

The Millicent Library
Fairhaven, Mass.
Annual Report
1904

Officers and Trustees of the Millicent Library
1893-1905

President

Henry H. Rogers 1893 –

Vice Presidents

Walter P. Winsor 1893-94
George H. Taber 1895-96
George H. Tripp 1897-98
Thomas A. Tripp 1899-00
James L. Gillingham 1901-02
Job C. Tripp 1903-04
James L. Gillingham 1905 –

Treasurers

James L. Gillingham 1893-94
Mrs. Lizzie F. Nye 1895-96
Walter P. Winsor 1897 –

Secretaries

Thomas A. Tripp 1893-94
Miss Ellen H. Akin 1895-96
Mrs. Sarah C. Anthony 1897-98
Mrs. Lizzie F. Nye 1899-00
Don C. Stevens 1901-
Drew B. Hall 1901 –

Standing Committees
1905-1906

Book Committee—

H. H. Rogers, President, J. L. Gillingham, Vice President, F. B. Lyman, G. H. Tripp, Mrs. Winsor.

Finance Committee—

W. P. Winsor, Treasurer, J. C. Tripp, G. W. Stevens, Mrs. Broughton, Miss Akin.

House Committee—

T. A. Tripp, E. L. Besse, Mrs. Anthony, Mrs. Nye, W. E. Benjamin.

Trustees

Miss Ellen H. Akin 1893-
Edmund Anthony, Jr. 1902
Mrs. Sarah C. Anthony 1893-
William E. Benjamin 1893-
Edward L. Besse 1893-
Mrs. Cara R. Broughton 1893-
James L. Gillingham 1893-

Frederick B. Lyman 1904
Mrs. Lizzie F. Nye 1893-
Henry H. Rogers 1893-
Don C. Stevens1893-01
George W. Stevens 1893-
George H. Taber 1893-01
George H. Tripp 1893-
Job C. Tripp 1902-
Thomas A. Tripp 1893-
Charles W. White, Jr. 1902-04
Mrs. Mary G. Winsor 1893-
Walter P. Winsor 1893-

Librarian's Report
For the year ending Dec. 31, 1904

To the Trustees of The Millicent Library:

I have the honor to present the librarian's report for 1904.

Growth in volumes

The additions for the year number 877 volumes; 754 by purchase, 24 by gift and 99 by the binding of periodicals. 370 volumes were withdrawn, leaving a net increase of 507 which added to the 16, 958 (by clerical error printed as 16,912 in the 1903 report), the actual number in the building Dec. 31, 1903, makes the present total 17,465 (Appendixes 1 and 2).

The most extensive purchases were in fiction, of which 312 volumes out of the 877 were added. The next largest class was fine arts 127; then travel and history 85; bound periodicals and bibliography 83; literature 80; biography 63; science and nature study 19, etc. 152 volumes were assigned to the young people's room. Of the 877 volumes added, 538 are entirely new works, technically called new titles, and 164 are additional volumes, as the second of a cyclopedia or the 106th of Harper's magazine; these together make 702 volumes of new matter. The remaining 175 volumes are additional copies, or duplicates, in fiction alone 147 such duplicates being required.

Registration

340 persons have received borrower's cards; adult residents of Fairhaven 185; of school age 104; residents of New Bedford 20, and of other places 31. These 340 names added to the 1,842 reported on Dec. 31, 1903, make 2,182 registered since May 1, 1902. The total number in Fairhaven is 1,773, which among a population of 3,750 is 47% and is hardly surpassed in the country.

Age Limit

The age limit of 11 years was removed under conditions on December 3rd by the addition of an exception to the by-laws, so that the section concerning borrowers now reads:

All inhabitants of the town of Fairhaven of eleven years of age and upwards shall have the right to visit and use the library building and to take books therefrom under such regulations as the book committee under the direction of the board of trustees determine; *except that* persons under eleven years may enjoy these privileges upon recommendation of the superintendent or one of the principals of the public schools and with the approval of the librarian.

