

PUBLIC DOCUMENT

NUMBER 27

Fourth Biennial Report

of the

Public Library Commission

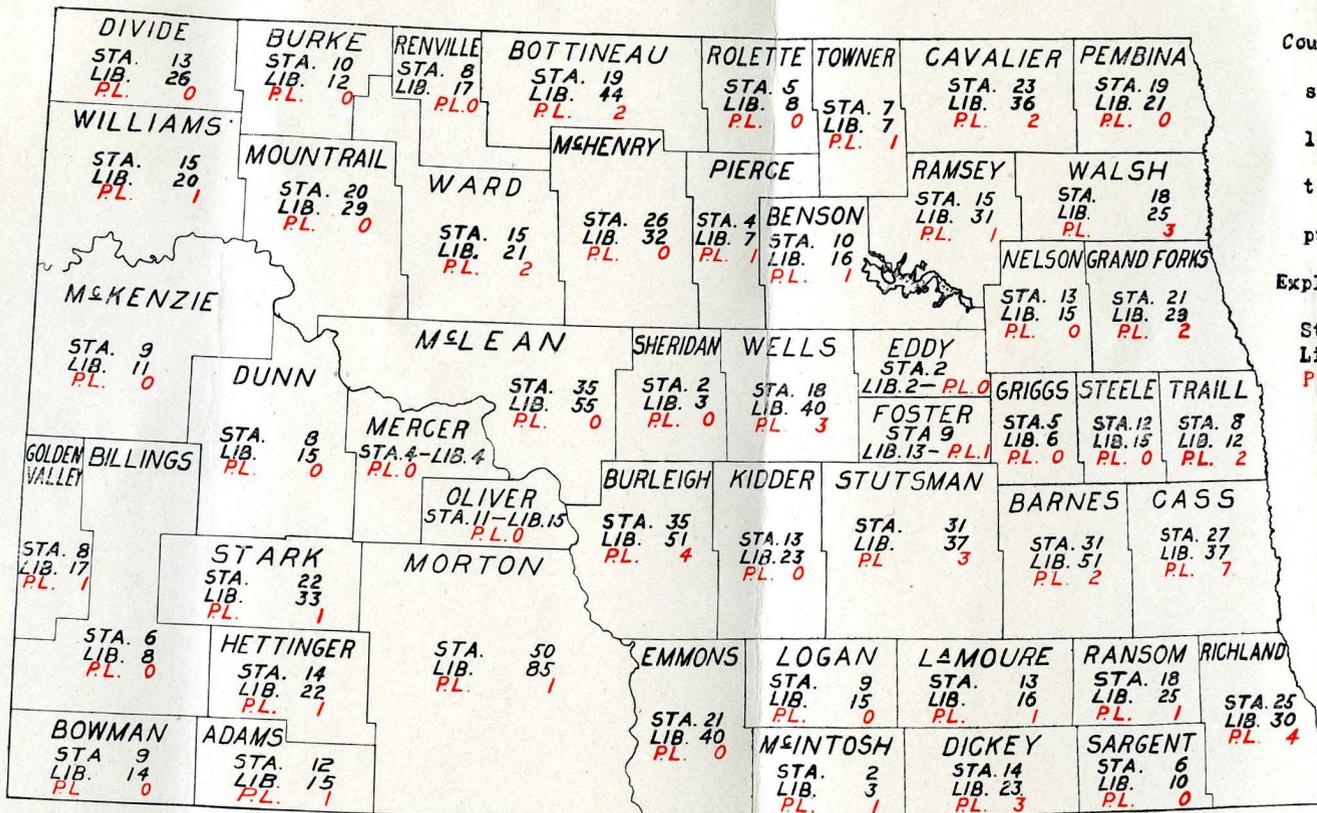
of the

State of North Dakota

1912-1914



JOURNAL PUBLISHING CO.
DEVIS LAKE, N. D.
STATE PRINTERS
1914



County map of North Dakota
 showing number of traveling
 library stations, number of
 traveling libraries, and
 public libraries.

Explanatory:-

Sta. Traveling library stations
 Lib. Traveling libraries
 P.L. Public libraries

Public Library Commission

Bismarck

1914.

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NORTH DAKOTA PUBLIC LIBRARY COMMISSION

Directory June 30, 1914

MEMBER EX-OFFICIIS

O. G. Libby.....Secretary State Historical Society
E. J. Taylor.....Superintendent of Public Instruction
R. A. Nestos.....President State Library Association

MEMBERS APPOINTED BY THE GOVERNOR

Mrs. Clara L. Darrow, Fargo.....Term expires April 1, 1919
A. E. Sheets, Lakota.....Term Expires March 10, 1915

OFFICERS:

A. E. Sheets.....President
Mrs. Minnie Clarke Budlong.....Secretary

STAFF:

Mrs. Minnie Clarke Budlong.....Director
I. A. Acker.....Legislative Reference Librarian
Florence MacPhee.....Chief Traveling Library Department
Elsie Smith.....Clerk ~~Stenographer~~
Haldora Peterson.....Stenographer ~~Clerk~~

LETTER OF TRANSMITTAL.

To the Governor and the Fourteenth Legislative Assembly:

Gentlemen:—As required by Chap. 156, Sec. 7, Laws of 1909, the report of the North Dakota State Public Library Commission for the period July 1, 1912, to June 30, 1914, is herewith submitted.

