

# Seventeen Years of Service

1912—1928



Rochester Public Library

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027.4  
R676se



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Local History Division  
Rochester Public Library  
115 South Avenue  
Rochester, New York 14604

Seventeen Years of Service  
of the  
Rochester Public Library  
1912—1928

Rochester Public Library  
Rochester, New York  
1929

Harvey F. Remington

3-13-44



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## Seventeen Years of Service

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## Letter of Transmittal

*Mr. Stephen B. Story, City Manager*  
*Rochester, New York*

June 20, 1929

Dear Sir:

A consolidated report of the Rochester Public Library covering seventeen years is herewith submitted. This is done with a large measure of satisfaction in view of the extent and character of the work done and the sympathetic and discriminating consideration it has received from you and the City Council and other city officials.

This co-operative and helpful attitude has been fundamental in the success of the Library. A continuation of that attitude is vital in the Library's plans for enlarged usefulness. Your deep interest in that expansion gives great encouragement to us who are developing those plans and to the thousands of readers who will profit thereby.

Respectfully submitted

CHARLES H. WILTSIE

President Board of Trustees

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## Letter of Acknowledgment

*Mr. Charles H. Wiltzie, President*  
*Library Board*  
*Rochester, New York*

June 29, 1929

Dear Sir:

I have read the manuscript of the library report with great interest. It is a portrayal of seventeen years of real accomplishment for the people of this city. The Library Board and the entire staff of the Library are to be highly commended and congratulated upon the excellent progress which has been made.

Please accept this expression of my official, as well as my personal, appreciation on behalf of the board and extend it to Mr. Yust and his capable staff.

Very truly yours

STEPHEN B. STORY

City Manager

## Trustees and Officers

The Library was organized under legislative act approved June 15, 1911, amending the city charter. Amendments to the law were made April 6, 1914 and May 9, 1916. Further amendments were made by the city manager charter, which went into effect January 1, 1928. The Library is governed by a board of seven Trustees, five appointed by the City Manager, one each year for a term of five years; and two ex-officio members, the Mayor and the President of the Board of Education.

Trustees	First Appointed	Present Term Expires
CLARENCE A. BARBOUR . . . . .	1913	1929
RUSH RHEES . . . . .	1911	1930
CHARLES H. WILTSIE, President . . . . .	1911	1931
HARVEY F. REMINGTON, Vice-President . . . . .	1928	1932
MRS. RICHARD T. FORD . . . . .	1924	1933
JOSEPH C. WILSON, Mayor, 1928—		
MRS. HENRY G. DANFORTH, President, Board of Education, 1926		
WILLIAM F. YUST, Secretary		

### Administration Committee

RUSH RHEES	C. A. BARBOUR	MRS. R. T. FORD
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### Building Committee

J. C. WILSON	MRS. H. G. DANFORTH	H. F. REMINGTON
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### Finance Committee

H. F. REMINGTON	MRS. H. G. DANFORTH	MRS. R. T. FORD
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### Book Committee

C. A. BARBOUR	J. C. WILSON	RUSH RHEES
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### Former Appointed Trustees

	Period of Service
CHARLES C. ALBERTSON . . . . .	1911-1913
A. M. O'NEIL . . . . .	1913-1921
MRS. J. G. HICKEY . . . . .	1922-1923
EDWARD G. MINER . . . . .	1911-1927

### Former Ex officio Trustees

	Period of Service
HIRAM H. EDGERTON, Mayor . . . . .	1908-1921
CLARENCE D. VAN ZANDT, Mayor . . . . .	1922-1926
MARTIN B. O'NEIL, Mayor . . . . .	1926-1927
GEORGE M. FORBES, President, Board of Education . . . . .	1911
J. P. B. DUFFY, President, Board of Education . . . . .	1912-1913
J. WARRANT CASTLEMAN, President, Board of Education . . . . .	1914-1919
CHARLES F. WRAY, President, Board of Education . . . . .	1920-1924
FREDERICK W. ZIMMER, President, Board of Education . . . . .	1924-1925



EDGERTON PARK BUILDING NUMBER NINE

The Public Library occupies the left half, or near wing, and the Municipal Museum the other part. The Edgerton Branch is on the main floor. The other three library floors are used for Administration Headquarters.

## President's Report

This consolidated report includes certain summaries dating from the beginning of the Library in 1911. It is, therefore, somewhat historical. This fact prompts a few observations by one who has been a member of the Board of Trustees from the beginning.

Rochester was the last of the large cities in America to start a modern public library. Eighteen years ago it had no such institution. To go into the reasons for that condition would lead us far afield. Suffice it to say that after other city libraries had been developing for twenty-five to fifty years Rochester finally made a beginning.

At first, its only assets were good intentions. There were no funds to start on an elaborate scale. The city charter was amended for the purpose, the first trustees were appointed and the first appropriation of \$10,000 was made in 1911. One course for the trustees would have been to agitate for a large amount of money with which to erect a central library. Before the completion of such a plan many years would have passed without tangible results in the way of service. So it was decided to begin with the

branch system. This would permit the opening of smaller units in shorter time at less initial expense and allow expansion as rapidly as funds could be secured.

The original intention was to open one branch each year until provision had been made for all of the more populous sections of the city. This policy has been followed fairly well except during the World War and again more recently. Today there are twelve full sized branches and the essentials of a central library.

In addition there have been established a large number of minor centers of book distribution which supplement the larger service and carry it to distant and sparsely settled sections of the city. The zeal thus manifested by the librarians in their efforts to bring books to all the people stamps them as real missionaries of the book.

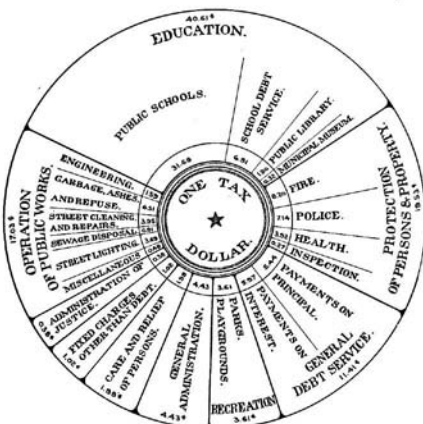
Real missionaries of the book is an appropriate term. It properly characterizes the staff that has been the drawing and driving power in this splendid development. Our library buildings admittedly leave much to be desired, but the book supply in established centers has been fairly liberal and, most important of all, the personal service in those centers is of superior grade. Standards of service may be stipulated by those in authority but their maintenance depends on the character of the librarians at each center of book distribution. Competence through education and training; vision through a proper conception of the function of the library and its possibilities; enthusiasm in serving people, these are outstanding qualities in the library service of the city. They stamp it as a part of the city system of popular education.

Rochester is justly proud of its public school system. In recent years its University made a public appeal for support in a program for great enlargement, to which the response was so magnificent that it has been placed in the front rank of colleges and universities in America. We have numerous institutions for formal education along special lines. But the vast majority of boys and girls never go to college. The U. S. Commissioner of Education reports that of every 100 pupils in the fifth grade only seven enter college and only two graduate.

Hope and help, if any, for the other 93 or 98 boys and girls must come through some form of self education, of which the public library is the chief apostle and agent. We are told that any one with the ability and the will to read has within reach "the essentials of a liberal education," if the proper reading matter is available. It is the business of the public library to furnish that reading matter and to make possible education for "adults at home through life." That is what makes our Public Library in a very real sense the People's University.



This thought of the public library as a great educational institution has inspired all of us who know its aims and activities with the idea that the Rochester Public Library system should not be lacking in any important respect. The Librarian points out in his report the relation between a central library and branches and



ONE TAX DOLLAR

Illustration prepared by City Comptroller Clarence E. Higgins and used on the 1928 city tax bills. It shows the proportion of the tax dollar allotted to each function of the city government, to the Library 1.8 cents. In addition to this local tax the Library received as its share of miscellaneous revenues \$24,751.75, making the total income for library purposes \$318,217.30.

other centers of book distribution. He has done his duty in calling attention repeatedly to the need of a central library as the heart of a complete system. This refers not only to a central building with all its departments and equipment but also to a complete collection of books.

Such a collection of books can not be acquired in a short time even if the necessary funds are at hand. Most large cities have been accumulating such a collection for long years. One reason



why the City of Rochester did not join this movement long ago was the fact that such an accumulation was being made by the Reynolds Library, a corporation formed by legislative act in 1884 "to establish and maintain a public library." It was endowed by Mr. Mortimer F. Reynolds, a public spirited citizen, with property



A ROCHESTER SKY LINE

The site for the new Central Library building is on the river bank between the two tallest buildings on the left.

which through the careful management of its trustees now has an accumulated value of approximately one million dollars in addition to its book collection of about 100,000 volumes.

Students of our library problem have long believed that any reasonable and economic plan for a complete public library system in Rochester should in some way include the Reynolds Library. The first definite steps in the direction of co-ordination and co-operation were taken in January 1924, when the Public Library appointed a conference committee to confer with a similar committee of the Reynolds Library. The negotiations of these committees reached no practical solution of the problem, but so much interest in the proposition was aroused that in November 1927 the Reynolds Library in a proposal to the City Council suggested co-operation with the City on certain conditions. The Council's Public Welfare Committee, having charge of the matter, held numerous consultations with committees of the Reynolds Library and of the Public Library aiming at a working union of their resources in the establishment and operation of a central library.

The City accepted in principle the conditions stated, but difficulty in the way of agreement revolved around the question of control. Unified control, administration and service were urged as the ideal and efficient plan. Finally on recommendation of the Public Library Board the following proposals were made in June 1928:



THE CENTRAL LIBRARY

Is located on the river side of this building, which has been a tobacco factory, a collar factory and is now the City Hall Annex. Described on page 39.

(1) The Reynolds Library under contract to become the Reynolds Central Library of the City, the trustees of the Reynolds Library to have sole and exclusive control thereof as well as of all its present property.

(2) The City of Rochester to pay all operating expenses of the library.

(3) The total annual income of the Reynolds Library to be spent for books, the same to be owned by said Library; and the City to contribute a similar amount annually for ten years for books as an intensive program, such books to be owned by the City.

(4) The City at its own expense to erect within five years a building to house the library, said building to be under control of the Reynolds Library under a perpetual lease, the Public Library

to occupy only so much space therein as may be necessary for the administration of the branch library system. .

(5) The present Central Library in the City Hall Annex to be combined at once with the Reynolds collection and both operated under sole control of the Reynolds Library.

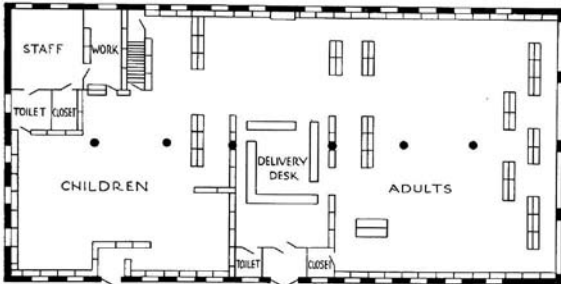
Such are the proposals as they stand at the present time. They are mutually advantageous to the parties concerned. The Reynolds Library will be assured a new building, which it needs, and the payment of all its operating expenses for all time. The citizens of Rochester will be assured approximately \$50,000.00 worth of new books a year for all time just for their central library. This plan will magnify the Reynolds Memorial, enlarge its usefulness and accomplish in a constantly increasing measure the purpose of its founder. It will insure for Rochester a completeness in its public library system which it now lacks and to which it is entitled by the logic of events.

The city needs more branch libraries. One should be opened each year for at least six years. It needs suitable city owned buildings for many of those already in existence. It needs a complete central library in a new modern building. Such a building should furnish that inspiration and uplift which comes from grand and beautiful architecture; house a great book collection of a half million volumes; provide on a large scale for general and special book collections, for general and special groups of readers and for necessary administrative departments.

Available now for such a building is the Rundell Fund, which by the time it is needed will approximate a million dollars. The recent extension of the city's debt limit makes it possible to supplement that amount, so that the necessary funds can now be provided. Five years ago the Common Council set aside for this purpose a magnificent site overlooking the river. That site is conspicuous in the area that is now being considered for a civic center by the City Planning Commission. Although the period of waiting has been long, there is good reason for believing that a central library is now in sight and that it will be one of the first, if not the first, building to be erected under that plan.

Among the Appendices are printed the testimonials adopted by the Library Board to former trustees Hiram H. Edgerton, J. Warrant Castleman, Augustine M. O'Neill, and Clarence D. Van Zandt. These men gave freely of their time and thought to the promotion of the library enterprise. It is a satisfaction to be able to make this permanent record of the services which they rendered.

One of the most gratifying features of the report is the record of appropriations. Their consistent growth from year to year without exception is the best proof of the estimate placed by the municipal authorities upon this branch of the city service. The arranging of this record alongside that of books issued for home



A TYPICAL FLOOR PLAN

That of the Arnett Branch Library described on page 32, with exterior illustration on page 25 and requirements listed on page 82.

use emphasizes the close relation between appropriations and circulation. Examination of the expenditures over a period of years reveals a comparatively large proportion spent for books. Books are the life blood of the library. Add new books and the circulation goes up; withhold them and circulation goes down.

The report of the Librarian submitted herewith deserves careful examination. It is noteworthy in many respects. Most impressive are the illustrations which show in a comprehensive way how the library system has grown and how the people have responded to the book opportunities provided for them. Since the first branch was opened in 1912 the people have drawn 19,234,331 volumes for home use. These figures do not include the large amount of reading done in the libraries. It is impossible to estimate the influence of this reading on the mental, moral and spiritual welfare of the people and its value in the enlargement and enrichment of the life of the community.

William F. Yust has been City Librarian from the very inception of our public library system in 1912, covering the best seventeen years of his life. He is entitled to the very greatest

praise and appreciation by the citizens of Rochester for his abilities, devotion and ceaseless zeal and enthusiasm for developing in our city a library system of the highest ideals and efficiency. He has been a wise and energetic administrator with the resources at his disposal. His perfect plan for a public library system in-



For Rest

For Refreshment

## STAFF ROOM EQUIPMENT

volved a great adequate, central library building with a full development of branches in strategic positions, owned and built new for their purposes. Limited income and resources on the part of the city have made this impossible. It has been under these limitations and difficulties that the genius and skill of Mr. Yust have accomplished so much during these seventeen years in bringing the public library system to its present favorable condition and high efficiency. His ability and skill as an administrator are also evident in the loyal and devoted staff of assistants whom he has gathered into the library organization during these years. Administration is the very life of a library system, and the individuals of the staff are the ones who make a library a living force among us. This city has been most fortunate in the development of its library system in having such a capable and devoted chief librarian and equally capable and loyal assistants in every department of the work.

Rochester is in great need of suitable branch library buildings. There is a notable opportunity for the erection of *Memorial Branch Libraries* by citizens who may desire to memorialize individuals or families and thereby to add distinctive enrich-

ment to our city in its cultural life. An appeal is made here for such branches. The Public Library Board and other city officials will co-operate with any donor in the erection of such a branch as may be desired. What more beautiful, enduring and useful memorial for any individual or family can there be in any community than a suitable branch library building, to house the daily vitalizing and uplifting influence of books!

The city of Rochester will, in due time, have a great new building for a Central Library; but such a Central Library will become great and worthy of Rochester only as its book collections are greatly expanded. The Rochester Public Library, therefore, appeals not only for Memorial Branch Library buildings, but also for money gifts, donations and bequests. The amount of money that can possibly be raised by taxation and appropriation annually for the purchase of books is necessarily limited and relatively small. The great book collections of other cities have been accumulated through funds specially given by their citizens to be expended only for books. This should become the practice of public spirited citizens in Rochester.

Central libraries can grow rapidly, become notable and of great service only as their book collections are increased by direct gifts of funds to be expended for books alone.

Aid with gifts in your lifetime. Revise your will now, making a bequest for the purchase of books. Urge this upon your friends. Many people generously and properly make bequests in their wills to hospitals, asylums, educational and other institutions. In your will include also your city public library. Remember that the Rochester Public Library is *your* library.

CHARLES H. WILTSIE  
President Board of Trustees



## Librarian's Report

### Reports Published

The Library was organized in 1912. Reports have been published as follows:

Name	Year Covered	Name	Year Covered
First annual report . . . .	1912	Fourth and Fifth annual reports in one . . . .	1915 1916
Second annual report . . . .	1913	Seven Year Survey: . . . .	1917
Third annual report . . . .	1914	Sixth, Seventh and Eighth annual reports . .	1918 1919

This is the sixth publication of its kind. It includes annual reports nine to seventeen, covering especially the years 1920 to 1928 inclusive. During those years annual reports were published only in the newspapers. This report also contains certain summaries covering the entire history of the Library.

### Trustees

In recent years the City lost four men identified with the management of the Library. Only two of these were members of the Board of Trustees at the time of their death. Foremost of these was Honorable Hiram H. Edgerton, Mayor of Rochester for fourteen years, who died June 18, 1922. He was called the Father of the Rochester Public Library. Shortly after his retirement from office but before his death he was presented with a framed copy of the tribute printed on page 85.

Mr. J. Warrant Castleman, President of the Board of Education 1914-18, and as such a member of the Public Library Board, died January 1, 1920. His services to the Library in a formative period of its history were of great value. Resolutions passed by the Board of Trustees will be found on page 87.

Rev. A. M. O'Neill, D.D., an appointed trustee 1913-21, died December 20, 1921. His eminent qualifications as a library counselor were demonstrated by the faithful and conscientious discharge of all the duties which devolved upon him. Resolutions adopted by the Library Board are given on page 86.

Honorable Clarence D. Van Zandt, Mayor 1922-1926, and ex-officio a member of the Board of Trustees, died June 17, 1926. He was instrumental in a number of forward steps in library development, notably that of beginning the Central Library. On page 87 is a testimonial to him.