One Reader's Card

A change from two readers cards to one has met with general approval. When two books only were issued to a reader two cards were furnished him, one for fiction, the other for non-fiction, so that if the cards were left undisturbed they came back to the library in the proper volumes. When, however, borrowers' privileges were

increased to include any reasonable number of books, the simple, "card to each volume," ceased to be practicable and it was deemed best, after careful consideration and extended consultation with readers, to use but one card, distinguishing the three broad classes of loans from one another by varying on the card the positions of the dates charging the three classes. So that now the date charging a volume of fiction is stamped in the most natural place, the upper left part of the card; the date for non-fiction is turned upside down; and that for current periodicals is placed in the lower right hand corner, successive charges working upward.

The number of volumes issued (Appendix 5) was 46,614 making the largest circulation for nine years excepting 1903. the largest day was Jan. 30, 252 volumes; the smallest July 4th, 51. the issues on Thanksgiving and Christmas were 123 and 85 respectively, and on Sundays exceeded as a rule all days but Saturdays and Mondays. The average daily circulation was 127 and per capita (population being 3,750) 12.4.

Small collections on such subjects as "Old days in the colonies," "Patriotism and civic ideals" and "Books for home lovers" have been exhibited on the ends of the loan desk. They have taken the place in a smaller way of the broader collections in the rotation case for which other demands were imperative.

Shelf Numbers

Experiments covering more than a year have shown the superiority of lettering applied directly to the binding. On light bindings Higgins' black waterproof ink is used, and David's white letterine on dark. When thoroughly dried, the lettering is protected by a thin coat of white shellac, with which bindings in any way delicate are entirely coated. All recent accessions and several thousand older books have been thus treated to our complete satisfaction.

Publications

Three full bulletins including all additions have been issued, and three small select reading-lists on Cookery, The flower garden, and Birds; and a set of 80 subjects for summer reading.

Book and Picture Exhibits

Ten of the Library art club exhibits have pictured Japan, the Grand Canyon of Arizona, French art, the Evangeline country, Paris, Egypt, Orvieto, and Venice.

During the two weeks preceding Christmas some 80 new books suitable for gifts were on exhibition.

A. L. A. Catalog

During the year the Library of Congress in Washington has printed a catalog of 8000 volumes selected by members of the American Library Association as those which form the best rounded small library. Seven-tenths of these books The Millicent Library owns and the purchase of the remainder it was glad to consider. The selection is a very careful one and the character of a majority of the books is made clear by descriptive and critical notes. These features combined make the A. L. A. Catalog as it is called, almost trustworthy guide to one's reading, and numerous copies of the complete volume of 900 pages have been put in circulation. It is hoped that the section of literature including 1,200 volumes of fiction may shortly be distributed free to readers as annotated catalogs of books always to be had in the library.

Card Catalog

The card catalog is and can be the only complete and up-to-date catalog and must be consulted by anyone wishing to know exactly what the library contains. Most of the cards now being added are clearly and beautifully printed in Washington and bought from the Library of Congress for less than they can be typewritten, 1,712 having been purchased for \$15.27. Since the fall of 1901 when this library was the 14th to subscribe for these cards, 425 other libraries have added their names to the list and all are finding their patrons much pleased with their neat appearance and accuracy. 5,820 Cleveland-Pittsburgh cards analyzing selected books for young people have been received to complete the set, which is a most valuable key to juvenile literature.

Changes in staff

On Jan. 4, 1905, Miss Frances H. Fuller resigned the position of children's librarian which for two years she had occupied with marked success, to accept a similar office in The City Library of Springfield, Mass. Miss Fuller came to Fairhaven to give particular attention to work with the young people and to build up the apparatus of catalogs and the collection of books for its effective continuance; for which her earnestness, broad experience and ready sympathy admirably fitted her.

And on February 21, Miss Eda M. Perry of the Pratt Institute Free Library, Brooklyn, took up this work. Miss Perry whose home is in the nearby town of Monument Beach, completed partial courses in the Bridgewater normal school, taught for several years, graduated from the Pratt Institute library school, and for two years past has been on the staff of the free public library connected with the institution.

