

SECOND BIENNIAL REPORT

OF THE

North Dakota Public
Library Commission

1909-1910

BISMARCK:
TRIBUNE, STATE PRINTERS AND BINDERS
1910.

This report as originally prepared contained 32 pages, of which the first 13 and last 2 are printed by the commissioners of public printing. The contents omitted are:

III. Reports from libraries.

IV. List of traveling library stations.

V. Personal mention:

In memoriam, Frank J. Thompson.

Changes in library commission.

Changes among librarians.

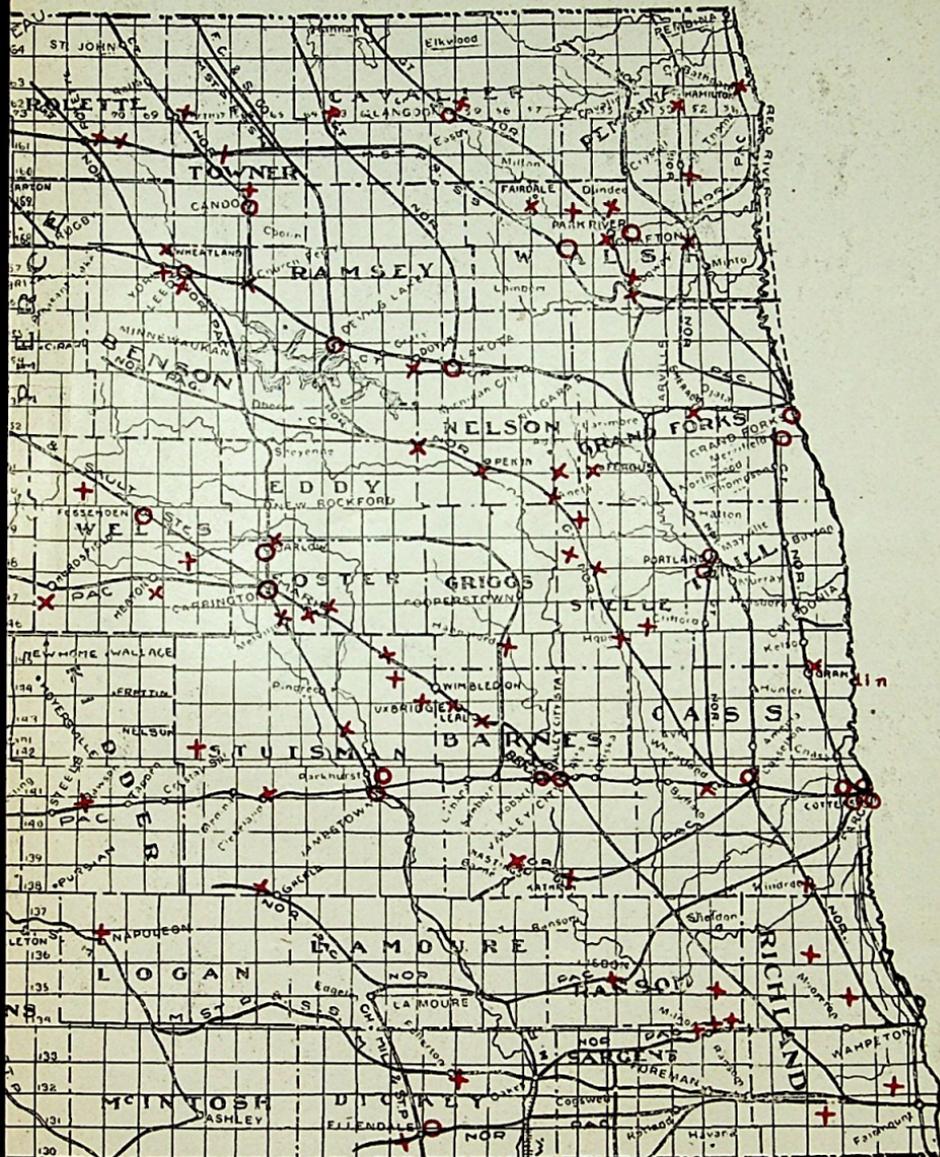
Extracts from letters.

