kept, 36,259 reference questions were answered.

Hollywood branch still holds first rank with the largest circulation and the highest gain (45,000 volumes), though Cahuenga has a higher per cent of gain. Vernon and Boyle stand second and third and University branch is first among the branches in rented quarters. The improved book fund made it possible to strengthen branch collections by the addition of good reference tools, by replacements, and by satisfactory current buying. Pay duplicate fiction, once started, pays for itself. The division of 25 per cent for fiction has been closely observed and carefully divided between standard and popular fiction, and 35 per cent of the book fund has been devoted to juvenile books.

The selection of current books by the branch librarians has been through branch subscriptions to the Publishers' Weekly and w checking and discussion of its lists. There is still great need of new eign books, especially Yiddish. A suggestion worthy of consider is for travelling libraries—picked selections of new titles—to be from branch to branch at stated intervals, according to the plan lowed about ten years ago when the branch department was smaller.

Opening new branches during the year was a gratifying development, but entailed much additional work. The Dayton branch, Avenue 28, was established to extend the work formerly done in Loreto and Aragon schools. Custer playground, opened in December has been successful from the first, with an eager community, fine back from the Jewish Council, and willing co-operation from the Playground Commission. Wilshire branch, opened on the same day as Custer fortunate in having the services of Mrs. Jackson, formerly Principal the Periodical Department, to handle its rapid growth. The branch to be opened was Ascot, in April, in the tiniest quarters library could hope to flourish in, which in its circulation of 7,703 umes in three months reflects the attitude of the people who have w so long and eagerly for local library service.

In the department personnel it was matter of keen regret to Mrs. Sharpe, after eight years of faithful and devoted service. Her in charge of the deposit stations has been carried on by Miss Lear with excellent results. A revision and codification of all library n for the main library and the branch system, was compiled in loose form in October, replacing several years' accumulation of typed no and directions. A copy of this book is placed in every branch and department of the main library, where it is used for reference and an aid in preparing new attendants for their work. There were n staff meetings, including the weekly branch round table, and fi meeting, fortnightly meetings of children's librarians, and monthly nings of all other branch workers.

As usual, those branches which possess auditoriums are centers every kind of community activity. At Boyle Heights the auditor has been used on 403 different occasions. Vernon with 182, Lincoln Heights with 120 programs, Arroyo Seco with its many p ground activities, together with the varied meetings in other Can branch auditoriums and the study rooms of University and Ca branches, make an imposing total of community gatherings that sh how naturally the people turn to the Library as a community center.

In the detailed reports submitted by each branch librarian by those in charge of the sub-branches, deposit stations, and p grounds, the volume and influence of the library's service to the e community is strikingly revealed. It is regretted that limitation

space make it impossible even to summarize these interesting and valuable reports, which show the pleasure and the aid of books as availed of by citizens of every nationality, every age, every class, from the little collections in the distant school buildings of the San Fernando Valley, to the deposit of technical books in the factory of the U. S. Electric Manufacturing Co., and the varied selections furnished to the moving picture studios and the local department stores.

#### PERIODICAL DEPARTMENT (Blanche E. McKown, Principal)

The service of the periodical department is two-fold. It is both the general reading-room for newspapers and current periodicals and the distributing point for all periodicals and serials received throughout the entire library system. The reading room seats 200 persons, but is sometimes overcrowded. Sunday attendance has been so great that the adjacent children's room has several times been opened to accommodate the overflow. In March the work of the department had become so heavy that a junior attendant was appointed. The banner day in volume of business was April 5, when 395 pieces of mail were received and distributed, or 98.5 pieces per each employee, besides constant attendance on readers.

In January the continuation records were transferred to this department. All orders for subscriptions or to fill gaps in files are issued here. In many instances it is difficult to obtain issues needed, especially of technical publications; even the largest dealers have been unable to secure these, and their lack, of course, keeps the reference shelves behind in current material. This emphasizes again the great need of every possible effort to prevent loss by mutilation and theft.