### The Library Under City Manager Government

On January 1, 1928 the city manager form of government went into effect in Rochester. It provides as formerly that a board of seven trustees, five appointive and two ex-officio (the Mayor and the President of the Board of Education) "shall establish a public library and branches thereof from time to time and it has control, supervision, management and government thereof and of the maintenance, increase and extension thereof"; also "to appoint to hold office during its pleasure such subordinates as it deems proper and to regulate their duties".

Important changes are: 1) five trustees are appointed one each year for a term of five years by the City Manager, formerly by the Mayor; 2) the power to fix salaries of employees is transferred from the Library Board to the City Manager; 3) the power to order work and purchase supplies is transferred from the Library Board to the Purchasing Agent; 4) the power to make contracts and execute leases for library purposes is transferred from the Library Board to the City Manager acting upon authorization by special ordinance of the City Council. The situation is illustrated by the organization chart on page 72.

It will be seen that important powers formerly centered in the Library Board and through it in the Librarian have been scattered and vested in other city departments, resulting in divided authority and responsibility, restricted executive powers and weakened administration.

Further time and trial are desirable before reaching a final conclusion, but results to date do not recommend the present arrangement to those seeking the best form of organization. One remedy would be to put the Libraries on a par with the Schools; another solution would be to place the Libraries on a par with other administrative departments responsible directly to the City Manager; a third course and possibly the best would be to restore to the Library Board the powers under which for fifteen years it functioned economically, efficiently and satisfactorily.

### Publications

There have been no extensive or expensive publications. But the separate items and in some cases the number of copies are so numerous that they are mentioned below only in group and summarized form. The figures given represent either the number of copies at a single printing or an accumulation, as certain items are reprinted from time to time with modifications.



Circulars and folders, such as announcements regarding the opening of libraries, extension of service, vacation privileges, lists of libraries (75,900 copies).

"Are You Using Your Library?" A slip distributed from house to house in the neighborhood served by a given branch



LINCOLN BRANCH LIBRARY

At the corner of Joseph and Clifford Avenues. The two story part was a hotel. The one story at the rear is a newly built Children's Room. See page 31.

about a year after its opening has been found effective as an advertisement (45,000).

Lists, books for boys, books for girls, books for school grades three to eight, books for popular reading on various subjects such as animal stories, mystery stories, vacation reading lists, summer reading clubs (181,000).

"Adventures in Reading Recommended to Students Graduating from High School" was prepared by James M. Spinning, Assistant Principal of West High School. It has a stimulating introduction and a brief list under six headings. These are being distributed to successive classes as they graduate or leave school (7,000).

Pamphlets describing Christmas exhibits of books recommended as gifts (30,000).

Propaganda relating to the Central Library: bookmark (10,000), crossword puzzle (10,000), cartoon (8,000), reprinted from the "Democrat and Chronicle."

Special bibliographies on home building, city manager form of government, drama, salesmanship, and homelands exhibit (26,030)

"Books for New Americans". Distributed to new citizens at the suppers given quarterly by the Chamber of Commerce to those who are receiving their citizenship papers (9,000).

"The Grade Libraries in the Rochester Public Schools." Describes their establishment, their unusual form of organization and their co-operative management by the Schools and the Library (6,000).

"Books of the Month." A brief list in slip form containing a selection of monthly additions during 1928 (30,950).

"How's Your Motor?" An attention arresting cartoon (slip form) using motor parlance in referring to the functions of the mind and the influence of books. It has been printed twice and also reproduced by a number of other libraries (20,000).

The Library also joined in many co-operative enterprises. Numerous lists compiled by other libraries and publishers were ordered from them with the imprint of this library. Four local theaters printed on their advertising slips book lists prepared by the Library on film subjects. These lists were distributed at the libraries and at the theaters.

The Library has a standing order for the "Reading with a Purpose" booklets issued by the American Library Association. Copies for circulation and for sale are placed in each of the libraries.

"Library Logic" was the most extensive piece of co-operative advertising. It was a miniature newspaper  $3\frac{1}{2} \times 4\frac{3}{4}$  inches published for libraries by Gaylord Brothers on the syndicate plan. It contained news of what libraries were doing throughout the country. It was issued monthly during 1924 and 1925 and widely distributed by leading libraries. This library circulated free among its patrons 3000 copies per month, a total of 65,250 copies at a cost of \$353.26.

A monthly bulletin is to be issued beginning in January next. It will contain news items and notices about the libraries and a partial list of new books that are being added.

### **Newspaper Publicity**

Acknowledgement and appreciation is due the newspapers of the city for the interest they have shown in the work of the library and for the service they have rendered to the public.

Mounted newspaper clippings about the library now fill four quarto volumes, three columns to the page, 808 pages.

This material includes news items and pictures of each branch through its entire history, its establishment, opening and operation, special articles, librarian's monthly and annual reports,



BRIGHTON BRANCH LIBRARY

A remodeled public school, described on page 31.

notices and appeals to the public, pictures of staff members and of trustees with notes about their library activities, cartoons about the Central Library and many lists of new books added and book notes. Practically every publication in the city is represented, but most extensively the following:

Abendpost  
Democrat and Chronicle  
Herald  
Journal  
Labor Herald

Post Express  
Rochester Commerce  
This Week in Rochester  
Times Union  
Union and Advertiser

### Staff

In December 1928 there were 72 full time employees, and 15 janitors and cleaners. In addition large use is made of high school and college students working part time. These number 83. Their combined services in hours equal approximately 40 working full time. The Sunday and holiday service consists with few exceptions of part time workers. Of the regular full time staff and those working practically full time, 47 are college graduates and

29 have attended one year or more of library school. Five of those on part time are also college graduates.

A staff directory of those on full time or practically full time is given on page 68. It is divided as follows: Administration 7; book order, cataloging and binding 25; work with children, schools and stations 6; Central Library 13; branches 37. In perusing the staff directory it should be remembered that at each of the branches there are from two to six part time helpers and twelve at Central.

From the beginning all appointments have been made in accordance with municipal civil service rules. At times these require considerable formality, but through the co-operation and courtesy of the local commission the eligible lists have been very satisfactory. From these the Librarian recommends and the Library Board elects assistants to a grade in the service and the Library makes assignments to duty. Through these methods the Library has secured a staff of excellent mettle and education, which is proving itself in a high type of service.

*Staff changes.* No effort is made to record all of the staff changes that have taken place since the last report was published. At Administration Headquarters Bernice E. Hodges, formerly Branch Assistant and later Secretary to the Librarian, has been made Assistant to the Librarian. During the past year the administration was further strengthened by the appointment of Harland A. Carpenter as Assistant to the Librarian. He was formerly in the Springfield, Massachusetts, Public Library and is a recent graduate of the Columbia University School of Library Service. He succeeded Louis T. Ibbotson, who became Librarian of the University of Maine.

In the Book Order and Catalog Department the resignation of Grace B. McCartney as Head was followed by the appointment of Ada J. White, formerly Catalog Assistant and then Branch Librarian. Adeline B. Zachert resigned as Head of the Children's and Extension Department to become Director of School Libraries of Pennsylvania. Her successor is Julia L. Sauer, formerly Branch Assistant, Branch Librarian and Librarian's Secretary. At Central, Marion D. Mosher, formerly Branch Librarian, has been made Librarian, succeeding Anna Colwell Cann, with Gladys Love as Reference Librarian, who was previously Catalog Assistant and then Business Branch Librarian. In the Book Order and Catalog Department there has been a large increase, which is explained under the heading "Preparation of Books".

*Scheme of Service.* A comparatively simple outline of graded personnel service has to date served fairly well. The scheme proposed by the A. L. A. has been considered. It is much more elaborate and on account of additional positions for which it provides would considerably increase the cost of administration.



ARNETT BRANCH LIBRARY

Built to rent to the Library. Described on page 32, requirements listed on page 82, floor plan on page 15.

A committee of the New York Library Association is at work on an adaptation of that scheme to New York conditions. It will be the aim of this library to adjust itself to that adaptation because some such plan will ultimately be required by the State when the present voluntary system of certification is made compulsory.

*Certification.* In 1923 the Regents of the University of the State of New York on recommendation of the New York State Library Association adopted a voluntary system of certification for the librarians of the state. Examinations for the various certificates are held at convenient points throughout the state.

There are three classes of librarians' professional certificates, based on general education, professional education, experience and character of positions held: 1) life certificate; 2) five year certificate Grade A, which may be renewed for life under certain conditions; 3) five year certificate Grade B. Library workers' certificates are issued for periods of one and three years and may also be renewed. Provision is made in the plan for advancement from lower to higher grades through further education, training and experience or through examination.

Members of the staff have certificates as follows: Professional certificate, life 2; A—life 3, A—five year 4; B—five year 15.

*Apprentice class.* In the last printed report mention is made of an apprentice class, which was discontinued for a number of years. Arrangements have been completed for resuming this work at the beginning of 1929. Admission to the class will be limited to persons under appointment. Fifteen members of the staff who have not attended a library school are enrolled. The course will last ten weeks and is designed to familiarize assistants with library methods and tools and with the spirit and ideals of the library service. In most respects, though not in all, it conforms to the requirements of a standard training class.

The following staff members entered the service as college graduates without library training, left the staff after a year or more of service to attend library school and then returned to the staff:

Margaret F. Barss  
H. Marjorie Burnett  
Carolyn M. Castle  
Lois E. Fisher  
Bernice E. Hodges

Dorothy A. Lobbett  
Julia L. Sauer  
A. Marjorie Taylor  
Florence R. Van Hoesen  
Ada J. White

Margaret O. Meier and Berenice E. Milner, Junior Assistants, are now at the Columbia University School of Library Service. Upon their return to the staff they will rank as Senior Assistants.

*Staff meetings.* Branch librarians and heads of departments meet every two weeks for the consideration of new books to be purchased. The Head of the Children's Department has a bi-weekly meeting with children's librarians to discuss books for children. Occasionally meetings are held of the entire full time staff. One year these took the form of monthly trips to various institutions and industrial plants, the purpose being a better acquaintance on the part of librarians with the city and the people whom they serve.

*Retirement system.* In January 1922 the City of Rochester by action of the Common Council and of the Board of Estimate and Apportionment adopted the State Retirement System. By special amendment to the original state law, library service is included in its provisions. Membership in the system was optional for employees in service June 30, 1922; for appointees subsequent to that date it is compulsory. At the close of 1928 the retirement system included seventy-one members of the library staff and nine members of the building force.



A salary deduction from every payroll varying from three to eight percent, based on age, sex and occupation, is forwarded to the State Comptroller. During the past year these deductions, for the library employees totaled \$5,642.10. Deductions of this kind together with substantial subsidies from the City, from



PORTLAND BRANCH LIBRARY

Rents the first floor of this building. See page 33.

other municipalities and from the State constitute the fund. Retirement is optional at age 60 and compulsory at 70. For an employee who has served 35 years, a retirement allowance of one half salary is possible. Provision is made for a disability allowance after 15 years of service. There are many other liberal provisions, such as the return of deposits, with interest, on the termination of service before the retirement age is reached. The system is pronounced actuarially sound by experts. It will have a wholesome influence on the stability of the staff and the efficiency of the service.

### Library Institutes

A one day institute of two sessions has been held in this district annually since 1912. Every year except one Rochester has been host to librarians and trustees from fifteen to twenty-five neighboring towns and villages. In recent years the Public Library has assumed entire responsibility and made all arrangements for the institutes.

In so doing the Library not only renders a service to rural libraries but also gives professional stimulus to members of its

own staff and others in the city. For this reason programs have aimed to appeal to both large and small libraries. To arrange and carry them through has been made comparatively easy by the state department through its very practical and carefully prepared outlines, so full of suggestive and illustrative material and references. Frequently meetings have been held in branches newly opened, giving visitors opportunity to see their arrangement and equipment.

Various staff members have also conducted and assisted in the conduct of institutes in other cities. This has been done in co-operation with the State and in support of the committee of the New York Library Association having charge of the series of about thirty annual institutes throughout the state.

### **Branch Quarters**

A list of the buildings occupied by the libraries is given on page 71. Seven new libraries have been opened since 1919. Of these, three are in rented quarters, three are in old remodeled buildings and one is in a new building erected by the city. One has been moved from rented to permanent quarters. Another is being moved from old rented quarters, which it has occupied fourteen years, to new rented quarters, where it will be operated about a year while a new permanent building is being erected.

In these developments two tendencies are conspicuous, renting and remodeling. Space permits only a summary of results of the renting policy, which applies to five branches and to Central. Advantages are: 1) It permits the establishment of a library without large initial outlay of capital, making expansion and increase of service easier to obtain; 2) It permits experimenting with regard to the best location and type of building in a given section; 3) It is economical in a period of low rentals and in places where service of a temporary or limited character is to be rendered.

In the case of four of the branches in rented quarters the builder consulted with the Library and leases were signed in advance of construction. In this way the requirements of the Library, outlined on page 82, were met so far as possible within the limitations of the ordinary city lot, the use to be made of other parts of the building, such as apartments above, and convertibility for commercial purposes after it was vacated by the Library. The results of this method are much better than the ordinary rented quarters.

A second factor in these results and the chief one in producing attractiveness is the interior equipment. Shelving, desks, tables,



chairs, cabinets, etc. in all recent buildings are first class so far as attainable under the existing competitive system of bidding and letting contracts. Shelving is built in six or three foot units, which can be taken down and moved with the least labor, damage and expense.



LAKE AVENUE BRANCH LIBRARY

In its remodeled and temporary home. With the new bridge across the Genesee River will come a permanent building for this library. The story is on page 34.

Disadvantages are: 1) Rented buildings generally have no architectural beauty and therefore fail in the educational possibilities of such a building; 2) It is difficult to provide for extension and growth; 3) The fact that they are temporary tends to temporizing in their operation; 4) Tenants on floors above are a source of disturbance and danger and the traditional relations of landlord and tenant are present or in prospect in all their unpleasant ramifications.

With increase in rent to double its former rate, the economical feature of the policy has changed completely. Meanwhile the price of real estate has risen so that suitable sites for permanent buildings can be secured only at double and treble their former cost. Renting for libraries as for the newly wed has advantages as a temporary expedient but not as a continuous policy.

Six of the branch libraries are in old buildings that have been remodeled. Among their antecedents are one reformatory, two hotels including saloons which persisted after the hotels closed, one fire house, one public school, one tobacco factory, and one telephone exchange. Three of these are temporary expedients

which will be abandoned as soon as new permanent buildings can be secured.

The advantage of this method, as in renting, is that it makes possible the opening of a branch at a smaller initial cost than that required by a new building. And that is about the only advan-



SOUTH AVENUE BRANCH LIBRARY

Interior view is on page 31, description of the building on page 35, figures of cost on page 83.

tage. It is generally conceded that the remodeling which has been done is quite successful in that the quarters thus obtained are attractive on the interior and make possible a service which, however limited it may be, is highly appreciated. Possibly it has been too successful in so far as it has fostered the impression that when a building has outlived its usefulness for other purposes it can properly be converted into a library.

Remodeling is a time-honored practice, but it leaves much to be desired. Results, tho good, are not the best, not so good as they might be and ought to be in appearance and in features which are necessary for adequate service. The motley collection of structures which house the Rochester libraries is demonstrating as never before that expensive buildings are not essential to good library service. On the other hand they all fail in the presence of that supreme opportunity which a library presents for beautiful architecture, expressive of what is noblest and best in the life of the community. Evidence is steadily accumulating that in some cases these temporary expedients of renting and remodeling will eventually be more expensive as well as less satisfactory than first class buildings.

### Lincoln Branch

The Lincoln Branch for ten years occupied the rented quarters described and illustrated in the "Seven Year Survey" published in 1920. At the expiration of the lease the owner proposed to double the rent. That led to a search for new quarters which



SOUTH AVENUE BRANCH LIBRARY

Exterior view is on page 30.

would also have greater capacity for books and readers. An old two story brick building became available at the corner of Joseph and Clifford Avenues. It was formerly a hotel with bar (still in operation at the time of purchase). It was bought for \$33,500, remodeled at a cost of \$33,315.22 and opened July 1, 1925.

The first floor, approximately 4100 square feet, is occupied chiefly by the adult reading room and a children's room, which is a new one story addition. On the second floor of the old part of the building is a staff room, an assembly room and janitor's living apartments. The latter were provided not as a matter of general policy but because that seemed to be the best way in this case to utilize a part of the second floor space. There is a basement under the old part of the building, which is used mainly for book storage and a low pressure steam heating plant.

### Brighton Branch

The Brighton Branch at 25 Winton Road North was opened January 2, 1923. This is in the old Number One public school building which was erected before that section came into the

city, and abandoned when the school moved into a new building. It is 44 by 54 feet, well built of brick, two stories and basement. The library proper was located on the first floor, where the partition was removed, making one splendid reading room out of two class rooms. One half of the room was assigned to adults, the other half to children, separated only by shelving four feet high.

No alterations were made in the staff room and two class rooms on the second floor. Sliding doors there made it possible to throw the two class rooms into one for large community meetings. The Board of Estimate and Apportionment made a special appropriation of \$5,000.00 for alterations. This amount was supplemented from the regular library appropriation to meet the total cost of \$7,901.87. This is now one of our most substantial branch buildings. Though very old, it is well preserved and in its altered condition very attractive on the inside. In 1927 the children's quarters were moved to the south class room on the second floor. This gives more room for both adults and children.

### **Arnett Branch**

The Arnett Branch is a one story brick building built for the purpose of renting to the Library. Outside dimensions are 102 feet long and 43 feet wide. The latter abutting on the sidewalk. Entrance is on the long side, exactly in the center, to which a passage leads from the street.

The interior plan, shown on page 15, is typical of the arrangement which experience has proven to be most satisfactory in a room of these dimensions. It comes nearest to meeting all the requirements for a branch library as outlined on page 82. It is one large open room except for a staff room and a small work room in the rear corner farthest from the entrance.