A. E SHEETS,
President Public Library Commission.

DUTIES OF THE PUBLIC LIBRARY COMMISSION

Chapter 156, Laws of 1909, outlines for the North Dakota Public Library Commission the following duties:

1. Charge of educational reference library.
2. Charge of traveling libraries and increase in their number and usefulness.
3. Establishment and care of legislative reference bureau.
4. Free aid, advice and instruction to public libraries.
5. Assistance in formation of libraries where none exist.
6. Preparation of statistics of public libraries and record of work done by commission.

FOURTH BIENNIAL REPORT
of the
NORTH DAKOTA
Public Library Commission

**WORK ACCOMPLISHED BY THE NORTH DAKOTA PUBLIC
LIBRARY COMMISSION TO JUNE 30, 1914.**

Statistical Summary by Departments.

	1908	1910	1912	1914
Traveling library department—				
Traveling libraries.....	19	117	151*	226
Books in traveling libraries.....	851	6158	7165	9570
Traveling library stations.....	19	138	356	564
Total traveling libraries sent.....	531	903
Farmers' libraries.....	25	95	95
Books in farmers' libraries.....	365	1270	1270
Farmers' library stations.....	109	185
Total farmers' libraries sent.....	127	239
Educational reference department—				
Educational reference books.....	2425	3175	3621
Books loaned from educational reference department.....	4570	7270
Pamphlets and clippings loaned (all departments).....	1542	3768
Field Work—				
Public and institutional libraries in the state.....	27	33	37	53
Carnegie buildings.....	6	8	10	10
Memorial and gift buildings.....	1	1	5	7
Trips of organizer.....	12	14
Library visits.....	22	33
Publicity—				
Addresses given.....	12	46
Advertizing trips and exhibits.....	8	1

Legislative reference department—

The work of the legislative reference department cannot be summarized in statistics. For an account of that work see report of legislative reference librarian, page.....

*15 traveling libraries were withdrawn in 1911, worn out. Of the 226 libraries in 1914, 145 collections are suited to community use and 81 to school use.

REPORT OF SECRETARY

The work of the North Dakota Public Library Commission is organized under the following divisions:

- I Educational reference department
- II Traveling library system
- III Legislative reference bureau
- IV Field work

The offices of the Commission are in the Capitol at Bismarck. The secretary of the Commission is director of the work. There are department heads for the traveling library system and the legislative reference bureau. Educational reference work and field work are performed by the secretary.

The Commission meets regularly in January and June; and oftener, if need be, for planning and general supervision of the work.

EDUCATIONAL REFERENCE DEPARTMENT

The educational reference library consists of 3621 books representing all classes of literature. These may be borrowed by any club or individual in the state who will pay cost of transportation, and agree to be responsible for their safe return. No guarantee is required. In the seven years in which the Library Commission has been lending books, only 37 volumes have failed to be returned or paid for. These were distributed among 21 borrowers. This speaks well for the honor of North Dakota readers and proves that in this state the cumbersome system of guarantors and money deposit is unnecessary.

This collection contains very little fiction and no juvenile books. It is strong in history, biography and travel and is especially intended as an aid to individuals, to clubs and to debating societies. Books are loaned for a month and renewed if requested, and an effort is made to supply students with books in their special line of research. Clippings cut from magazines and newspapers, and mounted for circulation, keep this collection up to date. When the legislature is not in session, this department also sends material from the legislative reference bureau. This bureau has mounted clippings which have cost approximately \$10,000.00 to collect on legislative and sociological questions. It is prepared especially for the convenience of legislators, but is loaned anywhere in the state during 22 months of the biennium.

From June 30, 1912, to July 1, 1914, 3780 pamphlets and clippings were sent out—an increase of 148 per cent. over the preceding biennium. The only cost to the borrower is postage both ways, and the demand for these clippings will grow rapidly so soon as this opportunity becomes generally known. In the same period 7270 books were loaned from this department.

The books in the educational reference collection are consulted many times daily by the public, and of this use no record is kept. The work of this department is hampered by having no head of the department as have the traveling library system and the legislative reference bureau, with time to keep all the material catalogued to date, to answer at length reference questions and to keep records of the work done. A trained assistant for this work should be the next addition to the Library Commission staff.

TRAVELING LIBRARY SYSTEM

The traveling libraries serve many purposes in the development of the state. They are of great help to teachers in schoolhouses where few, if any, books are found. They furnish supplemental aid to text books in history, literature, geography, agriculture and other subjects, and with their illustrations in color broaden the outlook of pupils who have not yet traveled beyond the home environment. They supply individuals and clubs with an incentive and a means of study. They furnish reading for improvement and recreation to all in the community. They aid social life by furnishing the center around which groups gather for study and discussion. They promote community life and spirit and are proving a powerful factor in the betterment of farm conditions.

The traveling library system consists of fixed collections of books sent out in wooden cases for three to six months' loan, wherever in the state responsible people will agree to care for them, to circulate them free of charge and to return them to Bismarck with freight both ways paid. There are three kinds of these libraries; Farmers' libraries—12 to 15 technical books on farming; School libraries—20 to 50 books best suited to use in schools; and Community libraries—40 to 50 volumes for general reading of interest to adults and children. The selection of books varies, some cases containing a larger proportion of books for adults, and some being better adapted to children or young people. Some are largely composed of books for recreation and inspiration. Others are technical books for clubs and students. The demand for these libraries exceeds the supply, and applications for community and school libraries should be filed early in the summer to insure prompt shipment in the fall.