New shelving has been added and files revised. 254 publications are available to readers on open cases or racks, and others are issued on request, from the desk. In the endeavor to eliminate titles without permanent value, certain publications are being stamped "Current issue only on file." This relieves the shelves and makes room for more important sets.

In the department there are now 963 separate periodicals (97 foreign) currently received. Including duplicates, however, the total number is 3,109 (534 gifts), of which 1,848 are distributed through the main library and 1,261 go to branches. This total is an increase of 312 titles over the previous year.

#### PUBLICITY DEPARTMENT (Monica Shannon)

One thousand and twelve newspaper articles, putting the public library favorably before the people, appeared in Los Angeles newspapers during the last fiscal year. Twelve monthly bulletins were planned and edited, and two printed bibliographies, "California in print," and "Ideas for advertisers," were compiled.

As a pertinent prelude to the climax of publicity work in the spring campaign for a library building, the March, April and May

numbers of the bulletin called attention to the bond issue; editorials in the newspapers further urged this great civic need; pictures of fine library buildings were shown, with comparative statistics, in the windows of the centrally located bank; a booth at the Business and Industrial Exposition was fitted up with posters and charts pointing out the Library's need; and fifty billboards were posted, beginning the latter part of the March.

On May 7, as soon as action of the city council had made it certain that a proposition of \$2,500,000 for library purposes would be voted upon at the municipal election on June 7, the full publicity campaign began, with the staff organized into committees, each centered about one medium of publicity. Once a week, the chairman of the committee, the publicity worker, and the librarian met together, reported and discussed all points of the campaign. A chart of the necessary printed material for the campaign was drawn up, showing wording, size, matter, amount, and possible distribution. Facts and figures were printed and distributed to all members of the staff and volunteer campaign workers. A spirit of the greatest zest and enthusiasm swept the library and generated an astonishing and inspiring zeal. And through the splendid co-ordinated efforts of Directors, Librarian, and Staff, vivid interest in the measure was awakened throughout the city and the finest individual sense of citizenship responded. Suggestions, support, and practical help came to the Library from every side. As a result of the unselfish and untiring devotion on the part of all friends of public education and civic improvement, the library bonds carried by a big majority. All other bond issues were defeated, except the harbor bonds, which had the strong support of the Chamber of Commerce and large business interests of the city.

The assurance that Los Angeles is to have a notable public library means not only the solution of a pressing civic problem, but symbolizes a fine awakening of civic consciousness,—the realization that life can be sound or beautiful apart from common soundness and common beauty. It is this spirit that has inspired this new gift of beauty and broad education which is to be the common heritage of Los Angeles.

#### LIBRARY SCHOOL (Marion L. Horton, Principal)

A survey of the school's history and activities was made in January when Dr. C. C. Williamson, of the Carnegie Corporation, of New York city, visited the school. His inspection was a stimulating experience, as it gave opportunity for examination of the aims and development of the school in the thirty years of its existence and for laying plans for the future.

The statistics collected for Dr. Williamson have been brought up to date by inclusion of the class of 1921, and a selection of the facts elicited is here summarized. Since 1891, when the library established its training class, from which the present school has developed, 266 persons have completed the course. Of these, 68 are married; and 143



graduates are now engaged in library work in libraries of different types, as follows: In public libraries, 97, of whom 5 are head librarians, 7 heads of departments, and 15 children's librarians; in college libraries, 6; in special libraries, 7; in county libraries, 13; in high school libraries, 14; in normal school libraries, 1; in elementary school libraries, 4; library school instructors, 2. While the table of geographical distribution shows that most of those now in library work are in California, 18 of our graduates are found in libraries in Arizona, Oregon, Idaho, Michigan, Minnesota, Missouri, New York, Pennsylvania, and District of Columbia. Statistics of college preparation, kept since 1914, when the training class became a library school, show a steady increase in the number of students who have had a college education or previous library experience. The classes have also grown steadily in numbers, from 13 in 1914 to 25 in 1921. The class of 1921 was not only the largest in the history of the school, but more of its students (13) were college graduates, and more had had library experience (14) than in any previous class. Of this class the following completed the course:

- Ethelwyn Badger (Cleveland Public Library), Adelaide, Australia.
- Marie Heyerman Biddle (El Paso Public Library), El Paso, Texas.
- Roberta Bowler (Pomona Junior College; Pomona Public Library), Pomona, Cal.
- Mary Alice Boyd (B. A. University of Oklahoma), Albuquerque, N. M.
- Doris Eldridge Crump (College of the Pacific; San Jose Public Library), San Jose, Cal.
- Lila Grace Dobell (B. S. Oregon Agricultural College; Oregon Agricultural College Library), Corvallis, Ore.
- Katherine Folger (A. B. Occidental College), Eagle Rock, Cal.
- Helen Hamilton (A. B. Pomona College), Pasadena, Cal.
- Ruth Annice Heaton (Fullerton Junior College; Inyo County Free Library), La Habra, Cal.
- Rosemary Earnshaw Livsey (East Greenwich Public Library; Los Angeles Public Library), Glendale, Cal.
- Mabel Ester Lunn (A. B. Dakota Wesleyan University; Dakota Wesleyan University Library), Mitchell, S. D.
- Elsie L. McCormick (Los Angeles Public Library), Los Angeles, Cal.
- Pearl McDowell (Public Library, Clear Lake, Iowa), Clear Lake, Iowa.
- Frances Elizabeth Matchette (Elmira College; Elmira College Library), Towanda, Penn.
- Harriet Lucile Mather (A. B. Pomona College), Rivera, Cal.
- Gertrude Mary Mendenhall (A. B. Stanford University), Santa Barbara, Cal.

Mary K. Miller (A. B. University of Nebraska), Los Angeles, Cal.

Alpha Perkins (Lebanon Public Library, Lebanon, Ind.; Fowler Public Library, Fowler, Ind.), Los Angeles, Cal.

Helen Estelle Rice (Pomona College), Hanford, Cal.

Reba Marion Richardson (A. B. Occidental College), Glendale, Cal.

Mabel Ella Smith (A. B. University of Southern California), Montebello, Cal.

Mary Marjorie Smith (A. B. Pomona College; Pomona College Library), La Verne, Cal.

Edna Stonebrook (A. B. University of California), South Pasadena, Cal.

Rachel Thayer (Hermosa Beach Library), Hermosa Beach, Cal.

Christine Watson (Mills College), Los Angeles, Cal.

Three others began the work, but were unable to finish the course.

There were 21 special students registered for one or more courses.

Lola Clegg, Miriam N. Burney, Emma E. Catey, Redondo Public Library; Emma Schultz, Redondo High School; Mary L. McKinstry, Santa Monica High School Library; Winifred E. Skinner, Pasadena High School Library; Virginia Hill, Louise Weir, Pearl Margery, Pasadena Public Library; Annie P. Allen, Public Library, Madison City, Iowa; LeRoy Armstrong, Universal City Library; Mary Campbell, Fullerton Public Library; Jessie A. Kirkpatrick, Madison Public Library; Eugenia Knox, Whittier Public Library; Fern McCleery, Alhambra Public Library; Elizabeth Brock McGaffey, Lasky Studio Library; Frederick J. Schwankovsky, Jr., Metro Picture Corporation Library; Sarah Shoninger, Metropolitan Museum of Art, New York City; Mabel A. H. Swift, Custodian, Belvedere Branch, Los Angeles County Free Library; Mable McD. Williams, Harriette Saxton, Los Angeles Public Library.

In a large degree all library school teaching makes use of the project method, for the lectures and practical application are so closely related, but since the term has become popular in pedagogical discussion it is interesting to note some of the courses where it has been used effectively. In subject bibliography the school prepared lists of references on foreign-born residents of California for the California Federation of Women's Clubs, published in the *Clubwoman* for December, 1920. Other lists on recent poetry, California deserts, mountain birds, and wild flowers, and on recent books of varied interest, were published in the May number of the *Los Angeles Public Library Bulletin* as examples of the students' work in book selection and annotation. Some of the long bibliographies made this year have been illustrated by photographs or pen and ink sketches. The class in story-telling found expression in story hours in the branches and at the Hans Andersen festival. After studying the history of libraries from earliest times the students made reports on California libraries. Miss Ward

marized those relating to Los Angeles county, for publication in the Library Journal. A project in the course in library buildings was the adaptation of a store to the needs of a branch building. The dimensions and shape, including a long black gas pipe to be concealed, were those of the new Wilshire branch.