The front half of the room, the one next to the street, is for adults, the rear part for children. Between the two departments is the delivery desk; and on either side of it low shelving surmounted by plate glass three feet high. This provides for openness and unity of appearance and completeness of supervision.

The library has thirteen windows on each side, four on the rear end and the entire front end consists of four large plate glass windows flush with the sidewalk. It is therefore well lighted and the front end is a good illustration of the splendid advertising arrangement afforded by this plan. It not only displays books and magazines to the passerby but also permits a view at close

range of the whole library in operation, which is one of the strongest methods of appeal.

A five year lease with renewal privilege at the same rate for another five years was made with the owner of the building before its erection. The estimated cost of the building and ground was



PARK AVENUE BRANCH LIBRARY

A remodeled telephone exchange, described on page 36.

\$30,000. The yearly rental was therefore fixed at \$3000, or ten per cent gross on the investment. As there is no second floor, there are no annoyances from that direction. The major portion of the basement is, however, reserved for the use of the owner, who conducts a market adjoining. One part is used for storage purposes and the other part for social gatherings, which occasionally disturb the quiet of the library.

A feature at the opening of this branch was a public reception and dance before the books and shelving had been installed. Invitations were sent out to people within a half mile radius of the branch and they came by the thousands. The room was crowded and an equally large number looked thru the big plate glass windows at the dancers on the inside, while the Park Band played and the owners of the building served refreshments.

The opening of this branch made a decided reduction in the circulation of its nearest neighbor, the Genesee Branch, which is about three quarters of a mile distant. As both of these branches are in rented quarters, their location should be readjusted when they go into permanent buildings.

Since its opening the Arnett Branch has grown steadily in popularity. Last year it led all the libraries with a total circulation of 193,350 volumes.

### **Portland Branch**

The Portland Branch is also in a building erected for the purpose of renting the first floor to the Library at \$3000 a year under a five year lease. It is a two story brick building with apartments on the second floor. It is on a lot of irregular outline, which gives a frontage of 55 feet on the leading street. This entire frontage is flush with the sidewalk and consists of four very large plate glass windows. The other end of the building abuts upon a minor street, but no outlook on it is provided from the children's room. As in three other rented buildings which are not on corner lots, a passage leads from the street to the entrance near the center of the long side.

No requests had been received from residents for a branch in that vicinity and no special interest in it had been manifested. And yet when it was opened October 1, 1924 without any public exercises, 15,261 volumes were issued in one month, the largest first month circulation on record. This record is an indication of the correct location of the branch and the readiness of the people in that neighborhood to avail themselves of library opportunities.

### **Lake Avenue Branch**

After a long search and careful consideration it was decided to remodel the old Ridge Hotel on Lake Avenue at the corner of Maplewood Terrace. This is a two story brick building with an extension of wood at the rear. The building and grounds were included in the property which the city acquired for the westerly approach to the proposed Ridge Road bridge over the Genesee River. When the bridge is completed the building will have to be removed.

By taking out all partitions on the first floor, throwing nine small rooms into one, and re-arranging the main entrance, it has been converted into a most attractive branch library. The only use made of the second floor is of two small rooms for staff purposes. These alterations were made as cheaply as respectability would permit and without the aid of an architect. The cost of mason and carpenter work was \$6,096.16, plumbing \$347.75, heating and lighting \$1,067.59, total \$7,511.50. The interior equipment, however, is first class and movable so that it can be



transferred to a new building when that becomes necessary. The old building will probably serve its new purpose at least five years.

The exterior also was altered and the grounds regraded, so that the changes overcame to some extent the odium which of late years attached to the place. The most conspicuous evidences



PARK AVENUE BRANCH LIBRARY  
Children's Room

of changed conditions are the bright lights at night showing the attractive equipment and the beautiful new books. The library was opened May 4, 1926 and at once sprang into popularity, which has been well sustained. This is the second building of this kind which the library has converted from disrepute to honorable distinction. The people of the neighborhood have reason for their satisfaction with the change in appearance, use and influence.

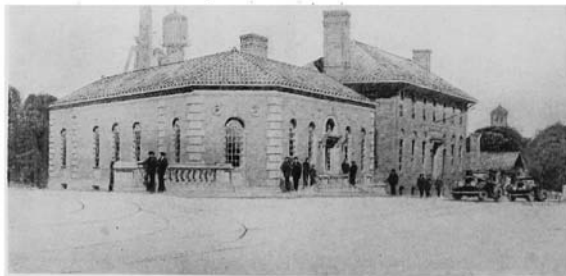
### South Avenue Branch

The first building erected by the City of Rochester for library purposes was opened June 1, 1927 at 715 South Avenue. It is one story, plaster stucco on the outside and insulite on the inside, both walls and ceiling. It is 43 feet wide and an average of 112 feet long.

The front end of the building is flush with the sidewalk and consists of five plate glass windows six feet wide and seven feet high. An additional window of the same size extends back on each side from the corners. It covers the entire lot except for

ten feet at the rear end, a three foot passage on one side and a six foot passage on the other side leading from the street back to the entrance at the center of the building.

It has 4400 square feet of floor space, which is mostly in one open room. Division between the children's and adult wings



MONROE BRANCH LIBRARY

Drawing of proposed new building by the architects Bohacket and Brew. It is designed to harmonize with the Y.M.C.A. branch building near it on the right.

consist of shelving four feet high and three feet of glass above. All shelving is placed around the walls and low partitions, and has a present capacity of 16,000 volumes.

The cost is: lot \$10,440.00; building, including architect fees, \$24,638.34; building equipment, linoleum, screens, etc. \$1,628.20; interior equipment, furniture, etc. \$7,521.30; total \$44,227.84. Detailed figures are given on page 83.

The cost of lot and building was \$35,078.34. Interest on this amount at 4% is \$1,403.13 as compared with \$2,800.00 to \$4,000.00, which the city is paying for rent in other branches. This building is the largest, best lighted and best arranged of all the branches.

### Park Avenue Branch

The most recent and the most successful piece of remodeling is the old telephone exchange on the southeast corner of Park Avenue and South Goodman Street. It is a two story brick building having a frontage of 69 feet on Park Avenue and 34



feet on South Goodman Street. The corresponding side and end are several feet longer, making it slightly irregular in shape.

It is exceedingly well built after the fashion of thirty years ago. The walls eighteen inches thick with an air cushion in the center are in perfect condition. Structural changes were made in the entrance, the stairs and minor rooms and additional windows.

Entrance is on a level with and direct from the sidewalk near the center of the long side. From the vestibule three steps down to the right lead to the Children's Room, staff and boiler rooms. Two short flights to the left lead to the Adult Room on the second floor. On the side of the vestibule opposite the entrance is a fine large show window effectively lighted by electricity. Attention upon entrance is thus focused on the exhibit rather than on the absence of a vista, which is such an important feature of good planning. The public rooms have 3384 square feet and the shelf capacity is 16,764 volumes.

This is the third remodeled building in which two floors are used. In the other two the children are on the second floor. The exterior architecture of this one is the best of all the buildings.

The chief items of cost are as follows:

Building and lot . . . . .		\$23,175.00
Alterations		
Mason work . . . . .	\$ 1,868.72	
Carpenter work and painting . . . . .	4,338.67	
Plumbing . . . . .	944.53	
Wiring and fixtures . . . . .	733.51	
Heating (new plant) . . . . .	2,161.75	
Architects' services . . . . .	734.94	10,782.12
Linoleum . . . . .	1,034.88	
Window Screens . . . . .	452.00	1,486.88
Equipment		
Shelving and two delivery desks . . . . .	3,632.00	
Tables \$380.89, chairs \$601.75 . . . . .	982.64	
Other furniture . . . . .	1,541.47	6,156.11
Books		
Adult (3962 volumes) . . . . .	6,518.55	
Juvenile (2905 volumes) . . . . .	4,778.73	
Magazines (104) . . . . .	234.77	11,541.05
Grand total . . . . .		<u>\$53,141.16</u>

This branch is in a densely populated section, including numerous large apartment houses. Although a comparatively small unit, it is quite busy. Its circulation has averaged 10,452 volumes per month since its opening June 1, 1928. This will probably increase decidedly when the Monroe Branch, now only about a half mile distant is moved farther away.

### **Monroe Branch**

This, the third branch, was opened September 12, 1914 in two rented stores at 269 Monroe Avenue. It has been twice enlarged by the renting of an additional room, making four store rooms in use. The quarters are the least satisfactory and the recent rent of \$4,000.00 yearly the highest of all the branches. And yet during most of its history this branch has held the banner for circulation, the highest being 181,838 in one year. In fourteen years and three months it issued 2,302,193 volumes.

The building has now been sold to make way for a large department store. Plans have been made for moving the branch next month to other rented quarters farther out at 644 Monroe Avenue. There it will be operated for about a year while a permanent building is being erected at the Subway bridge. Plans are nearing completion for such a building and equipment at an estimated cost of \$100,000.00.

### **Sites for Other Branches**

A southeast corner consisting of two lots with a combined frontage of 100 feet on Culver Road and 140 feet on McKinley Street was bought in 1924 for \$7,600.00. The plan is to build on this site in 1929.

A southwest corner lot of 60 feet on Hudson Avenue and 110 feet on Norton Street was purchased for \$11,330.00 in 1927. This is diagonally across the street from the new Northeast High School building now under construction.

Another site has been reserved for a branch building in the tract on North Street between Andrews Street and University Avenue. This is in a densely populated area where a branch would be of large service. Adjacent is the site for the building of the Jewish Y. M. C. A. The central Y. M. C. A. is only one block away and the Y. W. C. A. several blocks distant.

A site should be secured for a new branch in the neighborhood of North Goodman Street and Clifford Avenue. Sites for permanent buildings are needed for the following branches now in rented quarters: Arnett Branch, Genesee Branch, Goodman Branch, Portland Branch. The latter two should be near their present locations. The Arnett and Genesee branches should be moved a considerable distance. The Charlotte Branch should also be moved to a more strategic location.

### The Central Library

In the development of its library system Rochester reversed the usual order and began with branch libraries. The opening of each additional branch however emphasized the impossibility of the branch system to give adequate service. Branches are meant



CHILDREN'S AND EXTENSION DEPARTMENT  
AT  
ADMINISTRATION HEADQUARTERS

to be a supplement to and not a substitute for a central library. Attention was called to "this delayed public necessity" so often that the repetition seemed like a chronic complaint.

Finally the opportunity came and the Central Library was opened June 15, 1926. Its location is unique and strategic. It is easily accessible on account of its nearness to the great thoroughfares of the city, Main Street, South Avenue and Exchange Street, being between Broad and Court Streets and only four minutes walk from the official and business center popularly called the "Four Corners".

It is on the ground floor of a building which is one of the city's landmarks, the old Kimball Tobacco Factory, and later the Cluett-Peabody Collar Factory. This building was bought by Mr. George Eastman and is at present leased to the City for office purposes, being known as the City Hall Annex.

The Library was assigned a space 40 by 200 feet on the east side, overlooking the river and affording a remarkable view of the heart of the City and the rushing waters of the Genesee. The

interior, like the exterior, is of factory type of construction and no effort has been made to conceal that fact. Nevertheless it has shown itself surprisingly well adapted to library use.

At its opening the book collection consisted of 1) those books which were in the former Business Branch, as a nucleus; 2) transfers of certain books from the other branches, those titles which were represented in only one or a few of the branches; 3) a selection of the best from the many books and the magazines donated to the library since its organization and kept in storage with this end in view; 4) new purchases; total 30,062 volumes.

A threefold service was put into operation: 1) an Open Shelf Room similar in plan and content to that at the branches but larger; 2) a Reference Room which is an expansion of the service begun in the Business Branch, with the same fullness on general subjects as was formerly given only to business questions; 3) a Periodical Room which contains 751 magazines, four times as many as the average branch.

These three features of the service are separated from one another only by low shelving, thus retaining all the advantages of appearance, light, heat, ventilation, supervision etc. which are secured in one large open room. Although of factory type, it has a charm all its own.

A high and dry basement with a good cement floor extends under the entire library space. By arranging shelving in close book stack order this room will have a capacity of 150,000 volumes.

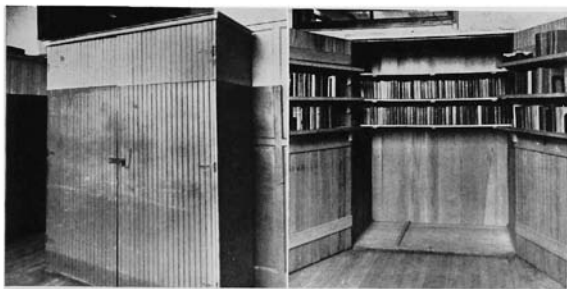
The opening of the Central Library is the outstanding event of recent years. Its growth has been remarkable. The addition of 10,257 volumes last year makes the book collection there now 52,621 volumes. The circulation increased 38% over the year before, with a corresponding demand on the reference books. The Open Shelf Room, the Reference Room and the Periodical Room are frequently taxed to the utmost on account of their limited space and increasing popularity. At the same time they are not in any way taking the place of the branch service or detracting from it, but are making it larger and stronger with a greater number and variety of books and magazines and with a fuller equipment for extensive and convenient study.

### **Central Library Site**

On June 13, 1923 the Library Board requested the Common Council to reserve the space between Broad and Court streets and South Avenue and the river as the site for the new Central Library. Nine months later, April 1, 1924, after strong popular

agitation the Council took favorable action. But nine months is a short time when it appears that Providence had reserved that site for this purpose for a hundred years.

It is an ample site, near the center of the city, near the chief transfer points of transportation, with wide, open spaces on all



Closed

A FOLDING BOOKCASE

Open

Devised and built by one of the numerous deposit stations, that of the Taylor Instrument Company. Described in *Library Journal* 46:307.

four sides, affording abundance of light and air and offering splendid architectural possibilities. This river site is one of the features of the proposed Civic Center plan, which is now under consideration by the City. A great building there will be a powerful means of bringing the library to the attention of the people and projecting it into their daily thought.

### Appeal for Memorials

In November 1926 an appeal was addressed to persons whom it is hoped to interest in the establishment of memorials in the form of branch libraries or gifts of money for books. It was a printed letter over the name of the Mayor of the City and the signature of the President of the Board of Trustees. It stated the present extent of the public library system and referred to the need of suitable branch buildings saying, "There is at present a crying need for such buildings and a notable opportunity for the erection of memorial branch libraries by citizens who may desire to memorialize individuals or families and thereby also add distinctive enrichment to our city in its cultural life".



An appeal was made "also for money gifts, donations and bequests to be devoted entirely to the purchase of books". "Aid with gifts in your lifetime. Revise your will now, making a bequest for the purchase of books. Urge this upon your friends . . . Many people generously make bequests in their will to hospitals, asylums, educational and other institutions. In your will include also your city public library."

Accompanying the letter was a pictorial sheet representing some of the Rochester libraries; also several typical buildings in other cities, such as would make suitable memorials. It was mailed to a select list of over two thousand Rochester residents.

### The Rundell Bequest

Mr. Morton W. Rundell, a citizen of Rochester, died November 5, 1911, making the City of Rochester the residuary legatee of his estate. Following is an extract from his will:

"Having long been interested in works of art and wishing to provide a memorial that shall be a pleasure and of use to all of the people of the city of Rochester, where I have so long made my home, I hereby give, devise and bequeath all of the rest, residue, and remainder of my property, both real and personal and wherever situate, to the city of Rochester, to be used either alone or in connection with other funds in erecting, equipping and maintaining a structure to be known as 'The Rundell Memorial Building' for the purpose of a library and fine arts building for the use of all of the people of Rochester.

"And I hereby consent that said city unite the above bequest and devise with one or more similar bequests, foundations or organizations for the purpose above specified, but this consent is given only upon condition that any such building, the result of such uniting, shall be forever known and designated in whole or in part by the name 'Rundell'."

Proceedings to recover a large portion of the estate were in the courts for many years. On December 3, 1919 the city came into possession of \$360,222.70. To December 31, 1928 this amount had increased through interest accumulations to \$496,150.91. This amount was largely increased during the past year from the sales of securities which were held by the executor in trust for the benefit of Mr. Rundell's sister until her death July 18, 1928. These securities increased extensively in market value after Mr. Rundell's death. Annual balances from the income of the trust fund and interest have also been accumulating with the executor, so that the securities and the accumulations reached

the total of \$369,618.66, which was paid to the City December 31, 1928. This added to the amount already in possession of the City made the total residue of the estate \$865,769.57.

Recently court action was begun against the City to recover this residue for the heirs on the ground that the city had failed to



TWO SUB-BRANCHES IN RENTED QUARTERS AT  
760 Jay Street

753 Hudson Avenue

use it as stipulated in the will. The City however was not able to proceed with the erection of a building so long as the bequest was incomplete. This condition no longer exists since the last payment has been made to the City. The intention is to unite this bequest, as provided in the will, with an amount necessary to be raised by the City for a central library building.

### Book Selection

The effort to adjust a limited book fund to an almost unlimited book production and to make that fund go as far as possible toward supplying the book needs of a community is one of the chief problems in library administration. The Library's efforts are summed up in the motto, "The best reading for the largest number at the least cost".

In the branches practically all books are on open shelves. The policy is to place there only books to which free public access can be invited and urged without danger of giving offense. There are enough books for the open shelves about which there is no serious controversy. All other books are placed in the stack room at Central and are delivered to readers only on special request. The Central Library contains a copy of every book in the branches and also of those many titles which are not in sufficient demand or are too expensive to warrant duplica-



tion in the branches, such as bound periodicals, costly reference books and complete sets of standard authors.

In the branches are placed books which everyone wishes to read, live, up-to-date, serviceable books. They are not the newest nor the oldest, nor even those of the greatest intrinsic merit, but the best books, best from the standpoint of service to the community, and that service must be measured by actual use.

