

CITIZENS LEAGUE REPORT

No. 40

**Minneapolis Public Library  
Building Needs**

**March 1955**

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MINNEAPOLIS MAIN LIBRARY  
BUILDING NEEDS

FIRST REPORT  
of the  
LIBRARY SECTION  
of the  
PUBLIC EDUCATION and RECREATION COMMITTEE  
of the  
CITIZENS LEAGUE OF MINNEAPOLIS AND HENNEPIN COUNTY  
601 Syndicate Building Lincoln 0791

March 1955

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The detailed reports of the Section on the Present Main Library considering it floor by floor and department by department are presented in the Appendix to this report which is available at the League's office upon request. It contains sketches of the floor plan of each floor, a statement as to the location, relation, history, functions, and needs of each department.

March 2, 1955

TO: The Citizens League's Public Education and Recreation Committee and Board of Directors

By resolution of the Board of Directors in December 1953 the organization of a Library Section of the League's Public Education and Recreation Committee was authorized. The Section was assigned the task of surveying the need for and recommended location and approximate cost, of a new main library or of any extension or remodelling of existing main library facilities of the Minneapolis Public Library system.

Attached is the first report of the Section which sets forth our conclusions as to the need for a new main library building. Subsequent reports on the location plans and probable cost of a new main library, will follow as the project moves forward.

The Section has received excellent cooperation from the Library Board: Messrs. Archie Walker, Harlan D. Strong, Bernard Ericsson, George Jensen, Mrs. Dorothy Rood, Mrs. Mildred Haglin, Mrs. Florence Wichman, Dr. James Morrill and Mayor Hoyer, and from Mr. Glenn M. Lewis, the Librarian and his staff.

Active members of the Section have been:

Francis M. Boddy, Vice Chairman		
Kenneth Backstrom, Chairman of Main Library Sub-committee		
Mrs. Howard Conn, Chairman of Children's Library Sub-committee		
Mrs. Wright W. Brooks, Chairman of Branch Libraries Sub-committee		
Mrs. Peter Thompson, Chairman of County Library Sub-committee		
Harper Glezen, Chairman of Sub-committee on Administrative Problems		
Mrs. J. R. Rogers, Chairman of Processing Departments Sub-committee		
Jule Hannaford III, Chairman of Financial Problems Sub-committee		
Dr. Moses Barron	Harold Falk	Charles Raymond
O. H. Batzli	Ruth Gall	Robert Sapp
Ethel Berry	Mrs. Walter Hauser	Mrs. John Sprague
Loren Cahlander	John Lindstrom	Harold ten Bensel
Jake Essen	Mrs. George Palmer	Mrs. Roger Williams
		Mrs. John Wilkins

Raymond Black, Executive Director of the League, served as staff assistant to the Section.

Rabbi Albert G. Minda  
Chairman, Library Section



## APPROACH TO THE PROBLEM

The Section approached its assignment without predetermined ideas as to the community's main library building needs. The members have acquainted themselves with the wide variety of services offered by the Minneapolis and Hennepin County libraries and have also looked at services which are not, but might be, provided.

The Section was organized in January 1954, and since then has toured the Main Library, met with the Library Board and the Librarian twice to hear a discussion of the philosophy of present day metropolitan library operation, the handicaps of operation in the present main library building and how these handicaps might be eliminated by the erection of the proposed new building. The Section members have studied the materials listed in the Appendix and operating as sub-committees have studied in more detail the operations and operational problems of the departments discussed in this report and in the Appendices. Other libraries have been visited and librarians consulted.

After the Section members had obtained a good understanding of what purposes the main library serves, the following alternatives as to its physical plant were considered:

1. Getting along with the existing facilities.
2. Remodeling the present building to provide better elevators, more space, better fire protection, etc.
3. Moving certain activities out of the main library building and into an auxilliary building or major addition to be purchased, leased or built for the purpose.
4. Building a new building.