VI. Illustrations:

Carnegie library, Devils Lake.

Carnegie library, Dickinson.

Portrait, Frank J. Thompson.



N NORTH DAKOTA JULY 1, 1910

X Traveling Library Stations 138

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NORTH DAKOTA PUBLIC LIBRARY COMMISSION.

Directory June 30, 1910.

MEMBERS EX-OFFICIO.

O. G. Libby, Secretary State Historical Society, University,
President.

W. L. Stockwell, State Superintendent of Public Instruction,
Bismarck, Vice President.

Max Batt, President State Library Association, Agricultural College

Appointed by the Governor.

Mrs. Clara L. Darrow, Fargo,
Term expires March 10, 1913.

A. E. Sheets, Lakota.
Term expires March 10, 1915.

Mrs. Minnie Clarke Budlong,
Secretary and Director.

Julia A. Robinson,
Acting Secretary.

Sveinbjorn Johnson,
Legislative Reference Librarian.

Florence McPhee,
Stenographer.

Jessie M. Ramp,
Clerk.

LETTER OF TRANSMITTAL.

To the Honorable John Burke, Governor of North Dakota:

I have the honor to submit herewith a report of the North Dakota Public Library Commission from July 1, 1908, to June 30, 1910.

(MRS.) MINNIE CLARKE BUDLONG,
Secretary Public Library Commission.

NORTH DAKOTA STATE PUBLIC LIBRARY COMMISSION.

REPORT OF SECRETARY.

	July 1 1908	July 1 1910
Number of traveling library stations.....	19	138
Number of traveling libraries	19	117
Number of books in traveling libraries	851	6158
Number of farmers' libraries		25
Number of books in farmers' libraries		365
Number of educational reference books		2425
Number of public and institution libraries	27	33
Number of Carnegie library buildings	6	8

TRAVELING LIBRARIES.

Traveling libraries are fixed collections of books sent out in a wooden case containing shelf for holding the books while at the library station. The books in a case cannot be varied but there are eighteen different collections, which permits the adjusting to special needs of school or community to which sent.

Each case contains from forty to fifty books, twenty-five of which are fiction, fifteen for adults and ten for children; the remaining fifteen or twenty volumes are made up of several books on travel and biography, a few on problems of home and society, on recent discoveries and inventions, on aids in self improvement and selections in history and literature. There were nineteen of these libraries July 1, 1908, and nineteen stations. July 1, 1910, there were one hundred thirty-eight stations and one hundred seventeen libraries.

As the libraries are kept six months in a place each library serves two stations a year. During the two years sixty new libraries have been purchased at a cost of \$3,105.39. The remaining additions have been made from the books received from the department of public instruction at the time the library commission was organized. Many of these libraries are kept in schools, others are stationed in post offices, stores, banks, club rooms, residences. The commission places them wherever six people agree to be responsible for their safe keeping and appoint one of their number to keep records of their circulation. The only expense is the transportation and the payment of cost price for books lost. A glance at the map used as frontispiece shows the distribution of these libraries.

FARMERS' LIBRARIES.

At the beginning of the period which this report covers there were no farmers' libraries circulated by the Commission.

Five duplicates of a list containing fifteen titles were purchased in December, 1909, and the work brought to the attention of the farmers at the Tri-State Grain Growers' convention held in Fargo January, 1910. The secretary had on exhibition a set of the books and called attention to them at a general session held in the opera house. The advice and co-operation of the farmers was solicited in the selection and circulation of these books and as a result of the encouragement received ten more copies of the first set were ordered and a second list was selected of which ten additional sets were purchased. The books were received too late in the season to be available for that winter's reading, but are ready for the winter of 1910-1911. Acknowledgements are due the professors in the Agricultural College, who have given so freely of their time and knowledge in the selection and introduction of these books. The supply of farmers' libraries will be increased as rapidly as the demand necessitates and funds permit, as this is an important factor in the upbuilding of the wealth of the state. These boxes of books are sent free to any three responsible farmers who agree to circulate them in their vicinity. The only expense is the cost of transportation. As they are usually sent by freight, this is a very small item.