It is a rule that a book must work or go into retirement. When a new branch is to be started all the books in an existing branch are checked to see whether they have been busy or idle. Only those books go into the new branch which have demonstrated their value to the community by their activity. In such a popularity contest some great books may fall behind, but there is no profit in having a great book on the shelf, if it is never read.

Carrying out this policy of book selection is a continuous process calling for much detail work and constant study and labor and watchfulness. The book council, in addition to department heads, consists chiefly of branch librarians, who are in daily touch with readers and their needs. The public also is invited to recommend books for purchase. Full information regarding books is sought before they are bought. Every work of fiction is read and a report on it is written and filed for reference before it is put into circulation.

These are some of the methods followed in the effort to spend the book fund wisely and to provide for all ages, tastes and occupations through keeping the branch collections responsive to popular needs and building up at Central a collection that has the balance and completeness necessary for adequate service.

### **Book Purchases**

It is the policy of the Library to buy books where they can be secured to best advantage. Most of them are bought in Rochester at discounts usually allowed to public libraries from trade list prices. It has been found economical to purchase some books in a special resewed binding or in a special finish, because they do not require re-binding so soon, or possibly not at all, whereas the ordinary cheap binding fails after about a dozen circulations.

The list of current periodicals received at each of the libraries is revised once a year. Bids are received on the list as a whole. The order has with very few exceptions been placed with a local book firm, which deals with an established agency. Familiarity with local conditions and personal contact with the libraries as

well as with the agency places such a firm in a position of advantage for securing prompt service to the libraries.

It has been observed that the money actually spent for books from year to year constitutes a comparatively small part of a library's appropriation. The booklet "Reasonable Budgets"



"Book Hunger knows no season. In cold of winter as in heat of summer the Playground Library No. 7 School is well patronized."

published by the American Library Association suggests 22% of the total annual maintenance expense for the book account. That includes books, periodicals and binding.

The table on page 81 shows that here a larger portion of the total annual maintenance expense has gone into books, namely 26.8%. In that calculation the equipment, including books, for new branches before they were opened (columns 7 and 8) is omitted. If those columns on equipment for new branches are included in the calculation, it shows that of the total amount expended by the Library 29.6% was spent for the book account over a period of seventeen years.

### Periodicals Received

Periodicals subscribed for and received currently at the branches for the year 1928 varied in number from 88 titles in one branch to 107 in another and in yearly cost from \$217.19 to \$292.19. At Central 527 titles costing \$1,831.48 plus 224 gifts made a total of 751 titles. Of the popular magazines 107 titles were duplicated in the libraries for circulation, as many as five copies being received of one title.

The total number of periodicals received was 1071 titles, 2422 copies. Of the copies, 504 were gifts and 1918 were subscriptions costing \$5,063.87.

Very few magazines are bound at the branches on account of cost and lack of shelf room, although back files for several



HOSPITAL LIBRARY SERVICE

years are kept for reference. At Central back files are kept of all which have worth while reference value and the binding of 150 titles is in progress. Of these 123 are indexed in the standard periodical indexes.

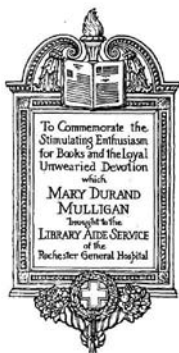
### Gifts

The "Democrat and Chronicle" shortly after its purchase of the "Rochester Herald" presented a full set of the daily and Sunday "Herald" to the Public Library. This consists of 146 volumes well bound and in excellent condition, covering the years 1879 to 1926. Special shelving has been built to protect this valuable gift and facilitate its reference use in the Central Library.

Numerous other gifts of books, pamphlets and magazines have been received, of which grateful appreciation is recorded.

Many donations are in the form of sets of magazines, either complete or partial, for which there is no room and no demand in the branches. For fourteen years these were put in order as they were received, no matter how broken or incomplete, and kept in storage at Edgerton Park, pending the opening of a Central Library. When that library was opened these accumulations were carefully scanned for material that would be of prob-

able use in the central collection. This resulted in the selection of 468 titles of periodicals, such as are listed in the usual indexes, some of them practically complete sets of standard magazines, a total of 7100 volumes. Of books thus donated and stored, 5963



MARY DURAND MULLIGAN

The Rochester Public Library has maintained a deposit station at the General Hospital since 1914. In 1921 "The Library Aide Service," an excellent corps of volunteers workers, was organized. Under the leadership of Mrs. Mulligan, this service made the station a vigorous force in the work of the hospital and gradually built up a permanent hospital library of 1850 volumes. As a memorial to her the hospital directors have adopted the book plate here reproduced. "The Library Aide Service" continues to be a fine illustration of co-operative and effective support on the part of leading women of the city.

volumes were selected and placed in Central. In this way friends of the Library helped over a long period of years to build up the collection which is now proving its worth by its popularity.

### Preparation of Books

In 1918 the work of selecting, ordering, receiving and accessioning books, which had been in charge of a special assistant under direction of the library office, was combined with that of cataloging and placed under a single head, that of the Book Order and Catalog Department, which also has charge of binding. The result has been a more consistent routing of books throughout the preparatory process from the time of their selection to their placement on the shelves ready for use. Other results are less

delay in certain stages of the process and the elimination of friction, well known where order and catalog departments are separate.

The kinds of catalogs adopted and the methods employed in making them are described in the first and third annual reports.



A VIEW IN THE REFERENCE ROOM AT  
THE CENTRAL LIBRARY

For branches, where the book collections are comparatively small, of a popular character and on open shelves, there have been constant efforts to simplify and shorten the standard methods of cataloging in the interest of economy of preparation and ease of use. An illustration is the omission of Cutter numbers on all books except individual biography.

The opening of the Central Library called for methods suited to a much larger collection of books of a more comprehensive and complicated character for a more thorough and critical type of user. E.g. it called for not only a system of author numbers but also for a greater degree of minuteness in affixing classification numbers, in entering book titles on cards and in assigning subject headings.

A considerable enlargement of personnel, of floor space and of equipment in the Book Order and Catalog Department was thus necessitated by 1) the greater detail in method required for Central; 2) the annual addition of more new books bought; 3) the presence of a large number of old but worth while books which had been accumulated during fourteen years and stored pending the opening of a Central Library. Thus the number of employees

as well as the capacity of the department has been more than doubled in the last two years.

An economy was effected by abandoning the accession book and substituting the book dealers' bills, which are submitted on standard sheets provided by the Library. These are then bound for permanent record. Time and labor in rebinding are saved by removing the book pockets from fiction and filing them as a record of books at the bindery. When the books are returned from the bindery the pockets are reinserted. The marking of books by perforation became so extensive that an electric perforating machine has been installed.

Following are a few statistics for the year 1928 that suggest some of the activities of the department:

1. Books bought in 1928, 42,227 volumes.
2. Total cost \$75,922.78.
3. Average cost per volume \$1.79.
4. Additions (cataloged) to Central 14,024 volumes.
5. Average addition for the year to each branch 2,038 volumes.
6. New titles added to Central and branches 8,830.
7. Books worn out, discarded, lost 18,990 volumes.
8. Books bound 592, average cost per volume \$1.02.
9. Books rebound 25,686, average cost per volume 58 cents.
10. Library of Congress printed catalog cards bought 88,631.
11. Cost of Library of Congress cards \$1,750.54.
12. Cards added to all catalogs 168,925, making a total of 914,412 (estimated) cards in all catalogs and shelf lists.

### **Theft of Books**

The most distressing feature of public library service is the theft of books from the open shelves. All of the branches and much of Central have what are known as open shelves, to which patrons have free access. Careful arrangements have been made to provide for complete supervision and entrances and exits are all close to the delivery desk. In spite of all these precautions the number of books stolen annually is so large as to cast serious reflections on the open shelf plan.

A complete inventory is taken every year. According to it the losses established for 1928 vary from 15 volumes in the branch with the lowest and best record to 240 in the highest for 1928. The total for all branches and centers is 1528. For the last ten



years the sad total is 15,056 volumes, the equivalent of one large branch.

The problem is serious. Nevertheless there were only 1.155 volumes lost for every 1000 volumes circulated. Viewed from this angle the losses are not so serious, which is the comforting view to which the Trustees are inclined.

In a desparate effort to check these losses the practice was begun in 1926 of stamping the name "Rochester Public Library" on the three edges of every book, top and bottom and front. The appearance which this gives to the book is not pleasing but it undoubtedly has a wholesome effect in addition to its advertising value. As a result the ratio of loss in certain branches was reduced in two years from 1.3 volumes to .9 of a volume per 1000 circulated, a decrease of 31%.

### Registration of Borrowers

At first the free use of the Library was limited to those residing within the city limits. But resulting complications, coupled with the preference of the Trustees in favor of a generous attitude, caused the early abandonment of all restrictions regarding residence. Books are issued free to all who give satisfactory evidence that they are trustworthy and agree to observe the regulations.

The aim is to make the drawing of books as simple and easy as is consistent with good business methods. Applicants are required to give as reference the names of two persons whose names appear in the telephone or the city directory. Identification cards are issued for a period of three years.

The following record shows how the number of registered borrowers has grown until now it includes 24.74% of the estimated population. For the last five years the division is made between adults and children.

Year	Borrowers	Year	Borrowers
1912	2,300	1918	40,037
1913	7,000	1919	44,293
1914	14,254	1920	40,617
1915	25,633	1921	43,984
1916	34,090	1922	46,260
1917	37,391	1923	51,050
Year	Adults	Children	Totals
1924	37,513	18,714	56,227
1925	40,292	20,863	61,155
1926	43,756	21,779	65,535
1927	48,607	23,082	71,689
1928	54,654	25,058	79,712



Children constitute about one third of the above number of registered borrowers. The figures, however, are for Central and branches only. They do not include users of the sub-branches (4,119), stations, grade libraries (24,732 pupils in grades 3 to 8) and playground libraries. Many borrowers in these four groups



A SECTION OF THE STACK ROOM IN THE CENTRAL LIBRARY

of agencies also use the branches. In order to avoid possible duplication, borrowers in these four groups are not included in the total of 79,712, which make up the 24.74% of the estimated population. This percentage would undoubtedly be much greater, if it included all who are actually served by the Library. The extent of that service is indicated by the fact that of the total circulation recorded on page 75, 23% was through these four groups of agencies. In addition many persons not registered consult the libraries, especially Central, for reference use of books in the buildings.

As each branch library was opened it received a block of numbers, registered its own borrowers, issued reader cards and kept its own records. Then as now, a card once issued was good at any branch unless its owner had become delinquent. Notice of such delinquency was sent to every branch. Under that system a growing list of delinquents, duplicated at each branch, became more and more unwieldy.

When the Central Library was opened in 1926 all of the branch files were combined into one union file at Central, where all applications are now received from the branches and reader cards are sent back to the branches. Meanwhile books are is-

sued for immediate use at the branch temporarily without reader cards.

This system centers all registration records at one point, preventing duplication of cards and making a separate file of delinquents unnecessary. A delinquent now is promptly reported to Central, where his card is marked until the record is cleared. Each branch keeps a book numerical file of its patrons.

### Circulation

Issuing books for home use is one of the chief purposes of the libraries. The growth of this major work from year to year as shown by the table below is impressive. This growth is due mainly to an increase in the number of agencies, especially in the number of branches. As each important book collection grows and becomes more widely and thoroughly known the number of readers grows, causing a given agency itself to show increased use. There have been numerous recessions in individual agencies and occasionally a slight falling off in a whole group of agencies. But the total issue shows an increase every year without exception.

Year	Adult	Juvenile	Total volumes circulated
1912	8,833	54,209	63,042
1913	84,860	188,893	273,753
1914	169,101	235,169	404,270
1915	324,707	309,104	633,811
1916	371,528	370,390	741,918
1917	445,422	429,318	874,740
1918	548,632	434,139	982,771
1919	598,745	486,437	1,085,182
1920	637,961	494,220	1,132,181
1921	700,474	527,778	1,228,252
1922	692,297	540,598	1,232,895
1923	733,864	576,395	1,310,259
1924	856,519	628,949	1,485,468
1925	918,969	691,128	1,610,097
1926	992,536	728,045	1,720,581
1927	1,227,686	829,825	2,057,511
1928	1,477,998	919,602	2,397,600
Totals	10,790,132	8,444,199	19,234,331

The agencies from which books were issued in 1928 were one central, 12 branches, 9 sub-branches, 72 deposit stations, 690 graded class room collections in public schools and 9 playgrounds. The circulation is divided by agencies on page 75 and illustrated by the chart on page 74.

The number of books issued per week day last year at Central varied from 280 to 866, average 503. At the nine large branches which were open all year it varied from 201 to 956, average 468.



MERCURY

A familiar figure in the Rochester sky line, atop the chimney of the building which houses the Central Library. The name and the figure have been appropriated for the title page of the new library bulletin as suggesting the nature of the library service.

The kind of books which are being read is shown on page 77. The more popular classes are fiction, literature, and geography and travel. The percentage of adult non-fiction at Central is 46; at the branches it varies from 25 to 33. Of juvenile circulation it is 50 percent in branches, there being no children's books at Central. This includes fairy tales under Sociology, as is customary in the Decimal classification. Including them in fiction, reduces the juvenile non-fiction percentage to approximately 36.

*Reading with a purpose.* With the development of the Central Library has come a large increase of serious reading and systematic study. To meet this need a reader's advisory service has been established to help in planning courses for those who wish to read in accordance with a definite plan. It makes large use of the excellent outlines published by the American Library Association and co-operates with the various agencies in the city for popular education.

*Circulating books by mail.* Lower postal rates on library books make it possible under section 444½ of the postal laws for a public library to mail a book to a reader for three or four cents and for the reader to return it in the same way. The rate is three cents for the first pound or fraction thereof and one cent for each additional pound or fraction to any point within the third zone or within the state.

Librarians have worked and waited many years for such a law. It is intended primarily for rural districts, but it also has far-reaching possibilities for large cities. A borrower may now write or telephone the library for a book and have it delivered and returned by mail at a possible saving of time and carfare.

The Library has liberal vacation privileges, which provide for taking books out of the city during the vacation season. This new law will enable patrons to keep in close touch with their library and exchange their books as easily as if they were in the city.

### Sunday and Holiday Opening

All of the libraries are open to adults for reading and reference and circulation every Sunday and nine legal holidays. This service has continued in favor since its beginning in 1915. It is patronized largely by regular patrons who have more leisure on those days and by some who can come only on those days. The following record of its growth and extent does not include the reading and reference work done in the libraries. The figures in curves show the number of libraries open during a given year.

Year	1915 (4)	1916 (4)	1917 (6)	1918 (6)	1919 (7)	1920 (7)	1921 (7)
Volumes issued	15,672	29,159	43,272	57,998	63,602	67,103	77,783
Year	1922 (7)	1923 (9)	1924 (10)	1925 (10)	1926 (11)	1927 (12)	1928 (13)
Volumes issued	74,121	84,202	99,314	111,357	125,022	151,071	195,127

During the past year the average Sunday and holiday circulation at Central was 290 volumes per day. At the branches the average varied from 108 at Charlotte to 434 at Arnett. Last year the adult circulation at Central and branches increased 20% on week days while on Sundays and holidays it increased 29%.

### Reference Work

Any book may be used for reference, but each of the branch libraries has a collection which is distinctly classified as reference books. Usually they do not circulate, but there is no hard and



MARKING AND MENDING BOOKS

fast rule to that effect. Any of them may be borrowed for a short time in case of necessity.

They consist mostly of dictionaries, cyclopaedias, gazetteers, handbooks, bound magazines and other sets that are well indexed or have their contents so arranged that facts can be easily found to answer specific questions. The number of such books varies from 197 in the Park Avenue Branch to 1327 in the Edgerton Branch.

These are the books first and specially used in answering a multitude of questions. The number of such inquiries in person and by telephone is surprisingly large. An effort is made to teach people to use the books themselves. Of such use no record is kept. An incomplete record of questions looked up for inquirers shows 23,430 answers during the past year. These vary in importance and time required from the finding of a name or a date to the preparation of a bibliography. One call was for "the law that you get caught four times you are sent up for life".

The majority of inquiries are of the simpler kind and can be quickly answered with these ready reference books. But any moment may bring a question requiring much time and consultation of many books. For such investigation the branch

libraries are not adequate. Therein lay the chief weakness of the city's public library service for many years.

The opening of the Central Library in 1926 made a marked change and since then the situation has steadily improved. It has not only a much larger number of so-called reference books, pamphlets and pictures, but also many sets of periodicals and the entire central collection of circulating books, which may at any time be scanned to serve a reference need.

A study of the Library's record of representative questions received reveals the wide range in the information sought and in the occupation and character of those served. Among the groups assisted were found farmers, gardeners, fruit growers, nurserymen; teachers, students, ministers, public speakers, authors, reporters, social workers, study clubs, associations, institutions; business executives and managers, manufacturers, engineers, technicians, bankers, brokers, accountants; realtors and building contractors; advertisers and salesmen, retailers of all kinds, such as dealers in automobiles and clothing; municipal authorities, persons engaged in or interested in government, public health and general welfare; departments of the Chamber of Commerce and the Ad Club.

### **Work With Children**

This is carried on in the branches, the schools, the playgrounds and in the sub-branches and stations. When the Public Library was started seventeen years ago one of the outstanding needs of the city was library work with children. The grade libraries of the Public Schools were helping to develop the reading habit, but there was no provision for its continuation beyond the eighth grade. The Library therefore applied itself to the filling of this need as one of its chief tasks.

To this end every branch library has a large part of its floor space set aside as a children's room. Building plans invariably call for making this specially bright and attractive by means of many and low windows, suitable decorations, specially adapted book shelves, tables, chairs and other equipment. Only the best books are selected and placed on open shelves, to which children have free access under competent guidance.