Among the special courses, the course in library work with children was elaborated, all students being required to attend the lectures on children's books and on library work with schools, while those who wished to specialize elected Mrs. Hunnewell's course in story-telling and Miss Blanchard's lectures on administration of children's rooms. Those who did not elect this course chose Miss Horton's school library course or Miss Williams' course in indexing. Lectures on library work for motion picture studios were given by Eleanor Caruthers; on county library work by Helen Vogleson and heads of departments in the Los Angeles County Free Library; and on the cataloging of rare books, by Philip S. Goulding, of the Henry E. Huntington Library. As in previous years, the special course on administration by Zaidee Brown, of Long Beach, and the lessons in book binding by W. Elmo Reavis, were notable because of the experience and teaching ability of the instructors.

Many visitors and local speakers of distinctive experience or notability gave special lectures or informal addresses. These included: R. R. Bowker, W. W. Ellsworth, F. K. Mathews, New York City; Agnes Cowing, Brooklyn; Kathleen Hargrave, Washington, D. C.; Louise B. Krause, Carl Sandburg, Chicago; Martha C. Pritchard, Detroit; Mary Floyd Williams, Berkeley; Theodora R. Brewitt, Alhambra; Dr. George Watson Cole, Philip S. Goulding, W. S. Waters, C. B. Clapp, Huntington Library; Althea Warren, San Diego; Jeanette M. Drake, Josephine Thomas, Winifred Skinner, Pasadena; Mary L. McKinley, Santa Monica; Mary L. Harris, Santa Ana; Mabel R. Haines, San Bernardino; and Walter Lindley, Ramona Bean, Loretto Clark, May Gearhart, W. Franklin Jones, Vierling Kersey, Alice M. Scheck, Flora B. Smith, Marjorie Van Deusen and Madelene Veverka, Los Angeles.

Notable events of the school year included attendance at the meeting of the Sixth District of the California Library Association, in Santa Ana, on March 12, the series of interesting and profitable library visits; and the delightful teas at the homes of Dr. and Mrs. Lindley and Mrs. Wells Smith, which graciously expressed the interest felt in the work of the school by the Library Directors. The Principal attended the meetings of the California School Library Association in December, of the American Library Association, the Association of American Library Schools, and the Massachusetts Library Institute, at Swampscott and Boston, in June. She served as a member of the A. L. A. committee on foreign-born, and has prepared a bibliography, "Viewpoints in essays," to be published by the A. L. A. Publishing Board.

Two courses for junior attendants were given during the year, one in July and August, under Miss Percey's direction, the other in Febru-

ary and March. There were 14 in each, and they have proved efficient workers in this and other libraries.

### CONCLUSION

It is always with mixed regret and satisfaction that the changes from year to year of library personnel are recorded—regret at the loss of devoted and capable workers; satisfaction that these workers have been sought out for enlarged opportunity elsewhere and that others of like fitness, have been enlisted in the library's service. The changes have been many, for the library profession, like that of teaching, has during the last few years been passing through a period of flux, and libraries all over the country are facing the necessity of establishing higher economic standards if stability in library service is to be assured.