FARMERS' LIBRARIES

Farmers' libraries are made up of technical books on farming, stock-raising, machinery, gardening, poultry, dairying and related subjects. They are in great demand among the farmers during the winter months, and in the schools teaching agriculture. It is impossible to show in figures the use made of these books as there is no librarian such as the traveling libraries have to keep record of circulation. The cases containing twelve to fifteen books are sent wherever three men sign an application card and may be kept three months if freely circulated in the community. In schools they are used as text and reference by classes in agriculture. The Commission has 95 of these collections and 239 stations to which one or more has been sent. The following letter is typical in its statement of what is accomplished by Farmers' libraries.

"Buffalo, N. Dak., May 22, 1914.

Public Library Commission,
Bismarck, N. Dak.

Dear Sir:—I am returning the Farmers' Library today. The cards will not contain much information. We have used the books as reference books for our class in H. S. Agriculture. There were eleven members in

the class, and the books were very helpful. The children often took them home for their parents.

Very respectfully,

H. D. McCULLOUGH."

SCHOOL LIBRARIES

These at first consisted of forty to fifty supplemental books in history, travel, literature and science and contained some juvenile fiction. They were intended principally for use in schoolhouses, although they contain much reading of interest to homes and communities. At present they are deficient in books for primary and intermediate work. There is special need of smaller school libraries of twenty to twenty-five books, suited to the first five grades of the country schools. 40 such libraries have been purchased in this biennium. The enthusiastic reception given these collections by teachers in rural schools indicates the need of additional purchase of such libraries as soon as the funds of the Commission permit. When these collections are kept in schools and used daily by pupils and carried home at night or over Sunday for friends, their usefulness is great although there is no recorded circulation to show their value in figures. The commission owns 81 school collections and filled 108 requests in this biennium.

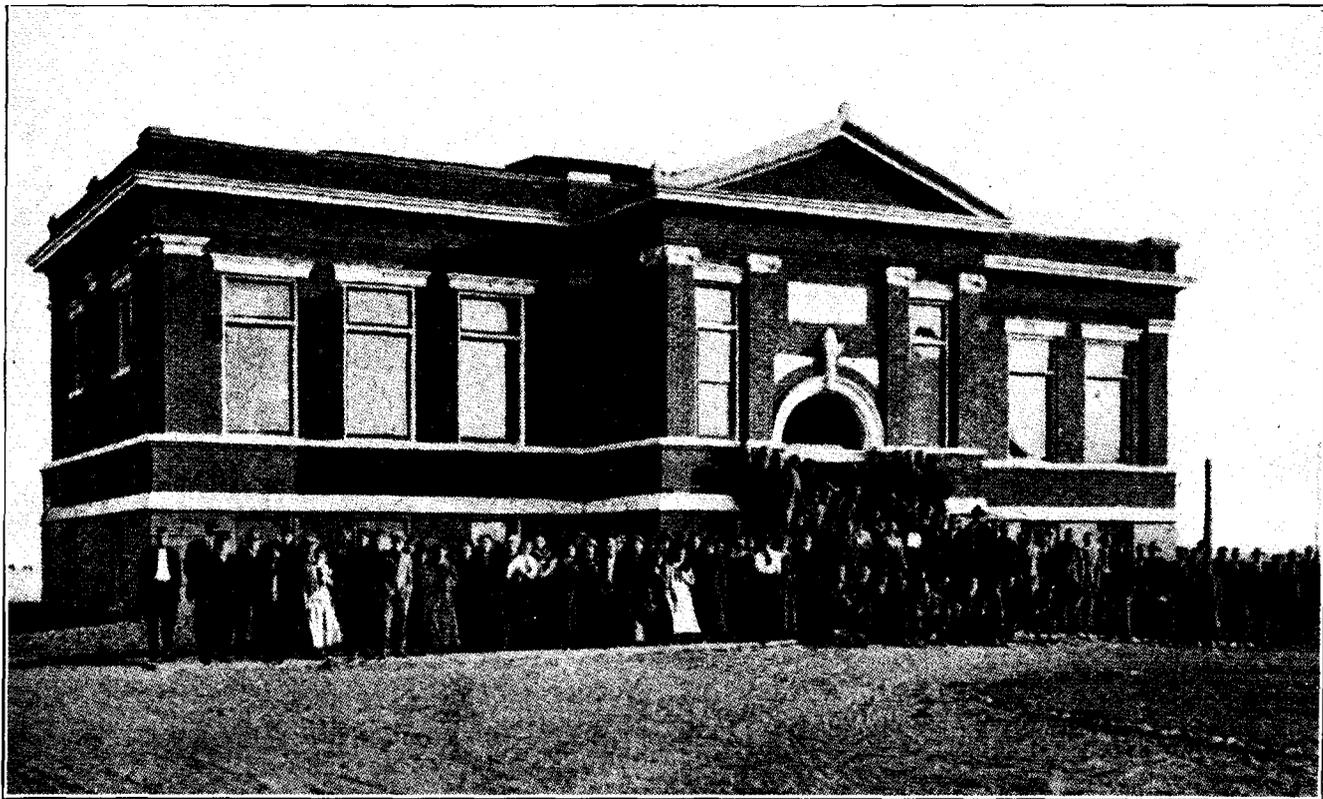
COMMUNITY LIBRARIES

These are boxes containing some forty to fifty books suited to all ages and conditions. Usually fifteen books are adult fiction and ten juvenile. The remainder consists of classed books—history, literature, sociology, travel, biography and other up-to-date works of general interest. These libraries may be kept at any central location. Out of 373 traveling libraries, 190 were located in schools, 93 in residences, 30 in stores, 30 in banks and offices, and the remainder in post offices, libraries, hotels, city halls, club rooms, restaurants and churches.

The Commission owns 145 community libraries and filled 255 orders. There was at all times on file a waiting list of about 25 applicants who could not be promptly served on account of scarcity of books. This was a special hardship when it deprived stations of winter reading.