How thoroughly this work is organized and controlled and how well it functions toward a definite end is illustrated in a number of ways: the careful reading of every volume added and the rigid exclusion of everything that is objectionable or below standard; the visiting of schools and systematic registration of pupils in the class rooms, especially when a new branch library is



opened; the instruction of children by grades in the classification and arrangement of the branch book collection and in the intelligent use of the library room and the card catalog; group direction of individual reading through the story hour, vacation and other reading clubs and reading lists suited to successive stages of



UNION REGISTRATION FILE AT  
THE CENTRAL LIBRARY



UNION CATALOG AT ADMINIS-  
TRATION HEADQUARTERS

development; encouraging the private ownership of books and the establishment of home libraries through addresses and exhibits which aim to assist parents and others in purchasing suitable books for children.

During the past year, 919,602 volumes of books for children were issued for home use, or 38% of the total circulation. As the table on page 52 shows, this is about the usual percentage, although the gain in juvenile circulation is more consistent, there being an increase every year without exception.

### Deposit Stations

Stations represent the Library's effort to reach everybody who wants to read. They are small collections of 50 to 500 volumes placed wherever they can serve a group of readers to advantage. They supplement the branch system in two ways: 1) by going to groups who are located within branch territory but who can thus be served more conveniently; 2) by going to outlying and sparsely settled districts where branches are not yet warranted. In either case they are heralds of a larger and better service that is obtainable at the libraries.



There are two main groups in the following list of stations: institutional (including schools) and industrial. It is rather to be expected that an alert manager of an institution should include books in his equipment, but their presence in an industrial plant is evidence of a workers welfare standard higher than is required by law. Managers and employers have come to appreciate not only the educational and recreational value of these books but also their power to promote good will and co-operation among employees.

### Stations in Operation at Close of 1928—72

#### 3 Department Stores

B. Forman Company  
Duffy-Powers, Inc.  
Sibley, Lindsay & Curr Co.

#### 15 Fire Houses

Engine 1, 2, 5, 13, 16, 18, 23  
Hose 12, 20, 21, 25  
Truck 3, 5, 8, 10

#### 21 Industrial

Bausch and Lomb Optical Co.  
Eastman Kodak Co., Camera Works  
Eastman Kodak Co., Hawk-Eye Works  
Eastman Kodak Co., Kodak Park  
Eastman Kodak Co., Office  
Hickey-Freeman Co.  
Lawyers Cooperative Pub. Co.  
Michaels-Stern Co.  
National Brass Mfg. Co.  
Ritter Dental Co.  
Robeson Rochester Corp.  
Rochester Button Co.  
Rochester Folding Box Co.  
Rochester Gas & Electric Co.  
Rosenberg Bros. Co.  
Sherwood Shoe Co.  
Stecher Lithographic Co.  
Stromberg-Carlson Tel. Co.  
Taylor Instrument Co.  
Todd Protectograph Co.  
Yawman and Erbe Mfg. Co.

#### 1 Parochial School

Immaculate Conception School

#### 4 Hospitals

General Hospital  
Genesee Hospital  
Highland Hospital  
Infants Summer Hospital

#### 8 Institutional

Children's Shelter—Boys'  
Children's Shelter—Girls'  
Church Home  
Friendly Home  
Housekeeping Center  
Rochester School for the Deaf  
St. Mary's Orphan Home  
St. Patrick's Orphan Home

#### 9 Public Schools

Boy's Prevocational School  
Continuation School  
Jefferson Junior High School  
Madison Junior High School  
Open Air School  
School No. 5 Annex  
School No. 5 Station  
School No. 38  
West Side School for Boys

#### 9 Sub-Branches

School No. 8  
School No. 10  
School No. 18  
School No. 19  
School No. 24  
School No. 39  
School No. 43  
Hudson Avenue  
Jay Street

#### 2 Unclassed

Catholic Young Men's Association  
Gannett House

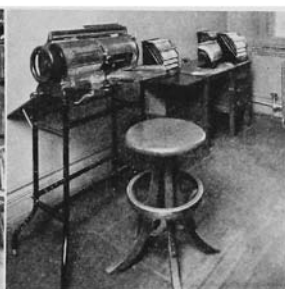
### Sub-Branches

Sub-branches are book collections varying in size from 456 to 2000 volumes. Of these, seven are in public school buildings numbered 8, 10, 18, 19, 24, 39, 43 and two in rented quarters at 753 Hudson Avenue and 760 Jay Street, as shown on page 43.



FUMIGATION CABINET

The cabinet is used in disinfecting with formaldehyde gas books which have been exposed to contagious disease.



MULTIGRAPH ROOM

In the Multigraph Room two machines are used, one for cataloging and one for general printing of lists, letters, forms, etc. A "Ditto" machine is extensively used for reports.

They are open for several hours one or two afternoons and one or two evenings a week. They are more like large deposit stations than like small branches in size and hours open, and for this reason the books in the stations and in the sub-branches are managed as one collection in charge of the Children's and Extension Department. That collection consists of fiction 13,078 volumes, non-fiction 2,068, juvenile 11,244, foreign 2,245, total 28,635 volumes. Of these, 7,603 are in the reserve supply at administration headquarters, 1,407 (mostly foreign) are in the branches, 10,216 in sub-branches and 9,409 in stations. Some observations on their use are:

	Centers of Distribution		Volumes	Circulation	
	During Year	At end of year		% Adult	% Juvenile
Sub-branches	10	9	144,303	27	73
Stations	72	63	30,647	78	2
Totals	82	72	274,950	51	49

### Grade Libraries

These consist of approximately 25 to 30 books in each class room of grades three to eight. They differ from similar collections in other cities with regard to the make-up of the book collections and their method of operation. In most cities the books for a



EXHIBIT AT THE CITY'S ANNUAL EXPOSITION IN 1924

This particular exhibit was "one tenth of a branch library," showing books, equipment and types of service.

given class room are selected specially for that room by the teacher or the librarian or both at any time they may choose. As a result the collections vary according to the personality of the teacher or the supply of books in stock, and there is considerable moving of books back and forth between library and school and between class rooms.

The method followed here from the beginning is to have a fixed collection for each grade, fixed as to titles and their number. These remain practically the same from year to year in a given grade, pupils having the use of them while in that grade and finding in each successive grade a new collection suited to their advancing needs. The collection for a given grade is thus made uniform in every school and remains stationary while the procession of readers goes by from year to year. This rotation of readers instead of books is simple and economical in management and very satisfactory from the standpoint of education.

The method of operating the libraries is also unusual if not unique. The Board of Education started them twenty-five years ago. When the Public Library opened sixteen years ago their

operation was assumed by the Library at the request of the Superintendent of Schools, but the Schools retained the ownership of the books. It was thought at the time that this plan would give the libraries a better standing in the schools than if the books were merely a loan by an outside agency; that it would



A CHRISTMAS BOOK EXHIBIT

At the Central Library, where assistance is given in the selection of books for gifts.

beget on the part of teachers a larger amount of co-operation and develop a deeper sense of responsibility for their use as part of the regular school equipment. The correctness of the theory has been demonstrated by the success of the plan, which has been characterized by State Librarian Wyer as exceptionally "systematic, intimate and mutually effective".

The Library keeps in touch with the Schools through frequent visits to the class rooms and consultation with teachers. Early in each fiscal year the Head of the Children's Department submits a list of books needed to replenish the collections. These are mostly replacements, with possibly a few new titles. The books are bought by the Board of Education and delivered to the Library, which prepares and apportions them to the various class rooms. There they are issued to pupils by teachers for use at home. Monthly reports of circulation are sent to the Library by each Principal. During the summer the Library overhauls the entire collection, has the necessary rebinding and repairing done and sends the bill to the Board of Education. When the Schools open in the fall the libraries are ready for delivery to the class rooms.

In 1928 this collection was increased by 4,925 volumes at a cost of \$6,579.87, making the total 27,961 volumes. Rebinding 1,312 volumes cost \$781.10. There were in use in the class rooms 690 grade libraries in 43 schools, from which the children drew for home use 282,442 volumes.

### Playground Libraries

The Playground Libraries are maintained on a basis similar to that of the Grade Libraries. They are a function of the Bureau of Parks, Division of Playgrounds and Recreation, whose budget includes the cost of books and their upkeep and the salary of the librarian. Her headquarters, however, are in the Children's and Extension Department of the Public Library, with which she works in close co-operation.

Miss Fern B. Wall, has been the librarian for thirteen years. She devotes her entire time to the work and has an assistant during the summer months. She reports "The playground libraries are all housed in playground buildings. In only one is there a room where the library and story hour may be conducted apart from regular playground activities. All the others are in portables or small buildings where the books have to be given out amid the confusion of games and other activities."

These playground libraries are distinctive in that some of them operate throughout the year. In certain districts they are successful in reaching the children of foreign parentage. During the summer the playgrounds are practically doubled in number and additional libraries are conducted at some of them. Story telling is a feature at all of them.

The book collection is maintained at about 2500 volumes and the collections at the playgrounds vary from 125 to 250 volumes according to the demand and the space available. The story hour attendance varies between eight and eleven thousand a year. The circulation of books is shown below.

Year	1915	1916	1917	1918	1919	1920	1921
Books issued	4,923	10,651	11,375	11,808	16,944	17,172	16,905
Year	1922	1923	1924	1925	1926	1927	1928
Books issued	18,826	17,426	17,111	16,722	16,978	17,655	9,712

# Libraries of Rochester

## Having 1000 Volumes or More

Library	Librarian	Volumes Dec. 31, 1928
Rochester Public	William F. Yust	
Central	Marion D. Mosher	70,501
Edgerton Park Branch	Lucile Messinger	18,373
Genesee Branch	Anna B. C. Cann	18,124
Monroe Branch	Florence R. Van Hoesen	18,569
Lincoln Branch	Jessie D. Holloway	17,060
Goodman Branch	Hilda D. Atterberg	17,311
Charlotte Branch	Marie E. Meulendyke	10,468
Brighton Branch	Carolyn M. Castle	11,267
Arnett Branch	Marcella Flynn	13,874
Portland Branch	Vera Cooke	11,557
Lake Avenue Branch	H. Marjorie Burnett	10,952
South Avenue Branch	Mildred Mathes	9,487
Park Avenue Branch	A. Marjorie Taylor	7,853
Sub-branches, stations, school grade and playground libraries		58,956
Reynolds	Anne R. Collins	93,641
Branch Reading Room	C. M. McCarthy (Supt.)	
University of Rochester	Donald B. Gilchrist	
General (July 1, 1928)		112,061
Medical	Olga Schaffer Nell	28,800
Sibley Musical	Barbara Duncan	19,054
Art	Mary E. McConnell	3,100
Colgate-Rochester Divinity School	E. F. Sayre (Reference Librarian)	62,600
St. Bernard's Seminary	P. Libert	21,432
Mechanics Institute	Mary C. Havens	7,769
Rochester School for the Deaf	Arlene Bishop	6,196
Rochester Academy of Medicine	Florence A. Cooksley	7,019
Rochester Academy of Science	Alice Harris Brown	7,600
Rochester Engineering Society		2,000
Appellate Division, Law	Fred E. Rosbrook	56,536
Powers Law	Leila D. Addis	10,000
Rochester Historical Society	Edward R. Foreman (City Historian)	5,000
Eastman Kodak Research	Elsie L. Garvin	11,950
Bausch & Lomb Optical Co.	Margaret Roth	2,203
Rochester Public Schools		
City Normal School	Mildred R. Forward	5,047
East High	Irene D. Winans	14,492
West High	Ruth F. Vanderpool	6,300
Monroe High	Clara Louise Curtis	6,272
Charlotte High	Helen M. Cashman	2,063
John Marshall High	Bessie M. Grinnell	1,740
Washington Junior High	Ruth Gentles	6,500
Jefferson Junior High	Edna E. Bayer	3,575
Madison Junior High	Ruth F. Bidelman	5,000
Monroe County Traveling Library	Elizabeth B. Walker	13,315
Total volumes		815,617



### **The Librarian Regrets**

1. That so many of the libraries are in makeshift and made over quarters. Thus there has been little opportunity to plan real library buildings. Most of the branches fail architecturally to express their purpose or to impress their users.

2. That the policy of renting quarters has been followed so extensively. This subject is treated on page 28.

3. That under the city manager form of government the powers of the Library Board have been so reduced that the work of the Librarian is more difficult and less enjoyable than it was formerly. See page 20.

4. That the Library is subject to the restrictions of municipal civil service. This is not a criticism of the local commission, who have co-operated heartily with the Library, but a conclusion based on seventeen years of experience with the system.

5. That efforts to co-operate with the Reynolds Library have thus far been unsuccessful.

6. That a combination of circumstances and forces long prevented the establishment of a Central Library and still stand in the way of its needed and fullest development.

### **The Librarian is Thankful**

1. For the opportunity, rare in 1912, of starting the public library system in a city which ranks twenty-third in size in the United States and among the first in beauty, wealth, progressiveness and general well-being.

2. For a Board of Trustees who uphold standards of service and who deal with principles and policies and leave administrative details to the Librarian.

3. For a Staff of Assistants who are competent, studious, energetic, polite and devoted to the best ideals of service.

4. For the liberal support given by the City to the various units of book distribution once they were established.

5. For the assurance that the established units of service will be maintained and for the prospect that their housing will be improved and their number increased.

6. For the action of the Common Council and the Board of Estimate and Apportionment in adopting the "New York State Employees' Retirement System."



## Appendices

# Annual Report for 1928

## Form Used by American Library Association

Date of founding 1912.  
 Population of Rochester (World Almanac estimate of July 1, 1928) 322,200.  
 Assessed valuation of city \$634,665,209.00.  
 Per cent assessed valuation is of true value 76.  
 Terms of use—Free for lending and reference.  
 Total number of agencies 793.  
 Central Library 1.  
 Branches 12  
 (of which 7 occupy separate buildings and 7 occupy city owned buildings).  
 Sub-branches 9.  
 Deposit stations 72.  
 Grade libraries (school room collections) 690.  
 Playground libraries 9.  
 Days open during year (Central and branches) 366.  
 Hours open each week: Central, 79; branches, 49.

### Book Stock

	Adult	Juvenile	Total
Volumes at beginning of year . . . . .	164,240	90,033	254,273
Volumes added during year . . . . .	31,818	14,686	46,504
Total . . . . .	196,058	104,719	300,777
Volumes lost or withdrawn . . . . .	13,545	8,682	22,227
Total at end of year . . . . .	182,513	96,037	278,550

Volumes in Reference Department:

At Central: 11,247, about half of which are bound periodicals.

In branches: 6852; Total: 18,099.

Periodicals currently received: 1071 titles; 2422 copies.

### Use

	Adult	Juvenile	Total
Volumes lent for home use from all agencies	1,477,998	919,602	2,397,600
Volumes of non-fiction lent through Central and branches only	400,360	247,729	648,089
Volumes of fiction lent through Central and branches only	937,014	245,393	1,182,407
Per cent fiction lent is of total volumes lent	70%	49.76%	64.59%

This applies to Central and branches only.

Circulation per capita 7.44 volumes.

### Registration in Central and Branches

	Adult	Juvenile	Total
Number of borrowers registered during year	19,178	8,687	27,865
Total number of registered borrowers	54,654	25,058	79,712

Registration period—3 years.

Per cent registered borrowers of population served 24.74.

## SEVENTEEN YEARS OF SERVICE

67

**Staff**

Number of staff, library service:

Full time 72.

Part time 83 (Full time equivalent 40).

Number of staff, janitor service 15.

**Receipts from**

Local taxation . . . . .	\$304,734.94
State grants . . . . .	1,320.00
Fines, sale of publications, etc. . . . .	12,438.70
Sale of waste paper and other sources . . . . .	458.60
	<hr/>
	\$318,952.24

**Maintenance**

## 1. Library operating expenses

Librarians' salaries . . . . .	\$140,072.76
Books and pamphlets . . . . .	66,818.15
Periodicals . . . . .	5,876.16
Binding, rebinding, resewing and lettering . . . . .	16,997.92
Supplies, stationery, printing, etc. . . . .	6,628.73
Furniture, equipment, etc. . . . .	10,310.95
Telephone, postage, freight, express . . . . .	5,858.36
Other items . . . . .	358.11
	<hr/>
Total . . . . .	\$252,921.14

## 2. Building operating expense

Cleaners' salaries . . . . .	\$ 14,622.01
Cleaning supplies and equipment . . . . .	1,063.74
Building repairs and minor alterations . . . . .	4,906.42
Rent . . . . .	16,430.00
Heat and light . . . . .	9,839.65
Other items . . . . .	390.04
	<hr/>
Total . . . . .	\$ 47,251.86

Total maintenance expense	\$300,173.00
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**Extraordinary Expenses**

Additions to or remodeling buildings . . . . .	\$ 759.44
Books, pamphlets, etc. for new branch . . . . .	9,636.37
Furnishings and other equipment for new branch . . . . .	8,383.43
	<hr/>
Total . . . . .	\$ 18,779.24
	<hr/>
Total expenditures . . . . .	\$318,952.24

Maintenance expenditure per volume of circulation \$.125

Maintenance expenditure per capita .93

## Library Staff Directory

### Administration Office

WILLIAM F. YUST, A.B., B.L.S.	Librarian
HARLAND A. CARPENTER, A.B., B.S.	Assistant to Librarian
BERNICE E. HODGES, A.B.	Assistant to Librarian
ROSE J. BONSIGNORE	Office Assistant
ELODIA GRILLI	Office Assistant
ADA S. METZGER	Office Assistant
ELMA SCHUELE	Office Assistant

### Book Order and Catalog Department

ADA J. WHITE, A.B., Head

MARGARET F. BARSS, A.B., B.S.	NELLIE LUCIA
MARION B. CRAIG, A.B.	ETHEL JANE LOWELL
IDA M. HEMANS, A.B.	EMMA S. MANGES
NAOMI NASH, A.B., B.S., M.A.	IDA MARKUS
GRACE A. OLSON, A.B.	MILDRED E. NORRIS
MARION ROSS, B.S.	EUNICE SLARKS
LOIS TIMMERMAN, A.B.	JULIA C. SMITH
RUTH BOCK	RUTH WILCZEWSKI
ELEANOR BRACKETT	ANNA MARTIN
ROSAMUND BROOKS	MARION D. MURPHY
SARAH H. BURT	GRACE F. PURCELL
MARIE J. CONLEY	GEROLDINE USCHOLD

### Work With Children, Schools and Stations

JULIA L. SAUER, A.B., Head

MARY LEADER, A.B.	GENEVIEVE FRANK
MARGARET TAYLOR, A.B., B.S.	GRACE NOWACK
MABEL M. TRUESDELL, A.B.	