The force of this library now numbers 223 full time employees which is an increase of 29 for the year. Some of our most valued and experienced workers have accepted advantageous offers from other libraries. Miss Alice Scheck, after excellent service in the Branch and General Literature Departments, left to become librarian of the First National Bank. Miss Florence McCloskey went as assistant librarian to the Santa Monica High School. Miss Ruth Ann Waring became assistant librarian of the Pasadena High School Library. L. H. Osborn, after four years of admirable work as bookkeeper, resigned to take an important position in the county department of charities. Miss Kimberly's resignation as head of the Registration and Loan department, which she had effectively reorganized, was followed by the appointment in February of Miss Bess McCrea as Principal of that department. Miss McCrea's appointment was in a sense a homecoming, for she had been a member of the library staff in former years, before her later experience in Portland and in the A. L. A. War Service. Miss Alice Blanchard, of the Newark Free Public Library, was appointed Supervisor of Children's Work, succeeding Miss Jasmine Britton, and Miss Gladys Case, who had capably conducted that work since Miss Britton's resignation, was made Principal of the Juvenile Department of the main library. Mrs. Emilie Jackson, for many years Principal of the Periodical Department, entered upon closer relations with the public as branch librarian of the newly opened Wilshire Branch; and Miss Blanche E. McKown, formerly of the St. Paul Public Library succeeded her. Miss Victoria Ellis gave up her branch librarianship at Lincoln Heights and brought her energy and enthusiasm to the principalship of the Science and Technology department. Mrs. Vaughan went to Bullock's department store for six months as special research librarian, and then returned to the Science and Technology department. Miss Glyde Maynard, a graduate of the New York State Library School, of wide experience, was appointed principal attendant in the School and Teachers' department. The resignation of Mrs. Sharpe, after long illness was a severe loss to the Branches Department, which with the Catalogue Department suffered the largest number of changes.

In various general library activities the Library was fittingly represented. The Librarian and many members of the staff attended the Sixth District meeting of the California Library Association in Santa Ana. Mr. Pettingell and Mrs. Wells Smith of the Library Board, and Miss Blanchard, went as delegates to the annual meeting of the California Library Association at Lake Tahoe; and at the annual meeting of the American Library Association, at Swampscott, in June, the Librarian was present as official delegate and the Library was also represented by Miss Faith E. Smith, Principal of the School and Teachers' Department, and Miss Marion Horton, Principal of the Library School. During the Librarian's absence, Miss Helen T. Kennedy was in charge, as Acting Librarian.

Attendance at the American Library Association conference was an onerous undertaking. It proved to be the most largely attended in the Association's history, the registration reaching nearly 2,000. The programme was crowded, and often several sectional meetings, all of importance, were held simultaneously. Miss Alice Tyler, the president, who had won many personal friends among the Library Board and staff during her visit to Los Angeles last summer, was an effective presiding officer, and the results of her wise policies were evident in the reports and activities of this notable meeting.

During a brief stay in New York conferences were held with two leading architects, Cass Gilbert, who designed the St. Louis and Detroit public libraries and the Woolworth building in New York, and Edgar Tilton, who has many practical and effective library buildings to his credit. On the return trip libraries were visited in Baltimore, Atlanta, New Orleans and Galveston. The new building in Detroit had been visited on the way east. The whole trip afforded not only a much appreciated vacation, but gave opportunity for study and comparison of libraries, during which ideas for our new building assumed definite and practical shape.

In closing this report, two convictions must find expression. One is the absolute necessity of increased library revenues, as the work and organization of the library enlarges under public demand. At present this enlargement accompanies and results in a relative loss of income, so that the problem and burden of administration becomes intolerably difficult. The other is the conviction that, as this year ends, our library organization finds itself united in a closer fellowship than ever before, stronger in mutual sympathy, more earnest in its purpose of service to the public. The unflinching support and sympathy of the Library Board has been a great contributing factor to this end. Essentially this unity has been the effect of the great campaign for the new building, which was carried through with such self-sacrificing enthusiasm, and which was won through the fusing of all the minds and wills in the library organization into a single united force and purpose.

Respectfully submitted,

EVERETT R. PERRY,

Librarian.