The total of the three kinds of libraries in the traveling library system is 321; request filled, 475; total number of stations, 749; total number of books sent from July 1, 1912, to June 30, 1914, 16,232. The number of school and community libraries has been increased by purchase from 151 to 226. Of these 75 new sets, 40 are small collections for school use, and 35 are the larger community libraries. 2535 books were bought for the traveling library department, and 600 for the educational reference department, at a total cost of \$2796.47.

While it was possible to add only 75 new libraries, the increase in the number of requests for boxes was 208. In filling orders, preference is given to new stations, and requests are filed in the order of their receipt. Approximately 200 stations were obliged to go without books, or received them after so long a delay that they had very little benefit from them dur-



JAMESTOWN COLLEGE LIBRARY

ing the winter months, which is the only season in the year some stations find time for reading. A special appropriation for books was made by the Thirteenth Legislative Assembly and vetoed by the Governor. There is now great need of an appropriation for the purchase of additional books for community and school libraries.

CIRCULATION

It is impossible to show in figures all the good accomplished by these libraries. Every book placed in a school room is consulted many times by the teacher and by classes of varying size and no record kept. Each book carried home is read usually by several people besides the one borrower counted. Some are read aloud in gatherings, or used as the substance of a paper read to clubs, or of a debate open to the community.

It is to be regretted that not all the librarians keep records of readers and circulation to be returned to the Library Commission office. Some send incomplete returns. Often the books show much usage and there are no statistics of use. In 280 school and community libraries, returning complete records, there were 6945 borrowers, and a recorded circulation of 23,573. This averages 25 borrowers for each library and 3.4 books for each borrower. At this rate, the 475 libraries sent by the commission would have 11,875 borrowers and 35,625 readers, counting three readings each loan. 3.4 books to each borrower would make the known circulation 40,375, and the estimated circulation, 121,125.

The amount of reading done depends largely upon the time of year and the suitability of the library to the community. An energetic and enthusiastic librarian is an important factor in the success of the work.

The largest reported circulation of single libraries was as follows:

Steele	206
Wolford	208
Leith	223
Sandlie	227
Heaton	258
Stady	268
Hensler	270
Enderlin	320
New England.....	391

87 traveling libraries report a circulation of over 100 books each for every shipment. Steele had a list of borrowers ranging from 25 to 65 for 4 shipments, and a recorded circulation for the 4 libraries of 561.

17 stations report over 50 readers for each library. Enderlin reports the largest number of readers for one library—240; Maxbass is second with 100.

A large list of borrowers or of circulation does not always indicate the best use of a library. Each borrower may read only one or two books. Some isolated stations have returned records of 7 to 8 borrowers who each read 8 books. At Sandlie 18 borrowers read 227 books—an average of 13 to each reader

To show the continued use that would be made of these libraries if the supply permitted, one station at Hazelton has had 10, at Heaton, 9, at Maxbass, 8, and at Loraine, Steele and Wimbleton, 7 each.

FOREIGN BOOKS

A few German and Norwegian books have been purchased and may be included with the English books in a traveling library whenever a station so requests. These books are not for children but are standard works in fiction, travel and other subjects, suited to the older members of the household who can not be expected to learn to read English.

EXPENSE OF TRAVELING LIBRARIES

To Borrowers. The heaviest boxes weigh less than a hundred pounds and often the freight is not more than twenty-five cents. If there are transfers, the expense is greater. A leaflet has been prepared, giving freight rates from Bismarck to a number of stations from which borrowers can estimate expense to their own station. While no charge can be made at the library station for the use of books, it is permissible to assess a fine for overdue books and at some stations this sum proves sufficient to pay freight. At others, the six signers of the card contribute the few cents apiece necessary to raise the amount. The freight on school libraries is often paid from the school fund.

To the State. In no way can good reading be furnished citizens with so little expense to the state as through a traveling library system. The Library Commission has the advantage of purchasing books in large quantities. The waste of purchase through agents and middlemen is eliminated. It has expert aid in book selection so that no money is spent in undesirable titles or worthless editions. The loss from books standing idle on a shelf after a few readings is removed. Only books well recommended are found in its collections and they are constantly in use until worn out. To the state the cost of a reading of a book by each borrower is trifling and the reader has no capital tied up in a book rapidly becoming out of date.

FIELD WORK

Some progress has been made in this department although the bulk of field work is still untouched in this state. The larger libraries with trained librarians have little need of visits from an organizer but many small communities are waiting anxiously for help from the Commission. Some need mass meetings or talks to clubs and trustees which shall create or increase public interest in libraries; some have already the interest and need advice and assistance in organizing under the state library law; some have organized and need help in selection of books and arrangement of quarters; some are conveniently located but need help in classification or other technical questions; some have as librarian a resident of the town without library training who needs help in mastering the details of systematic library work; others have reached the point where a building is contemplated and wish help in planning.



FARGO COLLEGE LIBRARY

All these matters and many other local problems come within the province of Library Commission work and are a few of the points on which the Commission is directed in the library law to furnish free aid and assistance. Most commissions employ an organizer who is kept constantly busy in field work. The secretary of the North Dakota Library Commission as pressure of other duties has permitted has made visits on field work at

Carrington	Mayville
Enderlin	Michigan
Fargo	Minot
Grand Forks	Sheldon
Grove	Sykeston
Jamestown	Tower City
Leeds	Valley City
Leonard	Wahpeton
Lidgerwood	Williston
Lisbon	

These trips have included visits to public, school and institutional libraries. 46 addresses have been given and 123 days used exclusive of time spent on trains. In some cases the visits were brief calls between trains; in others, several days were spent at different times in working on books and supervising and instructing local helpers. In no case has the secretary been able to spend time enough to do the work as satisfactorily as an organizer who could remain a fortnight or longer when needed in one place.