In general, the work of the library has gone on progressively. It is filling the place it should better than a year ago. Its staff has steadily increased in efficiency, and its collections of books in value and range, both for general and reference use; many questions can be answered now, and many subjects set forth which a year ago were unprovided for. The cardholders are more numerous, and while the circulation has fallen off, the fact that the number of volumes in circulation at any one moment and the average number of days a volume is held have both increased, show that actually more hours are spent in reading the library's books and probably more thought given to what is read. In short, the community's reading seems to be in healthier condition.

To the Board I have to express my sincere appreciation of their continued courtesy and support, and to the staff hearty thanks for their cooperation and assistance.

Respectfully submitted,
Drew B. Hall,
Librarian

10 Jan. 1905

Appendix 1 Growth 1904

Volumes at the beginning	16,958
Volumes added	877
Volumes withdrawn	370
Net growth	507
 Net total	 17, 465

Appendix 2
Classified Additions, 1904

	Vols	Per Cent.	Additional vols, and copies	New Titles	Included in previous columns	
					Vols Juveniles	Titles Juveniles
Fiction	312	36	147	165	80	47
General works and periodicals,	83	9.5	67	16		
Philosophy,	7	.8		7		
Religion,	14	1.6	1	13	2	1
Sociology,	44	5.1	5	39	8	7
Philology,	1	.12		1		
Natural science,	19	2.2	5	14	5	3
Useful arts,	42	4.9	4	38	4	4
Fine arts,	127	14.6	72	55	16	13
Literature,	80	9.2	14	66	25	18
Travel and history,	85	9.8	8	77	22	16
Individual and collected biography,	63	7.2	16	47	7	7
	877		339	538	169	116

Appendix 3
Gross and Net Increase

Additions		Loss	
By purchase,	754	By worn out and withdrawn,	370
By gift,	24		
By binding periodicals,	99		
	877		370

Appendix 4
Registration, 1902-04

	1902	1903	1904	Total	
Fairhaven, adult	877	231	185	1293	
Fairhaven, school age,	264	112	104	480	1773
New Bedford,	99	61	20	180	
Other places,	106	92	31	229	409
Total Dec. 31, 1904					2182

Appendix 5
Classified Circulation by months, 1904; including Young People's Books.

	Fiction	Encyclopedias and Periodicals	Philosophy	Religion	Political economy, education and folk lore	Language and grammar	Natural science	Useful arts	Fine arts	Literature	Travel and history	Individual and collected biography	Totals	Juvenile total included in "totals"
Jan.	2679	935	26	29	116	6	90	107	122	178	325	93	4706	818
Feb.	2490	802	22	28	123	5	90	103	132	185	325	125	4430	809
Mar.	2623	881	19	36	98	5	98	108	131	177	366	96	4638	912
April	2274	835	18	42	101	2	102	94	131	124	296	60	4079	758
May	1980	734	11	24	57	0	94	70	81	126	257	59	3493	608
June	1881	650	15	19	45	6	72	62	42	138	164	61	3155	526
July	2140	668	12	26	57	3	55	80	69	127	171	49	3457	639
Aug.	2216	686	14	16	50	3	53	58	76	108	158	59	3497	553
Sep.	2107	650	27	21	72	6	74	83	77	101	148	69	3435	515
Oct.	2324	785	33	48	86	4	78	79	109	163	152	79	3940	713
Nov.	2380	818	21	35	87	1	57	85	117	195	208	71	4075	836
Dec.	2224	718	26	27	73	7	47	79	86	195	174	53	3709	784
Total	27318	9162	244	351	965	48	910	1008	1173	1817	2744	874	46614	8471
Per cent.	58.6	19.6	.52	.75	2.02	.10	1.95	2.12	2.47	3.9	5.88	1.87		
Purchases Per cent.	36.	9.5	.8	1.6	5.1	.12	2.2	4.9	14.6	9.2	9.8	7.2		

Appendix 6

Library Staff

Librarian -- Drew B. Hall, July, 1901-

Assistants (alphabetical order)

Frances H. Fuller, October, 1902-December, 1904

Flora H. Leighton, January, 1903-

Eda M. Perry, February, 1905-

Annie Thompson,December, 1891-

Janitor-- Horatio Jenney, March, 1894-

Page-- Edward G. Spooner, Jr. January, 1902-