## SUMMARY OF STATISTICS

	1919-20	1920
1. Number of volumes June 30.....	386,857	428,000
2. Number of volumes added during the year .....	37,014	52,000
3. Number of volumes withdrawn during the year .....	9,033	11,000
4. Number of periodicals received, including duplicates .....	2,340	3,000
5. Number of newspapers received, including duplicates .....	150	
6. Number of borrowers registered during the year .....	55,668	65,000
7. Total registration .....	130,641	153,000
8. Circulation of books for home use:		
Main Library .....	1,057,488	1,214,000
Branches .....	1,499,631	1,831,000
Playgrounds .....	76,082	99,000
Deposit Stations .....	75,157	78,000
School Deposit Stations .....	89,031	112,000
	<hr/>	<hr/>
	2,797,389	3,334,800
9. Percentage of fiction to total circulation	58.5 %	59.5 %
10. Number of staff June 30, in equivalent of full time assistants .....	194	200
11. City tax rate .....	5-10 mill	5-10 m
12. Receipts from 5-10 mill.....	\$266,783.00	\$318,073.50
13. Total Receipts .....	324,233.20	430,749.10
14. Expenditures for Salaries.....	180,811.80	245,048.20
15. Expenditures for Books.....	42,092.30	73,792.90
16. Expenditures for Periodicals.....	6,351.83	8,606.40
17. Expenditures for Binding.....	12,038.51	16,403.60
18. Expenditures for Rent.....	25,763.00	27,810.80
19. All Other Expenditures.....	32,628.37	43,368.40
20. Total Expenditures .....	299,685.81	415,031.00

## FINANCIAL STATEMENT

1920-1921

The five-tenths of a mill on the dollar, assessed valuation, allowed by the City Charter, amounted to \$318,073.98 for the fiscal year 1920-1921.

## RECEIPTS

Budget Allowance 1920-1921.....		\$318,073.98
Special Council Appropriation .....		33,374.00
Appropriation for Carnegie Branches.....		21,000.00
Transfer from Playground Dept. No. 29.....		25.00
Balance forward from previous year.....	\$ 24,547.39	
Less error of two years or more back.....	\$ 157.63	24,389.76
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Fines, Main Library .....	13,251.11	
Fines, Branches .....	3,629.83	
Fines, Juvenile .....	967.52	
Fines, Hollywood .....	856.30	
Fines, San Pedro .....	503.00	
Fines, Wilmington .....	57.15	
Fines, Vermont Square .....	909.03	
Fines, Arroyo Seco .....	717.16	
Fines, Vernon .....	746.01	
Fines, Boyle Heights .....	651.76	
Fines, Lincoln Heights .....	533.86	
Fines, Cahuenga .....	679.76	23,502.49
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Duplicate Fiction Main Library.....	2,395.67	
Duplicate Fiction Branches .....	2,052.55	
Postal Cards, Main Library and Branches....	305.78	
Lost Books, Main Library and Branches.....	1,692.28	
Dues .....	180.00	
Duplicate cards .....	777.80	
Tuition, Library School .....	2,109.31	
Book refunds .....	34.86	
Phone commission .....	116.92	
Express refunds .....	9.46	
Insurance refunds .....	126.85	
Books sold .....	100.85	
Old papers sold .....	105.07	
Library refund—Men's Club .....	25.00	
Drinking cups .....	52.93	
Postage refund .....	19.70	
Book service Friday Morning Club.....	100.00	
Films sold .....	32.30	
Donation to Sawtelle Library by Estate of Stephen Taft .....	60.40	
Donation to Santa Monica Ave. Library acct. rent by Vine St. Parent Teachers Asso- ciation .....	67.00	
Miscellaneous .....	19.22	10,383.95
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		\$430,749.18

## FINANCIAL STATEMENT

1920-1921

(Continued)

## EXPENDITURES

Books .....	\$ 73,792.97	
Periodicals .....	8,606.40	
Binding .....	16,403.66	
Furniture & Fixtures .....	9,588.74	\$ 108,391.
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Salaries .....		245,048.
Telephones and Telegrams .....	\$ 1,346.41	
Postage .....	1,789.29	
Freight and Express .....	1,008.34	
Printing .....	3,053.48	
Electricity and Gas .....	3,869.90	
Carfare .....	906.10	
Towel service .....	862.24	
Repairs .....	2,787.02	
Miscellaneous service .....	1,360.65	
Insurance .....	3,427.08	
Rent Main Library and Branches.....	27,810.85	
Lumber .....	953.86	
Paints and Oils .....	159.91	
Hardware and Miscellaneous .....	231.65	
Office supplies .....	5,698.97	
Janitor supplies .....	437.14	
Fuel .....	1,760.93	
Auto supplies .....	1,711.85	
Miscellaneous supplies .....	2,414.89	61,590.
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Total Expended .....		\$415,031.6