School libraries in particular are suffering for want of such an organizer. Teachers and pupils are willing to write cards and prepare books, but they have insufficient time and training, and the result of their labor lacks uniformity and exactness.

There is a growing disposition among friends of the library movement in small communities to co-operate with the school library rather than start an independent public library. Often the school building is centrally located and can furnish a suitable room and adequate care for the books which individuals and clubs donate. In such cases the assistance of an organizer is imperative in starting and continuing the work on lines which shall make the library a success to all classes of users.

An interesting piece of field work was the organization of the library at the state penitentiary. In Iowa and Minnesota, a special librarian has charge of libraries in state institutions, and spends weeks at a time in each library. There being no such organizer in North Dakota, the secretary attempted organization in the institution near at hand, supervising the work of inmates at occasional visits. The accompanying illustration shows the finished work. New and attractive quarters were provided for the library, it was organized by public library methods, and the benefits of the work are shown in the appreciation of the library by officers and inmates and in the number of books read, 6164 in one year by 210 readers. The success of this effort indicates what could be accomplished in other state institutions by a special organizer.

PUBLIC LIBRARIES

North Dakota has 36 public libraries, 15 college and institutional libraries, 1 lodge library and 1 owned by a private corporation. This is a total of 53—an increase of 16 in two years. There are doubtless more small libraries in the state which have not come to the knowledge of the Library Commission. These are steadily growing in usefulness and public favor, and with the assistance of the Library Commission could do even better work. There is need of an organizer with time to locate and visit these libraries. Often no report reaches the Commission because there is no one who understands its preparation or realizes its importance. In this way a library previously listed may appear in the report as dead when it is doing splendid work in its vicinity.

Of the 53 libraries listed, 4 contain over 14,000 books each—Public Library Commission, 14,461; State Law Library, 20,055; Agricultural College, 25,583; University, 48,647. 6 libraries contain 5,000 to 10,000 books each—Fargo College library, Fargo public library, Grand Forks public library, Mayville Normal library, Valley City Normal library, and Jamestown public library.

7 libraries contain 3,000 to 5,000 books each—Devils Lake public library, Dickinson public library, Grafton public library, Minot public library, Valley City public library, Williston public library and State Industrial School library, Ellendale.

10 libraries are in charge of librarians having had a year's course in library school; 4 libraries employ 6 assistants who have had the same amount of training; 9 librarians and assistants have had summer school courses.

In this biennium Jamestown College library has been completed, and the Leonard memorial library built and organized. This is the first township library in the state. It was erected by Egerton Watts in memory of his wife, and formally presented to Leonard township, Cass County, November 24th, 1913. The township had previously voted a tax for its support. Antler is combining with its township in a similar movement.

The majority of libraries in North Dakota have been started by club women and maintained by their efforts until such time as public approval secured a tax for their support. Many small libraries are given free rent, heat, light, and sometimes service, in the school building or city hall. The latter is a particularly good arrangement as it emphasizes the library's place as a part of the city organization and makes every inhabitant feel a personal right to its use and enjoyment.

There has been notable advance in the work of public libraries in business administration, in circulation of non-fiction and inauguration of broader lines of work. Many are offering special advantages to country readers, co-operating with schools, and interesting children. The field is practically unlimited and the opportunity and need are becoming generally recognized.



LIBRARY AT STATE PENITENTIARY, GROVE, N. D.

LIBRARY BUILDINGS

The latest Carnegie library building to be completed in North Dakota is the Fargo College library.

Jamestown College library is housed in an \$18,000.00 building given by an un-named donor.

Leonard Township, Cass County, has a memorial building given by Egerton Watts in memory of his wife.

The state penitentiary library has been moved into new quarters and re organized along public library lines.

The growth of these libraries during the biennium makes their illustrations of interest to friends of library development.

Many of the smaller libraries have been moved into more commodious quarters, notably Beach, Cando, Casselton, Fessenden, Hankinson, Kenmare, Leeds, Lidgerwood, Tower City, Wahpeton.

GIFTS AND BEQUESTS

The March numbers of the American Library Association Bulletin, 1912-1914, contain lists of gifts and bequests showing North Dakota libraries to have received 11 gifts ranging from \$100.00 to \$35,000.00 each. Some consist of books, but more are real estate, and the total approximate value is \$81,210.00.

The most recent bequests are those of the late Egerton Watts, who had previously given a memorial building to Leonard. His will contains a provision for the purchase of children's books for the library, and a gift of \$500.00 to the Casselton library if they begin a building within three years.

LIBRARY SCIENCE

The Library Commission does not conduct a school for training in library science, but furnishes instruction whenever possible by correspondence and visits. A course in library science has been given for two years at the Valley City Normal in connection with the summer school work, with the secretary of the Library Commission assisting. In so few lessons only fundamentals of the science can be taught, but the course has proven of much technical benefit to teachers who have charge of school libraries and librarians of small public libraries. Similar courses are offered at the State University.

PUBLICITY WORK

Publicity work has been interrupted by lack of funds. Addresses have been made by the secretary when on organizing trips, but exhibits at fairs and conventions have been discontinued, as the demand for traveling libraries is at present in excess of the supply. Such advertising will be continued whenever an appropriation for new books makes extension of the work possible. It is important that the exhibits be resumed until all parts of the state have a chance to learn of this opportunity for free

reading matter. Especially should the advertizing be pushed in the more isolated communities where the benefits of these libraries are least known and most needed.