The lists of books available July 1, 1910, were:

LIST 1.

Austin—The Flock.
 Card—Farm Management.
 Craig—Judging Live Stock.
 Davidson—Farm Machinery and Motors.
 Edgar—The Story of a Grain of Wheat.
 Harwood—New Creations in Plant Life.
 Hunt—Cereals in America.
 Mayo—Diseases of Animals.
 Parloa—Home Economics.
 Shaw—Animal Breeding.
 Streeter—The Fat of the Land.
 Smith—Profitable Stock Feeding.
 Hunt—Forage and Fibre Crops in America.
 Lipman—Bacteria in Relation to Country Life.
 Lock—Variation, Heredity and Evolution.

LIST 2.

Bailey—Training of Farmers.
 Bruncken—N. A. Forests and Forestry.
 Green—Popular Fruit Growing.
 Gurler—The Farm Dairy.

MacDonald—Dry Farming.
 Massey—Practical Farming.
 Maynard—The Small Country Place.
 Michels—Dairy Farming.
 Powell—Hedges, Windbreaks, etc.
 Sardo—American Poultry Culture.
 Shaw—Feeding Farm Animals.
 Shepperd—Elements of Agriculture.
 Van Norman—First Lessons in Dairying.
 Plumb—Types and Breeds of Farm Animals.

Since July 1, 1910, there have been added the following:

LIST 3.

Burkett—Farm Stock.
 King—Physics of Agriculture.
 Taylor—Agricultural Economics.
 Snyder—Human Foods.
 Wilkinson—Practical Agriculture.
 Smith—Economic Entomology.
 Roberts—The Fertility of the Land.
 Hunt—Choosing a Farm.
 Burkett—Soils.
 Roberts—Farmer's Business Handbook.
 Shaw—Clovers.
 Wing—Alfalfa.
 Dietrich—Swine Husbandry.

LIST 4.

Wilcox—Farm Animals.
 Collins—The New Agriculture.
 Hopkins—Soil Fertility and Permanent Agriculture.
 Cobleigh—Handy Farm Devices.
 Burkett—Farmers' Veterinarian.
 Publow—Questions and Answers on Milk.
 Publow—Questions and Answers on Butter Making.
 King—Ventilation.
 Smith—Our Insect Enemies and Friends.
 Green—Vegetable Gardening.
 Spillman—Grasses.
 Fletcher—Soils.
 Harwood—The New World.
 Shaw—Forage Crops.

EDUCATIONAL REFERENCE LIBRARY.

This department consisted July 1, 1908, of encyclopedias and reference books in history and literature received from the department of public instruction when the commission was organized. The collection has been increased by the purchase of 107 volumes,

costing \$211.31, and numbered July 1, 1910, 2,445 volumes. The entire collection has been classified and catalogued, groups have been made up for study club work, notably in art, music and North Dakota history and literature. Any club sending in its program of study may receive books on that line to be kept as long a part of the club year as need may be.

Individuals preparing papers on special topics receive assistance. Advanced students are sent works in their specialty.

Debaters receive aid from the mounted clippings taken from the Legislative Reference Department.

PUBLICITY.

There is great need that the work of the commission be better understood by the people of the state. Comparatively few realize that books, information and assistance in study will be furnished practically free on application.

To aid in the dissemination of accurate knowledge on the subject there have been several methods adopted. Folders and leaflets are widely distributed. Especial effort has been made to present the subject to the teachers in their state meetings and some trustees meetings and county institutes have been reached. The exhibits held at the Tri-State Grain Growers' Convention in Fargo, January, 1910, and at the State Fair July, 1910, reached many farmers. The meeting of the State Library Association held September 30th and October 1st in Fargo and Moorhead in conjunction with the librarians of Northwestern Minnesota, awakened much interest and enthusiasm. The better farming train that traveled from Fargo to Beach in June, 1910, and stopped at two or three places each day carried a library exhibit in charge of a member of the commission, who distributed literature and explained the benefits to many thousands of farmers.

These and other publicity methods should be continued until the nature and advantages of the work are understood throughout the state.