## SUMMARY

Budget Allowance 1920-1921 .....		\$351,447.9
Allowance for Maintenance Carnegie Branches .....		21,000.0
Transfer from Playground Dept. No. 29.....		25.0
Fines, etc., collected during the year.....		33,886.4
Balance forward from previous year.....		24,389.7
Expenditures .....	\$415,031.06	
Orders outstanding .....	11,100.95	
Balance available .....	4,617.17	
<hr/>		
	\$430,749.18	\$430,749.18

## TRUST FUND

June 30, 1920, Deposits outstanding.....		\$ 1,275.00
June 30, 1921, Receipts during year.....		5,745.00
June 30, 1921, Refunded during year.....	\$ 5,325.00	
June 30, 1921, Deposits outstanding.....	1,695.00	
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	\$ 7,020.00	\$ 7,020.00





## COMPARATIVE CLASSIFIED STATISTICS OF CIRCULATION

	1919-1920	1920-1921
General .....	000	2,658
Philosophy .....	100	49,974
Religion .....	200	38,703
Social Science .....	300	246,588
Language .....	400	76,224
Science .....	500	57,789
Useful Arts .....	600	87,097
Fine Arts .....	700	77,398
Literature .....	800	212,841
History .....	900	97,993
Travel .....	910	97,615
Biography .....	920	46,485
French — Non-Fiction.....	3,848	4,386
German " .....	1,594	2,017
Italian " .....	596	1,072
Russian " .....	1,410	2,023
Spanish " .....	4,154	6,801
Yiddish " .....	2,619	3,450
Scandinavian " .....	296	470
Dutch " .....	11	20
Greek " .....	44	80
Armenian " .....	70	79
Hebrew " .....	48	56
Hungarian " .....	61	71
Polish " .....	13	48
Czecho-Slovak " .....	7	168
Serbo-Croatian " .....	5	26
Other Languages .....		91
Music .....	21,718	22,342
Fiction—Juvenile .....	375,478	465,778
Fiction—English, Adult .....	1,241,552	1,479,732
Fiction—Foreign, Adult .....	30,168	40,168
Magazines—bound .....	12,571	15,620
Magazines—unbound .....	165,423	199,032
Totals .....	2,797,389	3,334,895
Pictures .....	27,130	30,405
Gain .....	8.3%	19.2%
Percentage of Fiction to Total Circulation.....	58.5%	59.5%

## AMERICAN LIBRARY ASSOCIATION UNIFORM STATISTICS

Annual report for the year ending June 30, 1921.

Los Angeles Public Library, Los Angeles, California.

Population 576,673 (U. S. Census 1920).

Free for lending; free for reference.

Total number of agencies, 229.

Consisting of: Central Library; 8 Carnegie Libraries; 8 branches in rented buildings; 5 playground branches; 18 sub-branches; 189 deposit stations (73 in rooms, 116 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, 223.

Total number of volumes July 1st, 1920, 386,857; 48,085 added during the year by purchase; 3,989 by gift; number of volumes withdrawn and missing, 11,006. Total number of volumes June 30, 1921, 428,185.

Number of pamphlets July 1st, 1920, 51,013 (includes documents).

7,109 added during the year; withdrawn, 2,287. Total July 1, 1921, 55,835. Total number of maps, 4,337. Music, 5,445 (included in volumes).

Loaned for home use: 3,334,895 volumes, of which 1,985,678 were fiction.

Number of borrowers registered during the year, 65,770.

Total number of registered borrowers, 153,784.

Registration period, 3 years.

Number of magazines currently received, 3,109; newspapers, 192.

Number using reading rooms; no count kept.

Total valuation Library property, \$850,441.62.