The Commission takes this opportunity of thanking its friends for publicity aid, especially county superintendents, teachers and clubwomen, who have distributed leaflets, and the Press which has given much favorable mention.

STATISTICS

The library law of North Dakota requires the board of directors of libraries to make an annual report July 1st, "stating the condition of the library and property, the various sums of money received from all sources, and how much money has been expended and for what purpose, the number of books and periodicals on hand, the number added by purchase and gift during the year, the number lost and loaned out, the character and kind of books loaned in the library, with such other statistics, information and suggestions as they may deem of general interest, and a copy of said report shall be filed with the city council or township board and the state library commission." To aid in this compilation of statistics, blanks are sent by the Library Commission to every library in the state known to the Commission, and these reports when returned are filed in the office of the Commission and tabulation and comparison of statistics made. Some of these tables are published in this report, and all are at any time open for consultation in the office of the Commission.

PUBLICATIONS

Publications during the biennium have been few owing to the condition of the Public Printing fund. Only leaflets essential to the work have been allowed. The secretary has prepared

The Fourth biennial report of the North Dakota Library Commission—1914

Summary of North Dakota Library Commission work. 1913.

Traveling library system of North Dakota, No. 11.

What are farmers' libraries? No. 8. Revised.

Public Library Commission—Legislative Reference Bureau—No. 12.

Public Library Commission—Educational Reference Department—
No. 13.

Facts about traveling libraries. 1913. No. 3. Revised.

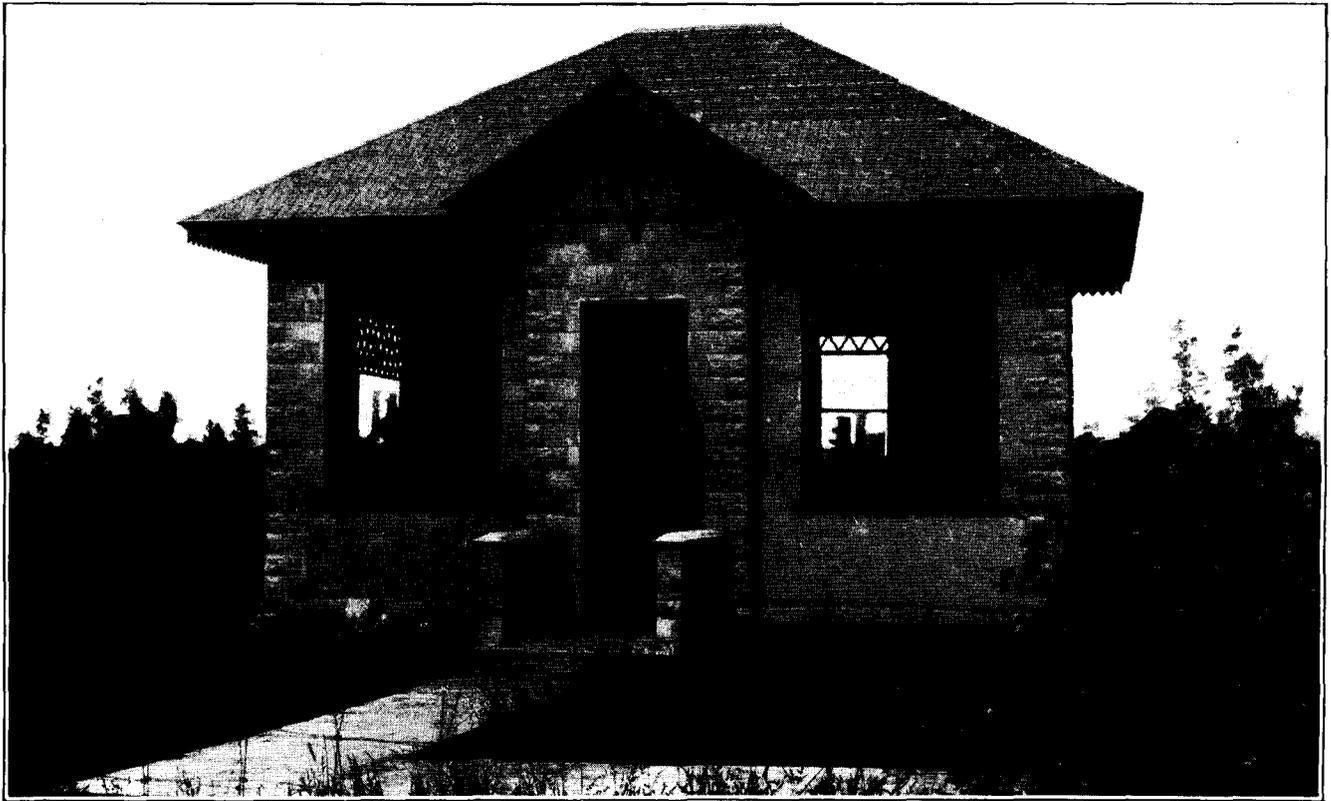
The legislative reference librarian has published the following:

Budgetary laws. 1912.

"Widows' pension" laws. 1913.

SUMMARY

A total of books owned and work done by the Commission will be found on page 7. The work of the legislative reference department cannot be



MEMORIAL LIBRARY, LEONARD, N. D.

Gift of Egerton Watts.

summed up in statistics, and attention is called to the report of that department of Library Commission work on page 18.