OFFICE WORK OF THE COMMISSION.

The work in a Library Commission office is manifold. Most of the records are kept on cards typewritten. Each traveling library must have seven cards, as follows:

An application card filed in order of receipt. Application filled after libraries are sent, filed alphabetically by station.

A station card, containing name of station, county, shipping station, postoffice, railroad, population of town or village, number of library, date sent, date returned, condition when sent and returned, readers, circulation, name of librarian, filed alphabetically by name of town.

Two sets of library cards, each containing history of library, its number, kind, whether school or community, source, number

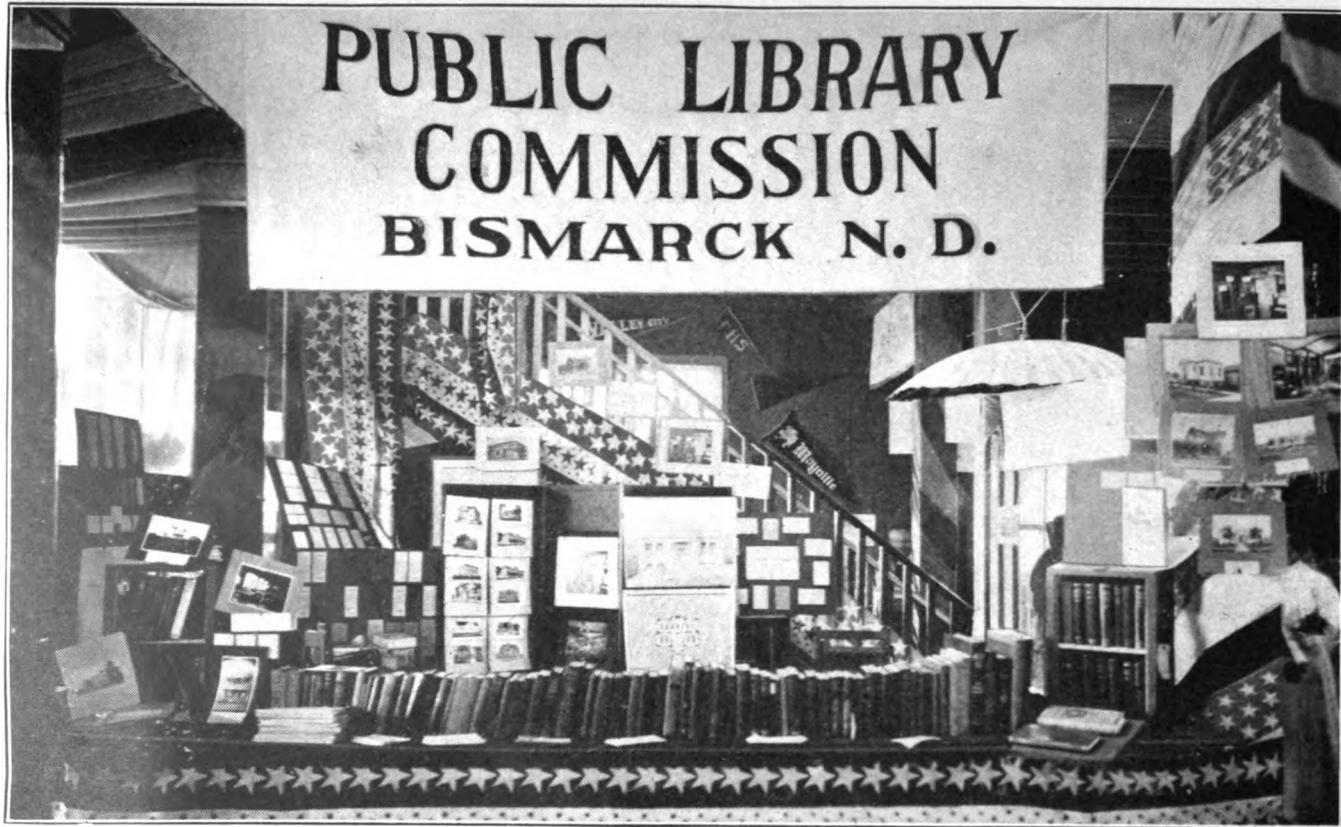


EXHIBIT PUBLIC LIBRARY COMMISSION, STATE FAIR, 1910.

of volumes, name of place, date sent, date returned, condition, readers and circulation; one filed numerically by the number of the library and one alphabetically by month in which library is due.