### Central

MARION D. MOSHER, A.B., Librarian

GLADYS E. LOVE, Reference Librarian

RUTH ASMUS, A.B.	ANNETTE M. O'NEIL, A.B.
JEAN COCHRANE, A.B.	MARIE BURGERT
LOIS FISHER, A.B., B.S.	MARIE GROPP
THELMA COUCHMAN	HELEN McCAFFRY
HELEN B. SCHACHT	KATHERINE SMITH

MARY HELEN SNECK

### Edgerton Park Branch

LUCILLE MESSINGER, B.S., Branch Librarian

ELIZABETH REMINGTON, A.B.	MARGARET SIPPELL, B.S.
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SEVENTEEN YEARS OF SERVICE

69

**Genesee Branch**

ANNA B. C. CANN, Branch Librarian  
RUTH S. PEREGO, A.B. ESTHER W. HAINES, A.B.

**Monroe Branch**

FLORENCE R. VAN HOESSEN, A.B., B.L.S., Branch Librarian  
J. EVELYN LERNER, B.S. KATHERINE MILLER, A.B.

**Lincoln Branch**

JESSIE D. HOLLOWAY, A.B., Branch Librarian  
KATHRYN FOULKES, A.B. RACHEL M. GEORGE, A.B.  
MARY M. MEAGHER, A.B.

**Goodman Branch**

HILDA D. ATTERBERG, B.S., Branch Librarian  
CYNTHIA GAY, A.B. MARJORIE KIENAST, A.B.  
MARY A. HOLLIS, B.S.

**Charlotte Branch**

MARIE E. MEULENDYKE, Branch Librarian  
LYDIA WUENSCH, A.B.

**Brighton Branch**

CAROLYN M. CASTLE, A.B., Branch Librarian  
EUNICE GATES, A.B.

**Arnett Branch**

MARCELLA FLYNN, A.B., Branch Librarian  
CATHERINE MCINTYRE, A.B. JULIA R. ARMSTRONG, A.B.  
EVELYN M. SEYMOUR, B.L.E.

**Portland Branch**

VERA COOKE, A.B., Branch Librarian  
JESSIE W. HOSKAM, A.B. ELIZABETH H. CARROLL

**Lake Avenue Branch**

H. MARJORIE BURNETT, A.B., B.S., Branch Librarian  
GEORGIA M. GILT MILDRED T. STEARNS

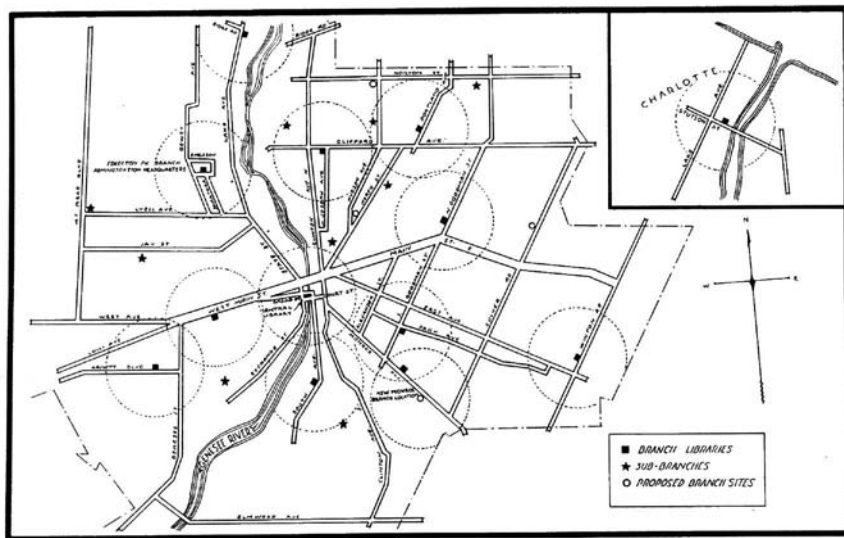
**South Avenue Branch**

MILDRED MATHES, A.B., Branch Librarian  
PERSIS BETTIN, A.B. MARGARET WEATHERUP

**Park Avenue Branch**

A. MARJORIE TAYLOR, A.B., Branch Librarian\*  
JEAN E. MASTERS DOROTHY A. LOBBETT, A.B., [B.S.

\*Miss Taylor is also in charge of the Readers' Advisory Service at Central.



MAP OF ROCHESTER, SHOWING LOCATION OF LIBRARIES



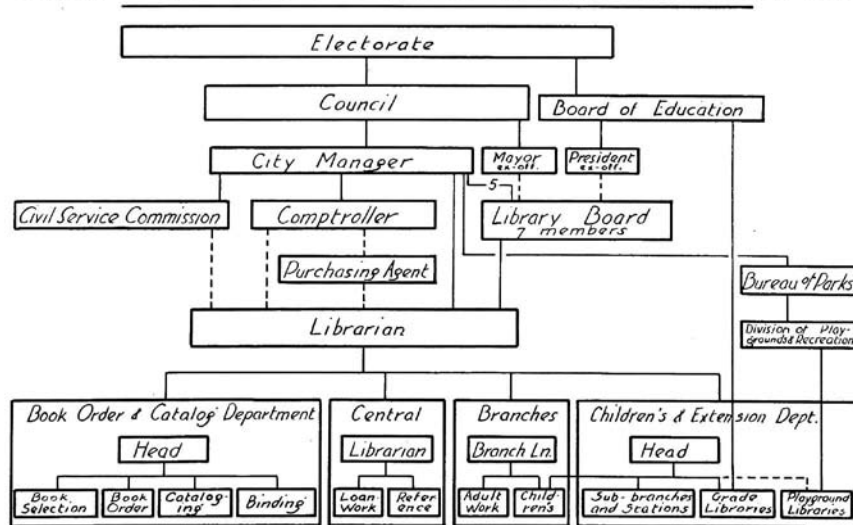
# **Rochester Public Library Buildings**

Name	Location	Date Opened	Material	Ownership	Origin	Remarks
Central Library	54 Court St.	1926	Brick	*	Old collar factory	One first floor room and basement
Edgerton Branch also Administra- tion Headquarters	Edgerton Park	1912	Brick	City	Old reformatory	Three floors and basement
Genesee Branch	707 W. Main St.	1917** 1913	Brick	Rent \$2800	Built for library	First floor Apartments above
Monroe Branch	644 Monroe Ave.	1929** 1914	Brick	Rent \$4200	Two stores	First floor Apartments above
Lincoln Branch	585 Clifford Ave.	1925** 1915	Brick	City	Formerly hotel	Two floors used
Goodman Branch	511 N. Goodman St.	1917	Brick	Rent \$3000	Built for library	First floor Apartments above
Charlotte Branch	40 Stutson St.	1919	Wood	City	Old fire house	Two floors used
Brighton Branch	25 Winton Rd. N.	1923	Brick	City	Old school building	Two floors used
Arnett Branch	310 Arnett Blvd.	1923	Brick	Rent \$3000	Built for library	One story
Portland Branch	571 Portland Ave.	1924	Brick	Rent \$3000	Built for library	First floor Apartments above
Lake Ave. Branch	1504 Lake Ave.	1926	Brick & Wood	City	Old hotel	Two floors used
South Ave. Branch	715 South Ave.	1927	Stucco	City	Built by city	One story
Park Ave. Branch	235 Park Ave.	1928	Brick	City	Old telephone bldg.	Two floors used

\*Building owned by Mr. George Eastman and leased to the city for office purposes; called City Hall Annex.

\*\*Earlier date refers to original opening of these branches in other locations.

# ORGANIZATION OF THE ROCHESTER PUBLIC LIBRARY

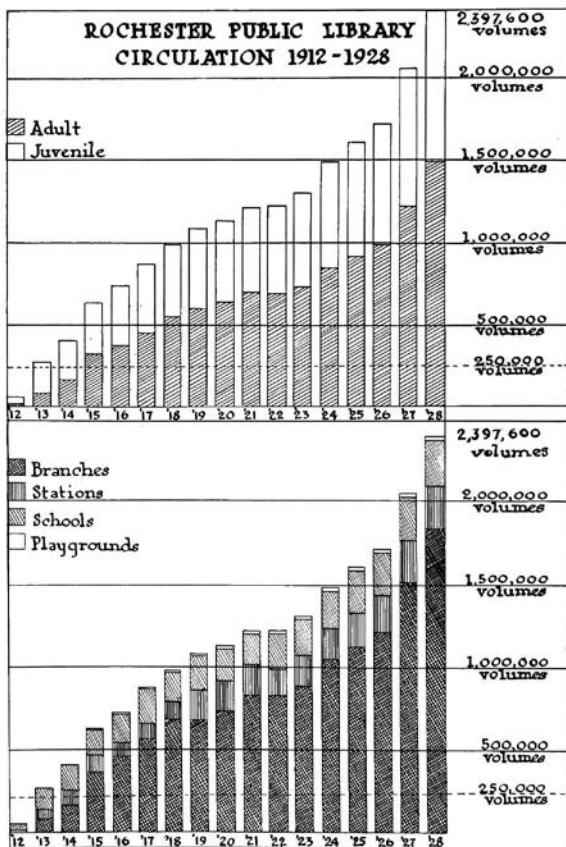


Books (Cataloged) in the Libraries December 31, 1928

Arranged by Classes

Library	General	Philosophy 100	Religion 200	Sociology 300	Philology 400	Science 500	Useful Arts 600	Fine Arts 700	Literature 800	History 900	Travel 910	Bibliography 920	Fiction	Juvenile	Total	Reference	Circulating
Central	833	1,289	1,061	6,505	342	1,622	4,979	2,581	5,351	2,573	2,544	2,748	8,899	30	41,357	5,724	35,633
Edgerton	850	309	203	854	102	310	990	656	1,218	604	739	701	5,398	5,439	18,373	1,319	17,054
Genesee	354	306	197	904	90	340	986	710	1,279	750	717	770	5,364	5,357	18,124	706	17,418
Monroe	425	324	206	872	90	304	949	713	1,347	597	706	659	6,638	4,739	18,569	926	17,643
Lincoln	407	261	220	785	327	283	832	550	1,278	568	603	579	3,901	6,466	17,060	761	16,299
Goodman	315	282	155	784	74	311	760	615	1,176	543	618	618	6,051	5,009	17,311	669	16,642
Charlotte	290	177	97	417	45	160	404	370	739	236	350	337	3,469	3,377	10,468	578	9,890
Brighton	166	216	138	471	47	248	532	426	841	278	468	445	3,480	3,511	11,267	372	10,895
Arnett	168	233	122	458	58	220	490	450	845	266	464	470	4,995	4,635	13,874	406	13,468
Portland	165	209	118	462	75	221	448	418	859	247	446	460	3,742	3,687	11,557	389	11,168
Lake	121	195	117	356	35	197	369	370	637	189	362	389	3,773	3,842	10,952	269	10,683
South	128	144	100	309	32	159	330	257	637	190	323	336	3,257	3,285	9,487	251	9,236
Park	87	128	90	277	26	151	282	213	606	159	250	297	2,184	3,103	7,853	203	7,650
Total	4,309	4,073	2,824	13,454	1,343	4,526	12,351	8,329	16,813	7,200	8,590	8,809	61,151	52,480	206,252*	12,573	193,679

\*This total does not include books in sub-branches and stations 28,635, grade libraries 27,961, playgrounds 2,360, and at Central, bound periodicals and uncataloged books 11,264, grand total 276,472 volumes.



## SEVENTEEN YEARS OF SERVICE

75

Volumes Circulated by Four Groups of Agencies  
1912-1928

Year	Branches	Sub-Branches and Stations	Grade Libraries	Playground Libraries	Totals
1912	14,951		48,091		63,042
1913	87,951	53,210	132,592		273,753
1914	175,106	81,826	147,338		404,270
1915	367,658	107,072	154,158	4,923	633,811
1916	465,734	92,236	173,297	10,651	741,918
1917	570,910	94,364	198,091	11,375	874,740
1918	687,410	105,713	177,840	11,808	982,771
1919	684,499	182,160	201,579	16,944	1,085,182
1920	737,183	179,917	197,909	17,172	1,132,181
1921	831,705	188,488	191,154	16,905	1,228,252
1922	815,747	179,504	218,818	18,826	1,232,895
1923	887,652	190,480	214,701	17,426	1,310,259
1924	1,047,834	191,468	229,055	17,111	1,485,468
1925	1,125,084	213,845	254,446	16,722	1,610,097
1926	1,220,823	212,462	270,318	16,978	1,720,581
1927	1,520,285	244,741	274,830	17,655	2,057,511
1928	1,830,496	274,950	282,442	9,712	2,397,600
Totals	13,071,028	2,592,436	3,366,659	204,208	19,234,331

Circulation of Central Library, opened June 15, 1926, is included with that of branches.

Circulation of Children's Books  
1912-1928

Year	Branches	Sub-Branches	Stations	Grade Libraries	Playground Libraries	Totals
1912	6,118			48,091		54,209
1913	32,655		23,646	132,592		188,893
1914	53,722	14,249	19,860	147,338		235,169
1915	116,104	24,516	9,403	154,158	4,923	309,104
1916	160,304	20,085	6,053	173,297	10,651	370,390
1917	195,759	14,457	9,636	198,091	11,375	429,318
1918	215,890	15,557	13,044	177,840	11,808	434,139
1919	212,809	28,151	26,954	201,579	16,944	486,437
1920	221,047	33,488	24,604	197,909	17,172	494,220
1921	250,201	44,292	25,226	191,154	16,905	527,778
1922	232,318	51,153	19,483	218,818	18,826	540,598
1923	261,784	63,562	18,922	214,701	17,426	576,395
1924	301,813	63,431	17,539	229,055	17,111	628,949
1925	324,333	77,509	18,118	254,446	16,722	691,128
1926	344,294	80,502	15,953	270,318	16,978	728,045
1927	421,503	89,638	26,199	274,830	17,655	829,825
1928	493,122	105,814	28,512	282,442	9,712*	919,602
Totals	3,843,776	726,404	303,152	3,366,659	204,208	8,444,199

\*Small circulation due to closing of playground libraries 3½ months because of illness of assistant in charge.

*Central Library of Rochester and Monroe County · Historic Monographs Collection*

**Circulation 1912-1928  
By Branches**

Year	Edgerton	Genesee	Monroe	Lincoln	Goodman	Central	Charlotte	Brighton	Arnett	Portland	Lake Ave.	South Ave.	Park Ave.	Totals
1912	(3 mo.) 14,951													14,951
1913	70,602	(3 mo.) 17,349												87,951
1914	75,503	68,628	(3 mo.) 30,975											175,106
1915	84,476	96,646	133,242	(4 mo.) 53,294										367,658
1916	90,755	97,713	147,063	130,203										465,734
1917	97,323	135,536	160,541	143,757	(2½ mo.) 32,227	Business Branch (3 mo.) 1,526								570,910
1918	101,473	143,742	173,274	125,954	136,522	6,445								687,410
1919	94,370	139,348	172,843	123,475	134,631	8,424	(4 mo.) 11,408							684,499
1920	99,668	149,817	163,047	136,192	140,073	10,542	37,844							737,183
1921	113,965	171,181	181,838	150,462	160,017	11,893	42,349							831,705
1922	101,142	171,806	170,505	157,165	158,937	12,347	43,845							815,747
1923	107,454	154,755	160,295	161,537	153,065	12,171	43,644	58,873	(3½ mo.) 35,858					887,652
1924	124,563	132,362	173,300	161,149	158,234	13,604	49,321	62,372	131,437	(3 mo.) 41,492				1,047,834
1925	134,208	117,383	168,478	153,099	156,472	15,344	56,928	63,416	136,282	123,474				1,125,084
1926	126,405	112,173	168,820	144,452	160,925	44,270	53,469	68,473	144,110	116,729	(8 mo.) 80,997			1,220,823
1927	141,168	129,536	156,107	157,623	165,573	123,713	59,928	74,840	165,391	128,612	127,373	(7 mo.) 90,421		1,520,285
1928	152,416	138,445	141,865	175,479	179,159	170,737	65,891	88,474	193,350	150,146	146,695	154,675	(7 mo.) 73,164	1,830,496
Totals	1,730,442	1,976,420	2,302,193	1,973,841	1,735,835	431,016	464,627	416,448	806,428	560,453	355,065	245,096	73,164	13,071,028

The Business Branch was absorbed by Central June 15, 1926.