In this biennium there have been sent from the educational reference department 7270 books, from the traveling library department, 16,232 books, and from all departments, 3780 pamphlets and mounted clippings—a total of 27,286 pieces. If each of these reached three to five people, as conceded by circulation experts, it gives a total of over 80,000 people aided by Library Commission work.

NEEDS

The needs for continued efficiency have been indicated under each department. In brief they are:

1. A trained assistant who can catalog the books in the educational reference department, aid in reference work and assist in field work.
2. \$5000.00 for the purchase of additional school and community libraries.
3. Additional help during sessions for the legislative reference department and offices which will permit of consultation, and uninterrupted work.

The appropriation for the Library Commission has remained practically the same for six years while the growth of the work has been tremendous. The handling of volumes loaned and returned, the marking, clipping and mounting of periodicals and papers, the cleaning and rendering sanitary of every book in the traveling libraries before they are sent to another station, makes a great amount of work which machines cannot perform and requires an increase of staff to keep up with the demands from the field.

Mrs. MINNIE CLARKE BUDLONG,
Secretary and director.

REPORT OF THE LEGISLATIVE REFERENCE LIBRARIAN

1. **What the law requires.** The law establishing the legislative reference bureau of the Public Library Commission makes it the duty of the legislative reference librarian to classify the legislation of other states and information upon legal and economic questions in such a way as to render the same easy of access to members of the legislature, thereby better enabling them to prepare for this work. And it is the duty of the legislative reference librarian to assist in every way possible the members of the legislative assembly in obtaining information and in the preparation of bills.*

2. **What has been done.** In obedience to the mandates of the law, the legislative reference librarian has compiled laws of other states and information concerning questions of economic and legislative interest. Since the commencement of the session of 1913, two bulletins have been issued, viz.: Legislative Reference Bulletin No. 3, entitled, "Budgetary laws" and bulletin No. 4, entitled, "Widows' Pension Laws". Other bulletins would have been issued had the condition of the state printing fund permitted their publication. Typewritten digests of various state laws have been prepared, and these are conveniently accessible to members of the legislature. Complete files of the bills introduced in the different sessions since 1901 have been indexed and bound. It is the aim of the legislative reference librarian to inform the legislator concerning any subject in which he is interested, where valuable discussions concerning it may be found, what bills have been introduced thereon in preceding sessions, and what states have passed laws in relation to it.

3. **Use of material between sessions.** It may be of interest to members of the 14th Legislative Assembly to know that the material filed in the legislative reference bureau is extensively used by the people of the state between sessions. In co-operation with the educational reference section of the Public Library Commission, material is sent to any one upon request for it, cost of transportation being the only item of expense to the borrower. Many of the high schools of the state, in connection with their debating, have taken advantage of this privilege. Requests for material are frequently received from individuals residing in different parts of the state.

3. **Handicapped on account of lack of assistance.** Owing to the small appropriation at the disposal of the Public Library Commission to carry on the work of its different departments, the legislative reference librarian has had no other assistance than half of the time of a stenographer, except during the legislative session of 1913, when he had the expert assistance of his predecessor. On account of lack of assistance between sessions, the legislative librarian is necessarily handicapped. Cataloging

*Laws of 1909. Chap. 156. Section 5.

and indexing material is a task that requires a great deal of time, and if the librarian devotes time to the digesting and compilation of laws and information, he has very little time to devote to cataloging. However, all the material on file in the legislative reference bureau is conveniently accessible.

4. **Bill drafting.** During the session of 1913 there was need for more expert assistance to aid the members of the legislature in the drafting of their bills. The legislative reference librarian and his assistant were nearly swamped with requests for bill drafting. Their time being divided between looking up information and drafting bills, their task was an extremely arduous and difficult one. The demand for bill drafting as a part of legislative reference work will undoubtedly increase, and it is highly desirable from the standpoint of efficiency and accuracy that the legislative assembly should provide for extra assistance. As already stated, the Public Library Commission can not employ such needed assistants on account of the small appropriation at its disposal.

I. A. ACKER,
Legislative Librarian.

**FINANCIAL REPORT OF SECRETARY OF NORTH DAKOTA PUBLIC
LIBRARY COMMISSION**

July 1, 1912 to June 30, 1914.

Transportation of books.....	\$	426.11	
Books purchased.....		2,796.47	
Periodicals and membership fees.....		289.87	
Stationery and postage.....		193.22	
Field work.....		597.68	
Aids to libraries.....		83.70	
Supplies.....		502.20	
Commissioners' expenses.....		220.95	
Salaries.....		11,016.05	
Office furniture.....		76.15	
Miscellaneous.....		9.83	
Total expenditures.....	\$	16,212.23	

Total expenditures by departments

Total traveling libraries.....	\$	7,213.11	
Total educational library.....		2,771.24	
Total legislative reference.....		4,959.84	
Total miscellaneous expenses (to be divided among the three departments).....		1,268.04	
	\$	16,212.23	

STATISTICS OF COLLEGE AND INSTITUTIONAL LIBRARIES JULY 1, 1912—JUNE 30, 1914

The work of college and institutional libraries is not easily shown in figures. Often they are reference collections used daily by many students without any keeping of circulation statistics. Usually they are supported from institution funds and no separate account of library expenses is recorded. About the only basis of comparison is in number of books owned and additions for the biennium. Six of these libraries have returned record of circulation—Agricultural College, Library Commission, Mayville Normal, Valley City Normal, Penitentiary and School of Science.