A card acknowledging receipt, filed alphabetically by station.

A card for a library over due, filed alphabetically by name of station.

Every book in each library must have an author card, containing full name of author, name of book and numbers of the traveling libraries in which it is contained. Each book should also have a title card. These cards are filed alphabetically in card cabinets for convenience in consultation. Each library returned to the office must be checked with its list, all missing or damaged books reported back to the station, every book examined minutely and the covers of most of them scrubbed with soap and water and then shellaced and the pages cleaned by erasers or pumice stone—slow processes. Many of the books require skillful mending. They are then repacked, new lists and supplies for the borrowers inclosed and the library is ready to start again. Farmers' libraries receive the same treatment, but must be kept in separate records, as they circulate in different collections and under different rules.

Books in the Educational Reference are shelved by subjects and must be classified and catalogued before they can be of use. This requires a card catalog with two to five or more cards for each book. These books are loaned to clubs and individuals throughout the state, which requires another system of loan records.

The circulation of books in the capital and vicinity necessitates another charging system, such as city libraries maintain.

The Legislative Reference Library, consisting largely of cuttings from papers and periodicals, means much work in the selecting, mounting and distributing of these clippings.

The demands of the publicity department require preparation of materials for folders, pamphlets and newspapers and also, when requested, talks on library subjects by members of the staff.

The reference questions contained in a single letter sent the department often requires hours and occasionally days of time in research. There is also the growing correspondence needed to keep in touch with the traveling library stations in the state and to give the counsel and advice to public libraries, and to prepare the statistics, called for by law.

The growing demand for traveling, farmers' and club libraries necessitates the selection, purchase and preparation for circulation of many books. Recent publications must be watched and the needs of many individuals, schools and communities studied. Before a book is ordered, a card is made containing author, title, series, number of volumes, date, edition, publisher, price, by whom recommended and where reviewed, also date ordered and from

what firm. If it is a book for the classified part of the library, the class number, book number and Library of Congress, card number must be looked up and entered on the card. When the book is received, it must be entered in the accession book with date, author, title, publisher and price, and the accession number and date received and cost price must be entered on the card to complete the record of the book. These cards are filed and form a complete history of every book in the library. The book must next have its leaves cut, the pocket inserted, the card for the pocket typed, the call number inked on its back, and the catalog cards made and filed. Not until all these processes (and others omitted for the sake of brevity) are completed is a book ready for circulation. This is not a complete list, but gives some idea of the complex and numerous details of work in a commission office and the amount of clerical assistance needed. There is also the growth of the library activities throughout the state to be fostered and often active field work and assistance in organization to be given.

STATISTICS.

In compliance with the requirements of section 7, chapter 156, of the laws of 1909, statistics of administration, finances, books purchased and circulation have been collected and classified from thirty-two public and institutional libraries. Records of one hundred seventeen traveling library stations with the work done have been listed. A brief history of the changes in the library commission, due to the amendment of the library law, in 1909, and of the changes among librarians in the state, due to death or resignation, has been prepared. These records are on file in the office of the library commission at Bismarck.

(MRS.) MINNIE CLARKE BUDLONG,
Secretary and Director Public Library Commission.
Bismarck, North Dakota, December 1, 1910.

LEGISLATIVE REFERENCE WORK.

During the past two years the legislative reference department has enlarged its collection of material on public questions likely to come before the legislature or which may be of interest to citizens and public officials generally. It is the aim of the workers to get together in condensed and classified form information on public questions, legal and economic, that will be of practical service to the members of the legislature in their work. To this end laws of other states have been obtained, reports of judicial decisions construing them, discussions of their practical operation by the boards or officials who administer or enforce them, as well as information relating to the economic conditions under which these laws are enforced and which they were designed to meet.

The department has prepared two bulletins, Permanent State Tax Commissions and Good Roads, which were published by the Commission.