**Central Library of Rochester and Monroe County · Historic Monographs Collection**

**Circulation by Classes**

**Central and Branches 1924-1928**

Does not include books circulated in Sub-Branches, Stations, Schools and Playgrounds

Classes	1924 (10 Branches)			1925 (10 Branches)			(Central) 1926 (10 Branches)			(Central) 1927 (11 Branches)			(Central) 1928 (12 Branches)		
	Adult	Juv.	Total	Adult	Juv.	Total	Adult	Juv.	Total	Adult	Juv.	Total	Adult	Juv.	Total
000 General Works	673	1,195	1,868	676	1,521	2,197	879	1,415	2,294	1,343	2,173	3,516	1,508	2,367	3,875
100 Philosophy	8,877	431	9,308	9,252	474	9,726	11,153	497	11,650	15,478	682	16,160	18,197	610	18,807
200 Religion	2,977	3,525	6,502	3,572	3,967	7,539	4,787	3,914	8,701	6,432	4,177	10,609	7,243	4,691	11,934
300 Sociology	11,016	63,817	74,833	12,284	63,675	75,959	13,531	67,978	81,509	16,750	83,271	100,021	19,805	83,852	103,657
400 Philology	2,139	12,076	14,215	2,023	15,882	17,905	1,998	13,229	15,227	2,552	16,550	19,102	2,736	17,741	20,477
500 Science	6,782	7,526	14,308	7,808	8,685	16,493	8,620	7,769	16,389	11,504	8,742	20,246	13,413	12,146	25,559
600 Useful Arts	19,628	7,725	27,353	20,918	8,046	28,964	23,719	8,821	32,540	29,299	10,741	40,040	36,369	13,808	50,177
700 Fine Arts	15,269	7,603	22,872	16,664	7,943	24,607	18,698	8,240	26,938	25,748	10,247	35,995	31,415	11,407	42,822
800 Literature	29,320	8,206	37,526	33,403	9,016	42,419	39,815	8,905	48,720	48,677	10,715	59,392	59,923	12,934	72,857
900 History	8,783	11,608	20,391	9,953	13,297	23,250	10,911	12,910	23,821	16,055	14,830	30,885	22,344	17,721	40,065
910 Travel	13,737	19,569	33,306	15,938	21,589	37,527	19,063	22,732	41,795	23,025	27,876	50,901	29,879	33,534	63,413
920 Biography	11,468	8,654	20,122	13,821	9,753	23,574	17,207	9,806	27,013	22,875	11,867	34,742	32,333	15,449	47,782
Periodicals	73,197	11,302	84,499	77,702	11,864	89,566	83,587	14,857	98,444	102,681	16,543	119,224	117,459	19,079	136,538
Foreign Books	3,117		3,117	3,612		3,612	4,296		4,296	4,610		4,610	5,287		5,287
Pamphlets	288		288	543		543	202		202	268		268	884	1,648	2,532
Pictures										50		50	1,565	742	2,307
Total non-fiction	207,271	163,237	370,508	228,169	175,712	403,881	258,466	181,073	439,539	327,347	218,414	545,761	400,360	247,729	648,089
Fiction	538,750	138,576	677,326	572,582	148,621	721,203	618,063	163,221	781,284	771,435	203,089	974,524	937,014	245,393	1,182,407
Total	746,021	301,813	1,047,834	800,751	324,333	1,125,084	876,529	344,294	1,220,823	1,098,782	421,503	1,520,285	1,337,374	493,122	1,830,496

**Appropriations and Other Receipts 1911-28**

Year	General Appropriations	Special Appropriations	State Grants	Fines	Other Sources	Totals
1911	\$ 10,000.00					\$ 10,000.00
1912	15,250.00	\$ 16,000.00				31,250.00
1913	36,000.00					36,000.00
1914	50,000.00			\$ 746.02		50,746.02
1915	51,080.00		\$ 400.00	1,313.92	\$ 5.50	52,799.42
1916	61,300.00		400.00	1,832.17	65.50	63,597.67
1917	72,584.09	1,000.00	400.00	2,167.68	14.95	76,166.72
1918	81,031.70		1,200.00	3,121.91	29.44	85,383.05
1919	94,000.00		600.00	4,050.97	55.86	98,706.83
1920	94,000.00		800.00	5,850.35	96.11	100,746.46
1921	125,640.00		700.00	5,913.14	36.85	132,289.99
1922	133,389.28	5,000.00	525.00	5,924.59	80.09	144,918.96
1923	148,185.00		167.88	6,484.46	87.42	154,924.76
1924	175,218.94	7,600.00	765.00	7,764.31	313.24	191,661.49
1925	202,639.42	66,815.22	1,710.00	8,183.95	40.08	279,388.67
1926	245,162.88	10,440.00	1,098.00	8,997.19	202.28	265,900.35
1927	282,342.71	69,925.46	1,300.00	10,549.00	464.88	364,582.05
1928	304,000.00		1,320.00	12,438.70	458.60	318,217.30
<b>Totals</b>	<b>\$2,181,824.02</b>	<b>\$176,780.68</b>	<b>\$11,385.88</b>	<b>\$85,338.36</b>	<b>\$1,950.80</b>	<b>\$2,457,279.74</b>

**Notes on Appropriations and Other Receipts 1911-28**

The General Appropriation, raised by taxation, each year is mostly for maintenance. There is included however in most years also an amount for books and equipment for a new branch.

Fines in 1912 (\$45.37) and 1913 (\$435.39) went into the general treasury of the city. Since 1913 fines have been a part of the library budget. Beginning with 1918, it has been the Comptroller's custom to estimate the fines for the year and reduce the tax levy by that amount, but adding to the appropriation at the end of the year any receipts in excess of the estimate.

Receipts from "Other Sources" are chiefly from the sale of waste paper. A 1912 balance of \$40.75 reverted to the city treasury. Since 1912 balances have been carried forward to the following year.

Special appropriations were for the following purposes:

1912	\$16,000.00	Building alterations and equipment for Administration headquarters and Edgerton Branch.	1925	\$33,315.22	Alterations and addition to Lincoln Branch.
			1926	\$10,440.00	Site for South Avenue Branch.
			1927	\$24,638.34	Building for South Avenue Branch.
1917	\$ 1,000.00	Building alterations for Charlotte Branch.		\$23,175.00	Building and lot for Park Avenue Branch.
1922	\$ 5,000.00	Building alterations for Brighton Branch.		\$10,782.12	Remodeling same.
1924	\$ 7,600.00	Site for future Culver Road Branch.		\$11,330.00	Site for future Hudson Avenue Branch.
1925	\$33,500.00	Building and lot for Lincoln Branch.			

In order to show the total investment in libraries, there should be added the value, whatever it may be, of building and grounds for Administration headquarters and Edgerton Park Branch, building and lot for Charlotte Branch, building and grounds for Brighton Branch, building and grounds for Lake Avenue Branch and site for Monroe Avenue Branch. In each of these places the building and grounds had been in possession of the City for some time before their conversion to library use. In two cases, the Charlotte and Brighton branches, the property had been in use for other city purposes.

**Expenditures of 1928 Distributed Among Departments and Branches**

This table is an expansion of the table on page 80

	Admin- istration	Stations	Schools	Extension General	Catalog	General*	Edgerton Branch	Genesee Branch	Monroe Branch	Lincoln Branch	
Personal Services.....	\$13,686.05	\$ 3,990.02	\$ 2,868.69	\$ 3,296.13	\$29,864.38		\$ 6,766.81	\$ 7,285.11	\$ 6,941.02	\$ 8,088.69	
Librarians' salaries.....	13,198.50	3,783.22	2,868.69	3,296.13	29,108.38		5,523.28	6,228.03	5,982.64	7,333.69	
Janitors' wages.....	487.55	206.80			756.00		1,243.53	1,057.08	958.38	755.00	
Services other than personal**	1,712.05	2,107.95		764.58	1,031.87	\$ 6,494.88	2,141.52	1,901.61	1,910.44	2,451.27	
Materials and supplies***	136.89	196.83	67.75	74.08	186.73	2,838.14	101.37	486.27	71.76	895.26	
Equipment****	646.82	6,624.19		140.31	1,220.26	4,315.57	3,247.66	3,906.70	3,335.87	3,856.27	
Books, pamphlets, peri- odicals.....	61.56	6,349.58		12.32	431.84		3,235.99	3,818.32	3,212.26	3,762.74	
Rent.....	30.00	600.00						2,800.00	4,000.00		
Totals.....	\$16,211.81	\$13,518.99	\$ 2,936.44	\$ 4,275.10	\$32,303.24	\$13,648.59	\$12,257.36	\$16,379.69	\$16,259.09	\$15,291.49	
	Goodman Branch	Central	Charlotte Branch	Brighton Branch	Arnett Branch	Portland Branch	Lake Ave. Branch	South Av. Branch	Park Ave. Branch	Branch 14	Totals
Personal Services.....	\$ 8,473.64	\$17,863.28	\$ 4,369.93	\$ 5,712.48	\$ 9,249.65	\$ 8,345.91	\$ 6,343.21	\$ 7,238.36	\$ 4,311.41		\$154,694.77
Librarians' salaries.....	7,433.56	16,659.26	3,408.35	4,577.56	8,217.07	7,309.58	5,308.13	6,203.28	3,633.41		140,072.76
Janitors' wages.....	1,040.08	1,204.02	961.58	1,134.92	1,032.58	1,036.33	1,035.08	1,035.08	678.00		14,622.01
Services other than personal**	2,242.83	3,784.28	638.14	1,275.59	1,988.34	2,015.84	1,692.26	1,561.36	668.07	\$10.01	36,392.89
Materials and supplies***	469.04	157.26	418.22	562.27	453.54	435.02	492.41	716.41	553.69		9,312.94
Equipment****	3,718.13	29,304.10	2,445.32	2,953.69	3,753.08	4,553.00	3,533.05	3,607.68	11,522.74	8,702.26	101,386.70
Books, pamphlets, peri- odicals.....	3,568.04	26,168.70	2,400.59	2,623.27	3,720.33	4,208.39	3,401.03	3,338.57	3,486.56	8,506.75	82,306.84
Rent.....	2,750.00				3,250.00	3,000.00					16,430.00
Totals.....	\$17,653.64	\$51,108.92	\$ 7,871.61	\$10,504.03	\$18,694.61	\$18,349.77	\$12,060.93	\$13,123.81	\$17,055.91	\$ 8,712.27	\$318,217.30

\*Includes cost of transportation, postage, printed forms, supplies, etc., which are not distributed among the branches.

\*\*Includes transportation, postage, binding, printing, electricity, repairs.

\*\*\*Includes office, electrical, cleaning, book mending supplies, and fuel.

\*\*\*\*Includes furniture, heating, lighting, janitor, and building equipment, books, pamphlets, periodicals.

For itemized schedule of expenditures see page 80.

## Analysis of Expenditures by Object

	1926	1927	1928
Personal Services . . . . .	\$112,109.50	\$134,072.13	\$154,694.77
Full time . . . . .	77,120.54	88,721.69	102,841.61
Part time . . . . .	23,302.05	32,158.05	37,231.15
Janitor . . . . .	11,686.91	13,192.39	14,622.01
Services other than personal . . . . .	28,498.07	29,012.66	28,397.61
Binding . . . . .	133.87	1,108.46	603.04
Rebinding . . . . .	10,972.72	9,337.99	14,970.92
Resewing . . . . .	441.34	677.04	470.65
Lettering . . . . .	504.91	817.92	977.15
Printing . . . . .	515.98	330.98	434.00
Postage . . . . .	1,053.17	1,951.42	1,993.54
Transportation . . . . .	2,199.95	2,233.78	1,835.08
Telephones . . . . .	1,431.98	1,824.90	2,029.74
Repairs and improvements to buildings . . . . .	10,432.51	10,431.28	4,719.38
Miscellaneous . . . . .	811.64	298.89	364.11
Materials and supplies . . . . .	13,322.66	15,304.70	17,308.22
Cards, paper . . . . .	1,018.14	1,675.72	1,320.55
Office supplies . . . . .	1,138.67	1,041.65	1,020.00
Book mending supplies . . . . .	303.42	307.77	325.66
Fuel . . . . .	4,133.10	4,472.52	4,844.65
Gas, electricity . . . . .	2,937.11	4,428.03	4,995.00
Heat and light supplies . . . . .	188.49	156.37	300.51
Janitor's supplies . . . . .	903.96	862.88	967.12
Printed forms . . . . .	1,881.70	1,753.39	3,000.28
Miscellaneous . . . . .	818.07	606.37	534.45
Equipment . . . . .	101,450.72	105,886.61	101,386.70
Books . . . . .	62,893.32	75,172.53	75,922.78
Pamphlets . . . . .	84.41	289.11	478.90
Periodicals . . . . .	6,578.25	7,118.99	5,905.16
Catalog cards . . . . .	2,449.50	1,984.65	2,306.77
Prints, drawings, etc. . . . .	267.06	853.19	332.76
Furniture and fixtures . . . . .	25,275.25	16,399.27	11,674.77
Heat and light equipment . . . . .	1,316.92	987.88	223.18
Janitor and kitchen equipment . . . . .	337.88	642.99	515.52
Binding equipment . . . . .	1,931.96	1,232.68	2,032.24
Miscellaneous . . . . .	316.17	1,205.32	1,994.62
Additions and alterations to buildings . . . . .	1,929.36		
Rent . . . . .	13,760.02	15,745.25	16,430.00
Totals . . . . .	\$271,070.33	\$300,021.35	\$318,217.30

The 1928 expenditures are distributed according to departments and branches on page 79. In that distribution "Gas and electricity" and "Printed forms" are transferred from "Materials and supplies" to "Services other than personal" in accordance with the changed coding practice of the City Comptroller.

**Annual Expenditures 1911-1928**

1 Year	2 Salaries	3 Book Account	4 Rent	5 Other Maintenance	6 Total Maintenance	7 New Branch Books, Pamphlets, Periodicals, etc.	8 Equipment Building Alterations, Furnishings, etc.	9 Totals
1911	\$ 1,500.00			\$ 483.04	\$ 1,983.04	\$ 8,016.59		\$ 9,999.63
1912	6,699.88			4,941.48	11,641.36	3,568.26		15,209.62
1913	13,355.52	\$ 7,897.47	\$ 175.00	5,464.49	26,892.48	5,272.56	3,834.96	36,000.00
1914	17,805.35	9,409.66	833.33	8,130.52	36,178.86	10,330.10	3,247.09	49,756.05
1915	21,557.22	12,246.17	2,224.32	7,208.03	43,235.74	4,112.94	5,475.25	52,823.93
1916	25,868.62	15,313.68	3,649.47	8,252.67	53,084.44	4,684.77	5,378.50	63,147.71
1917	30,627.28	12,807.58	6,023.61	3,773.29	53,231.76	3,937.90	19,412.48	76,582.14
1918	37,673.77	22,102.68	7,263.54	15,282.61	82,322.60	None	None	82,322.60
1919	47,573.71	16,205.51	7,540.00	12,224.79	83,544.01	8,759.00	4,931.68	97,234.69
1920	51,055.76	24,851.93	7,542.78	17,591.01	101,041.48	220.86	None	101,262.34
1921	60,249.35	32,440.96	7,665.00	14,584.13	114,939.44	273.64	None	115,213.08
1922	66,986.11	39,809.61	8,033.32	18,759.74	133,588.78	5,050.79	9,697.43	148,337.00
1923	74,656.44	34,986.02	9,300.07	20,089.42	139,031.95	11,468.66	9,124.09	159,624.70
1924	84,711.66	37,625.82	12,242.54	21,865.21	156,445.23	11,960.69	8,443.73	176,849.65
1925	93,743.44	47,372.43	13,510.03	29,330.39	183,956.29	8,738.21	14,091.69	206,786.19
1926	112,109.50	58,679.49	13,760.02	37,543.39	222,092.40	22,929.33	26,048.60	271,070.33
1927	134,072.13	82,114.05	15,745.25	53,517.19	285,448.62	12,407.99	2,164.74	300,021.35
1928	154,694.77	89,692.23	16,430.00	39,356.00	300,173.00	9,636.37	8,407.93	318,217.30
Totals	\$1,034,940.51	\$543,555.29	\$131,938.28	\$318,397.40	\$2,028,831.48	\$131,368.66	\$120,258.17	\$2,280,458.31

Column 1. The \$1500.00 item in 1911 is for Consulting Librarian's services.

Column 3. Book Account includes books, pamphlets, periodicals, binding, lettering.

Column 5. Other Maintenance includes items mentioned on page 80.

Column 7. New Branch Furnishings include items like those on page 83.

Column 9. Totals. These differ from the annual appropriation in certain years, when an unexpended balance was carried forward.



### Requirements for Branch Library Rooms

These are not intended to cover the subject completely. They are preliminary information for builders who wish to erect a building and provide space therein to be rented to the City for branch library purposes.

A full set of plans and specifications for the entire building is to be filed for record in the library office before work of construction is started.

All plans and equipment relating to that part of the building which is to be occupied by the Library are to be approved by the Library. This includes such items as general floor plans, arrangement of rooms, columns, height of first floor ceiling and of basement.

1. Rooms. The main floor space (approximately 4000 square feet) will be in one large room, without partitions, the front wing for adults and the rear wing for children, with the main delivery desk between the two wings. Preferred location for the children is that part of the building which receives the sunshine in the afternoon. The ordinary city lot being long and narrow, the library entrance should not be at the end of the building but at or near the center of the long side, opposite the delivery desk. A corner lot is preferable. A staff room (about 350 square feet) to be located to the rear of the delivery desk and as near to it as possible. This staff room to be divided into a work room and a lunch room.

2. Doors for adults, special exit for children and possibly a door for the delivery of books and supplies. Doors for the public must swing out and have door checks. Doors on inside of vestibule should be double, one swinging in and the other out. All door frames should be built so that screen doors can be easily attached.

3. Main entrance to have vestibule on inside of building not less than eight by four feet. Closets four by four feet one to the right and one to the left of the vestibule make good use of space in front of delivery desk.

4. Abundant light. Windows to be double hung, those in adult room seven feet from floor; five feet from floor in children's room. They should work smoothly and have necessary equipment for opening and closing easily. Panes of glass should be large and easily cleaned. Front windows, which are flush with the sidewalk, should be of plate glass.