Name of Library	Location	New books 1912-1914	Total number of books owned July 1, 1914	Total circulation	Name of Librarian
Agricultural College.....	Fargo	2,506	25,533	26,446	Ethel McVeety
Library Commission.....	Bismarck	2,351	13,191	23,502	M. C. Budlong
Fargo College.....	Fargo	1,367	7,567	**	Alice B. Sargent
Historical Society.....	Bismarck	300	**	**	H. C. Fish
Industrial School.....	Ellendale	425	3,300	**	Carrie P. Tuttle
Institute for Feeble-Minded.....	Grafton	25	75*	**	A. R. T. Wylie
Insane Asylum.....	Jamestown	+			
Jamestown College.....	Jamestown	+			Dean F. B. Taylor
Law Library.....	Bismarck	1,591	24,308		E. P. Wing
Masonic Library.....	Fargo	***			W. L. Stockwell
Normal School.....	Mayville	408	6,738	6,592*	Marie E. Simpson
Normal School.....	Valley City	1,938	9,977	21,085	Helen M. Crane
Penitentiary.....	Grove	368	2,780	8,372	Bert Conroy
School of Forestry.....	Bottineau	+			Teachers
School of Science.....	Wahpeton	284	1,424	2,940	Lillian Mirick
University.....	Grand Forks.....	8,781	53,171	**	Clarence W. Sumner

*Report for one year only.

**Not reported.

***No records kept.

+ No report.

STATISTICS FOR PUBLIC LIBRARIES OF 3000 OR MORE VOLUMES JULY 1, 1912—JUNE 30, 1914.

Place	Population	Date of Organization	Volumes Owned July 1st, 1914	Borrowers July 1st, 1914	Circulation July 1, 1912 to June 30, 1914	Source of Income	Total Income	Name of Librarian
Devils Lake.....	5,198	1898	3,776	1,886	34,019	City tax.....	\$ 4,136.57	Anna Sprung
Dickinson	3,678	1908	3,695	1,607	34,466	City tax.....	3,184.55	Josephine Hargrave
Fargo	14,331	1900	8,711	4,000	78,693	City tax; school fund.....	9,532.39	Winnie Bucklin
Grafton	2,229	1897	3,762	20,703	City tax.....	2,195.00	Mary Morris
Grand Forks.....	12,478	1899	6,853	3,296	25,253	City tax.....	*3,725.86	Adah Durand
Jamestown	4,358	1902	5,390	2,810	33,192	City tax.....	5,425.72	Alice M. Paddock
Minot	6,188	1908	4,090	2,161	38,043	City tax.....	11,438.48	Margaret Greene
Valley City.....	4,856	1900	4,363	2,625	24,578	City tax.....	8,820.37	Lillian E. Cook
Williston	3,124	1910	3,960	1,238	28,169	City tax.....	7,810.26	Bessie R. Baldwin

*Report for one year only.

STATISTICS FOR PUBLIC LIBRARIES OF LESS THAN 3,000 VOLUMES, JULY 1, 1912—JUNE 30, 1914

Place	Population	Date of Organization	Volumes owned July 1, 1914	Borrowers July 1, 1914	Circulation July 1, 1912—June 30, 1914	Source of Income	Income Total	Name of Librarian
Antler	342	1912	802	175	Taxes and fees.....	\$ 412.71	Robert Walker
Ashley	682	1913	50.00	W. L. Johnson
Beach	1003	1912
Cando	1352	1902	Gifts; fees.....
Carrington	1217	1906	1842	387	6,014	Subscription.....	544.11	Mrs. B. L. Russell
Casselton	1553	1906	1622	587	6,197	City appropriation.....	541.00	Emir D. Morton
Edgeley	749	1912	Gifts.....
Ellendale	1389	1911	*1400	417	10,300	City appropriation fees.....	739.75	Etta M. Bentley
Enderlin	1540	1912	*680	465	7,420	Gifts.....	204.97	Mrs. E. F. Bangert
Fessenden	713	1900	*1793	473	1,423	Gifts.....	75.00	Sara Beiseker
Hankinson	1503	1907	508	**	Gifts.....	412.59	Mrs. L. E. Kinney
Hannah	500	1911	194	40	145	Fees.....	84.50	Belle McKnight
Harvey	1443	D. L. Larson
Hettinger	766	1912	241	131	**	Alex. Stensley
Kenmare	1437	1912	Mrs. Wm. Putnam
Langdon	1214	1490	170	4,600	City appr. subscr. fees.....	506.85	Marie H. Harlan
Leeds	682	*1636	73	1,165	Fees; gifts.....	200.00	Nora Jacobsen
Leonard	437	1913	958	105	**	Township appr.....	560.00	J. L. Smith
Lidgerwood	1019	1913	*1124	250	7,346	Gifts.....	1,225.75	Zenka Trinka
Mandan	3873	1895	2752	185	6,029	Fees; gifts.....	361.10	Olivia Draper
Mayville	1070
Mott	1912	*703	100	525	Gifts; fees.....	Nita Galloway
Oaks	1499
Park River	1008
Rugby	1630	1912	969	420	1,820	Gifts.....	56.35	Hattie Sikes
Sykeston	276
Towner City	452
Wahpeton	2467	1912	1250	**	Gifts.....	526.73	Jessie C. Searing

*Report for one year only.

**Not reported.

+No report.

SALARIES LIBRARY COMMISSION STAFF

Mrs. Minnie Clarke Budlong, Secretary and director.....	\$	1,800.00
Iver A. Acker, Legislative reference librarian.....		1,200.00
Florence MacPhee, Chief traveling library department.....		1,080.00
Haldora Peterson, Stenographer.....		900.00
Elsie Smith, Clerk.....		420.00

These salaries are paid in monthly installments from the funds appropriated for the North Dakota Public Library Commission.

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