At the request of the State Railroad Commission, much material was obtained pertaining to express rates in this state and elsewhere.

In addition, briefs have been prepared on various questions of interest to legislators or public officials in the state.

A complete file of bills introduced in the sessions of 1903, 1905, 1907 and 1909, has been indexed and bound for convenient reference by members and others interested.

Between sessions we find that our reference material is in much demand for the use of high school and other debating societies.

The existence of this library, containing as it does references on public questions not available elsewhere in the state, we hope will have a tendency to bring about a selection of practical subjects for debate, rather from the field of government and sociology than from the old and threadbare lists of little or no educational importance.

SVEINBJORN JOHNSON,
Legislative Reference Librarian.

REPORT OF SECRETARY AND TREASURER OF NORTH DAKOTA PUBLIC LIBRARY COMMISSION.

July 1, 1908—June 30, 1909.

Date	Expenditures	Transportation of Books	Books Purchased	Periodicals and Membership Fees	Stationery and Postage	Printing	Aids to Libraries	Supplies	Commission Expenses	Salaries	Office Furniture	Miscellaneous
1908—												
July	\$ 231.00	\$	\$	\$	\$	\$	\$	\$ 10.00	\$86.70	\$130.00	\$4.30	\$
Aug.	377.20	18.24	5.00	11.50	10.00	109.70	1.25			213.25	8.26	
Sept.	343.30	9.24	8.40		20.00	3.00		37.00		265.66		
Oct.	288.38	6.47	3.26					.90		277.00	.75	
Nov.	301.66	6.86		1.00			4.50		43.30	246.00		
Dec.	504.85	16.33	61.92	5.00	7.50	13.50		34.85		350.00		15.75
1909—												
Jan.	231.90	2.80				29.10				200.00		
Feb.	562.00	8.50	169.07	19.00			7.61	.75	57.07	300.00		
March	438.00		84.95	38.80	8.00			4.25		300.00	2.00	
April	478.24	2.50	1.99	5.00	106.20			1.55	26.00	335.00		
May	933.60	7.45	520.89	7.25	10.00		14.51		3.20	335.00		35.30
June	431.80	7.75	65.84		10.00					235.00	18.41	94.80
	\$5121.93	\$86.14	\$921.32	\$87.55	\$171.70	\$155.30	\$27.87	\$89.30	\$216.27	\$3186.91	\$33.72	\$145.85

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July 1, 1909—June 30, 1910.

Date	Expenditures	Transportation of Books	Books Purchased	Periodicals and Membership Fees	Stationery and Postage	Printing	Aids to Libraries	Supplies	Commission Expenses	Salaries	Office Furniture	Miscellaneous
1909—												
July	\$ 854.31	\$ 38.83	\$ 310.95	\$	\$	\$	\$12.50	\$	\$	\$ 458.88	\$	\$35.15
Aug.	408.77	5.00	36.24	7.00			1.03	10.50		335.00	\$ 14.00	
Sept.	545.90	4.25	190.37	10.85	10.00			.90	74.40	255.13		
Oct.	522.59	10.18	68.86					8.45	25.10	410.00		
Nov.	540.47	4.33	41.44	1.00		7.00		30.50		270.00	186.20	
Dec.	399.34	29.95		1.00	31.84	3.00	3.00		45.55	285.00		
1910—												
Jan.	709.73	12.44	90.45	17.00				52.63	127.21	410.00		
Feb.	1025.36	35.74	640.74	22.00	6.00		5.00		23.75	292.13		
Mch.	561.91	11.43	214.30	2.20	11.00			22.33	1.90	298.75		
Apr.	958.35	19.00	539.68	17.00			1.00	7.10	32.85	304.00	37.72	
May	638.16	11.77	279.99	11.70	25.00			11.95	2.75	295.00		
June	379.87	22.90	13.82	2.00	5.00			7.60	33.55	295.00		
	\$7544.76	\$203.82	\$2426.84	\$91.75	\$88.84	\$10.00	\$22.53	\$151.96	\$367.06	\$3908.89	\$237.92	\$35.15