5. Floors to be level, closely laid, without cracks, scraped to produce a smooth even surface, suitable for receiving linoleum. Floor to be double, top floor to be laid after the roofing and plastering are finished, otherwise moisture will cause the boards to warp and form ridges and cracks which show through the linoleum.

6. Walls and ceiling to have not less than one coat of sizing and two coats of paint (lead and oil). Color for this and for woodwork to be approved by Library.

7. Lighting, arrangement of circuits, location of switchboard and of pushbuttons, type of fixture and height above tables to be approved by Library. Arnett and Lincoln branches are good illustrations of the above.

8. All meters, electric, gas, etc., for Library to be placed in Library part of basement, those for second floor to be so placed that they are accessible without going through the Library.

9. Heating. Two hot air furnaces in basement, to be operated by the Library; one for adult room and one for children's room; locate as near center of basement as may be for good results and provide coal bins, one or two, as may be needed.

10. Coal and ashes. Make satisfactory provision for the delivery of coal and the removal of ashes from the basement to the street.

11. Plumbing, hot and cold water in toilet rooms for both men and women, also for kitchen sink in staff room and janitor's sink (the latter also on first floor).



12. Walls to be perfectly straight and true to receive shelving. A "ground," set in the plaster six feet from floor for adult shelving and four feet for children's shelving, is a convenience for anchoring shelving without damage to walls.

13. Outside doors to have screen doors, and movable windows to have screens covering entire window.

14. A work and storage room (about 350 square feet) with wood floor to be partitioned off in basement.

15. A stairway to lead from a point near the delivery desk or the main floor work room to the work room and furnaces in the basement.

16. Book lift (Sedgwick) from main floor into or near work room in basement.

The floor plan submitted for approval is to show all pipes and other objects that will interfere with the full use of walls for shelving or will be visible in the library room.

### Cost of South Avenue Branch

Lot (58 ft. front by 51.6 ft. rear and 120 ft. deep) . . . . . \$10,440.00

Building		Building Equipment	
Architects' services	\$ 1,398.86	Linoleum	\$ 1,155.75
Heating	2,213.99	Sign	46.00
Roofing and metal work	809.00	Awnings	88.85
Mason,carpenter,painting	17,850.00	Window screens	226.40
Plumbing	1,265.00	Window shades	36.20
Electric work	1,101.49	Wire fence	75.00
	<u>\$24,638.34</u>		<u>\$ 1,628.20</u>

Furniture, etc.		Forwarded	
Shelving and delivery desk	\$4,294.00	Typewriter	54.00
Juvenile librarian's desk	145.00	Kitchen cabinet	139.00
Juvenile charging table	25.00	Staff room furniture	104.50
Adult tables (8)	300.00	Adult card cabinet	219.50
Juvenile tables (2)	94.00	Juvenile card cabinet	84.95
Adult chairs (30)	243.00	Vertical file	76.25
Juvenile chairs (9)	72.90	Picture file	95.75
Desk chairs (2)	27.72	Metal trimmer	24.00
Book trucks (2)	95.00	Print roller	6.25
Juvenile reading stands (6)	217.50	Wearproof mat	21.00
Juvenile reading benches (6)	112.00	Bulletin boards	72.21
Story hour benches (12)	90.00	Catalog guide cards	52.60
Steel stools (2)	16.50	Dictionary holder	3.19
Wrapping stands (2)	90.00	Thermometers	3.50
Umbrella racks (2)	55.00	Miscellaneous	686.98
Forward	<u>\$ 5,877.62</u>		<u>\$ 7,521.30</u>

Books			
Adult fiction	1153 volumes		\$ 1,727.44
Adult non fiction	1738 volumes		4,698.71
Juvenile fiction	940 volumes		1,473.26
Juvenile non fiction	1481 volumes		2,304.95
			<u>\$10,204.36</u>

Summary			
Lot			\$10,440.00
Building			24,638.34
Building equipment			1,628.20
Furniture			7,521.30
Books			<u>10,204.36</u>
Total			<u>\$54,432.20</u>

## Rating the Library

This is according to the tentative plan recommended by the committee of the New York Library Association, which took the outline approved by the American Library Association and adapted it "to provide for the large number of small libraries in New York State." In this adapted scheme the Rochester Public Library ranks in Class 17, which is for cities having a population of 250,000-500,000. The Library Extension Division of New York State bases its statistical comparisons on "total expenditures" and uses the state census of 1925, which gave Rochester a population of 316,786. The ratings below have been arrived at in correspondence with the Extension Division. The report of the Committee, including the standard of classification and factors for rating libraries, is printed in "New York Libraries" of February 1929.

Standard requirements for a class 17 library		Points Allowed	Rochester Rating
1. Book Stock (25 points)			
1. Volumes per capita $1\frac{1}{2}$		10	5.862 (1)
2. Adds annually $7\frac{1}{2}$ books for each 100 population		10	10.197 (2)
3. Has children's books equal to 25% of its collection		5	6.895 (3)
2. Circulation (25 points)			
1. Circulates 5 volumes per capita		5	7.568 (4)
1. Circulates 20 volumes per registered borrower		5	5.740 (5)
2. Circulates non-fiction equal to 35% of total circulation (In Central and branches only)		5	5.057 (6)
3. Circulates children's books equal to 35% of total circulation		5	5.479 (7)
4. Has 25% of population registered		5	5.032 (8)
3. Finance (25 points)			
1. Has total yearly expenditures of \$1.00 per capita		10	10.068 (9)
2. Received 75¢ per capita from tax		5	6.413 (10)
3. Spends 60% on salaries		5	4.041 (11)
4. Cost of circulation about 15¢		5	4.000 (12)
4. Staff service (25 points)			
1. Has number of professional staff equal 1:3000 population		5	5.303 (13)
2. Salary of librarian \$5,000-\$7,500		5	5.000 (14)
3. Training of librarian:			
General education 4 years college		5	5.000 (15)
1 year library school		5	10.000 (16)
4. Is open 60 hrs. per week		5	6.583 (17)
Totals		100	108.238

For comparison with libraries outside the state, the 1928 World Almanac estimate of population, 322,200, and maintenance expenses rather than total expenditures are used. According to these bases of comparison the ratings are as follows: (1) 5.763; (2) 10.046; (3) 6.895; (4) 7.441; (5) 5.740; (6) 5.057; (7) 5.479; (8) 4.947; (9) 9.316; (10) 6.305; (11) 4.294; (12) 4.000; (13) 5.214; (14) 5.000; (15) 5.000; (16) 10.000; (17) 6.583; Total 107.080.

(2) Net additions in 1928.

(5) Refers to Branches and Central only.

(6) In Branches and Central only.

(8) In Branches and Central only. Does not include borrowers at Sub-Branches, Stations, Grade Libraries and Playgrounds.

(12) The Rochester cost is  $12\frac{1}{2}$  cents.

## Memorials

### Hiram H. Edgerton

#### Father of the Rochester Public Library An Appreciation

Prepared by order of the Board of Trustees  
presented at their meeting of January 11, 1921 and  
unanimously adopted

An adequate appreciation of the services of the Hon. Hiram H. Edgerton in behalf of the Public Library would include the history of the Library from its beginning to date. Through his decision it came into being and through his favor it has grown to its present proportions.

Early in his administration as Mayor he recognized in the absence of a public library a serious defect in the educational facilities of the city. He saw what a service the Library could render and with characteristic initiative he proceeded to translate his vision into reality.

In 1911 at his direction a bill was prepared to provide the desired legislation in the form of an amendment to the city charter. This bill became law and the same year he appointed the first Board of Trustees. The following spring the librarian was appointed and in the fall the first branch was opened to the public.

The rate of its growth, the nature of its equipment and the extent of its service are dependent primarily on appropriations, which have grown from \$10,000 in 1911 to \$125,640 in 1921. During that time there has been a corresponding increase in the number and size of its collections and in the circulation of its books. The report for the past year shows that the entire system contains 130,782 volumes and that during the year 1,228,252 volumes were drawn for home use from 7 branches, 9 sub-branches, 87 stations, 642 class rooms and 12 playgrounds. The total circulation for the ten years was 5,477,694 volumes.

His conception of the character of the work to be done was exemplified in his first appointment to the Library Board of men of the highest type, men distinguished in their respective callings and representing the cosmopolitan character of the institution. These Trustees on the expiration of their terms of office were in every case re-appointed, thus reaffirming his judgment and insuring a proper continuity of control. Likewise he has stood consistently for the maintenance of a high standard in the personnel of the library staff. Thus the trustees, the librarians and the people came in time to recognize him as the Library's best friend.

The Library profited in a number of cases from his favorite avocation of reclamation and reconstruction. An illustration is Exposition Park. When Rochester was in danger of becoming a prison center he acquired for the city the property of the Western House of Refuge and there began one of his notable reclamation projects. No feature of his administration was under such long and hot fire as Exposition Park. He bore it all patiently and stood up against unwarranted and short sighted criticism like a stone wall until his judgment was vindicated.

Today Exposition Park is one of Rochester's most highly appreciated and popular possessions, where stands the Public Library, the Municipal Museum, the Jefferson Junior High School, the Zoo, a public bath, a playground and the various buildings used especially for the annual industrial exposition and

throughout the year for other great popular gatherings and exhibitions. Here indeed has a crude and cruel system of Reformation given way to an enlightened system of Right-formation because the man who had the power also had the vision and the determination to stand for a great public good.

Mr. Edgerton was a preserver as well as a maker of history. The Municipal Museum, now in control of the Library Board, was established by him and has hitherto been under his personal direction. Its splendid quarters now house its own already large and rapidly growing collection together with the library and other valuable exhibits of the Rochester Historical Society. One of his last acts as Mayor was to provide by ordinance and appropriation for compiling the history of Rochester's part in the World War. This is being done by the City Historian under direction of the Library Board.

Mr. Edgerton was a great builder. Many of the finest buildings in the city are the product of his constructive enterprise before he became Mayor. He brought with him to the Mayor's chair the habits and traits of a builder and manifested them in his activities. As such he understood the importance of taking time to lay foundations.

The Library is only begun, and yet there is probably none of his constructive undertakings that will ultimately mean more to the masses of the people. He has laid the foundation. It is for us to continue the structure and make it adequate and worthy of a great city. In so doing we shall best perform our duty to the people and bring credit upon the Father of the Rochester Public Library.

### A. M. O'Neill, D. D.

In taking away Father O'Neill death has for the first time invaded the ranks of the Trustees of the Rochester Public Library. He was appointed a Library Trustee by Mayor Edgerton, beginning April 1913, reappointed in January 1914 for five years and again for a like term in 1919. He has thus served continuously for almost nine years.

During that time the Public Library has grown from practically nothing to one hundred and thirty three thousand books, with an annual circulation of over one million volumes. The part played by an individual Trustee in that development is not conspicuous but highly important. The establishment of libraries, the adoption of plans and policies for their management, the appointment of assistants, the fixing of standards, and the general promotion of the library service call for clear insight, keen sympathy, good judgment, co-operative action and real wisdom. These qualifications Father O'Neill possessed in an eminent degree and he used them in a manner worthy of this dignified office and his distinguished character. With them he combined breadth of learning, depth of reasoning and length of patience and persistence which made him a power in many a good cause.

He demonstrated his devotion to the work of the Library by his regular attendance at Board meetings and by his faithful and conscientious discharge of all the duties which devolved upon him. Modest in manner, gentle and considerate in the extreme, yet firm in conviction, he was a beloved and respected member of this Board, which mourns his loss, when the Library is only begun, and when his life was at the height of its many-sided usefulness. The Library has lost a wise counsellor and a faithful friend. The city is poorer by his passing but richer through the life which he lived.

His fellow members of the Public Library Board at a special meeting called for the purpose pay this tribute to the memory of their beloved associate.

### J. Warrant Castleman

Mr. J. Warrant Castleman died January 1, 1920. He was President of the Board of Education 1914-18 and during that time ex officio a member of the Public Library Board.

That time was a formative period in the history of the Library during which membership on the Board of Trustees carried with it a peculiar responsibility for correct organization, and the establishment of wise policies and proper standards.

Mr. Castleman was a forceful addition to the Board in character and achievement. In his relations with the Library as with the Schools he showed keen interest, broad vision and sound judgment, which made his services of the greatest value.

Through his untimely death the Library lost a strong friend and the City a most distinguished citizen. The Board of Trustees of the Rochester Public Library places on record this tribute of respect to J. Warrant Castleman.

### Clarence D. Van Zandt

Eternal peace has come to Mayor Clarence D. Van Zandt. Death, sudden and unexpected, has ended a life that for the last four years has been given as a living sacrifice to the service of the city.

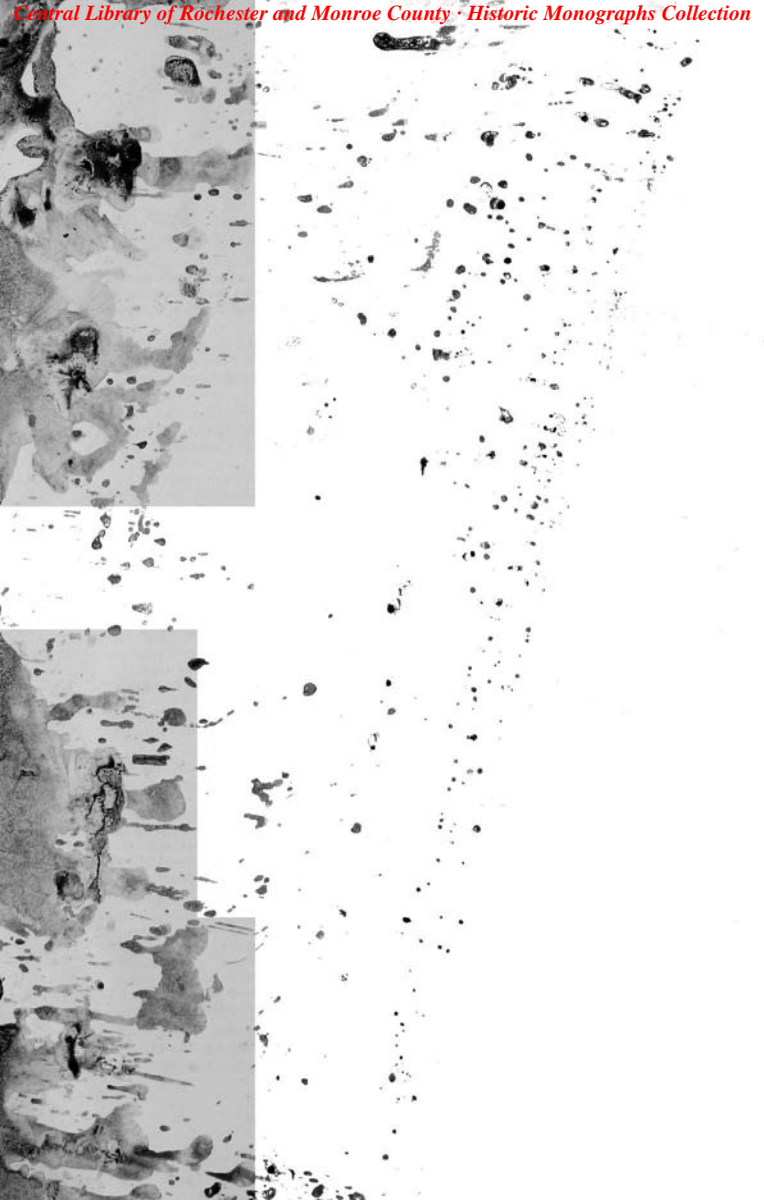
For the second time in four years the Library Board meets in memory of one of its ex officio members. Mayor Van Zandt assumed office January 1, 1922. Since that time he has been a member of the Board of Trustees of the Rochester Public Library.

That short period has been a stirring time in the history of the city. In the important events that transpired he has taken a conspicuous and honorable part. Stern uprightness, hard work well directed, and strict attention to duty made him an outstanding success in private business. He vigorously applied those same principles of conduct and good management to the administration of public affairs.

His connection with this Board and the Public Library was chiefly by virtue of his office as Mayor and yet he manifested more than a passing interest in its affairs. During his term four additional branch libraries have been opened, on Winton Road, Arnett Boulevard, Portland Avenue and Lake Avenue. The Lincoln Branch on Joseph Avenue was moved from rented quarters to a permanent building, making it the banner branch in completeness and correctness of equipment. A fine site for a branch building has been acquired on Culver Road and steps have been taken to secure a site and a building on South Avenue.

But the most important library action of Mayor Van Zandt's administration was the assignment of space in the City Hall Annex and provision in this year's budget for the beginning of a Central Library. He had previously promoted the request of this Board and the action of the Common Council setting aside a site on the east side of the river for a library building. The opening of the central collection of books only four days ago was in keeping with his earlier action and purpose. It is unfortunate that he did not live to realize the full meaning of this forward step for library development in Rochester.

The members of the Board of Trustees of the Public Library at a special meeting this 19th day of June 1926 pay tribute to the sterling worth and distinguished public service of their associate and co-worker.





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## Form of Bequest for a Book Fund

I give and bequeath to the City of Rochester, a municipal corporation organized under the laws of the State of New York, having its offices at City Hall, Rochester, New York, the sum of .....dollars, which sum I desire shall be held in trust nevertheless by the City of Rochester to invest and reinvest the same and to expend the interest, income and profits thereof for the purchase of books for the public libraries.

The above form may be altered for gifts for any purpose which may be desired, such as a branch library, etc.



## The Function of the Public Library

Books of knowledge with a horizon extending from day to day, books of inspiration in an ever deepening stream and books of recreation in a constantly growing field, to make these books an active force for the enlargement and enrichment of the life of all the people, this is the mission of the public library. In this way it aims to co-operate with the home, the school, the vocation, the state and the church. It is the business of the library to supplement and reinforce the work of each of these great factors, to strengthen and vitalize all of the agencies which make for human progress.

## Rochester Public Library