## Conclusions

The Section concluded that alternative #1 is not feasible because operation of the Minneapolis and Hennepin County libraries in and from the present main library building severely limits the library services rendered. The handicaps to the users and to the staff resulting from the age, architecture and crowded conditions of the building are serious and costly.

The Section concluded that neither alternative #2 nor #3 alone would meet the community's needs. This left as possible solutions:

1. Building a major addition to the present building and remodeling and modernizing the present building.
2. Building a new main library.

The decision as to which of these alternatives should be used was based upon the desirability of the site of the present main library and the cost and feasibility of rehabilitating and adding to the present library in such a way that a building suitable to meet the community's needs for a period of years would result.

Section D sets forth in some detail some of the things that must be done to make the present building serviceable, after a fashion, and safe and the costs

thereof. The costs estimates, and to some extent the work needed, have been verified by Kenneth Backstrom, architect, and P. M. Dougall, builder. These estimates total over \$1,000,000 for work on the present building without providing any additional land or additions to the building except a one tier increase in stack area and the addition of one story over the bindery.

Section E of the report describes the work the Section did and its conclusions as to the desirability of the present site.

In the light of its findings the Library Section states as its conclusions:

1. The age, size, condition, arrangement and location of the present main library building make it inadvisable to spend substantial sums of money on repair, rearrangement, rehabilitation, additions or new equipment.
2. No economically feasible combination of the present building and an addition thereto would adequately provide for either the community's needs or for economical operation of the library.
3. A high priority should be assigned the new library building by the Long Range Capital Improvements Committee, the City Council and Board of Estimate and Taxation because of
  - a. Present conditions at the library which make certain operations very costly, restrict use, affect acquisitions and endanger the lives of the public and employees as well as the library collection, parts of which are irreplaceable.
  - b. Inability to expand operations at branches, schools, hospitals, etc., until new main library facilities are available.
  - c. The fact that no capital funds for library building and rehabilitation purposes have been made available over the past 20 years, while schools have received over 20 million and parks over 3.3 million dollars.
4. Because it depends upon voluntary use the site of a library is a critical factor in determining its role in the community. The selection of a good site is of paramount importance in any planning for a new library.
5. In terms of the criteria set forth in Section E, a better size for a new library than 10th and Hennepin should be obtainable.

The Section urges the allocation of sufficient bond funds in 1955 and 1956 for land acquisition with tentative commitments for 1957, 1958 and 1959 sufficient to complete the building.

The Section urges a review of the proposed 4th and Nicollet site by the Library Board, Planning Commission, the Long Range Capital Improvements Committee and the City Council in connection with the overall planning for the redevelopment of this area. Unless the redevelopment of the area is to proceed concurrently with the construction of the library and perhaps even if it is, the Section believes that a better site for a new library may be obtainable in terms of the criteria set forth in Section E.

The Section has not reviewed the plans for the proposed new building which were developed in 1949 and 1950 at a cost of \$139,500, which the Federal Government has borne thus far. It understands that these plans would be adaptable to other city blocks. The Section will undertake to comment on the plans when the location is finally determined and it appears that the project is going ahead.

The League's Tax and Finance Committee should report on the best methods of financing the new building, but the Library Section believes that the tax and bond resources of the city, as presented in the December 1954 report by the Tax and Finance Committee are adequate for the financing of a new main library within the next five years. Since the main library serves much of Hennepin County as well as Minneapolis, it may be desirable to issue county bonds to finance the new building. This would require legislative authorization.

Federal aid in site acquisition may be available through the Federal Urban Redevelopment Act.

Private contributions to the cause of a new library may also be considered as a possible source of funds.

The Section's conclusion that a new library building is needed is based on the findings set forth in the sub-committee's reports and Appendices. Among the findings the following stand out:

1. The main library building, built in 1889 to 1929 for a population of 400,000, is serving a population of 713,000.
2. The metropolitan area has a high potential use of library services, which is not being realized because of inadequate facilities.
3. Library services are unnecessarily limited by the present building. Lack of space prevents installation of sufficient listening rooms, viewing rooms, micro-film readers, etc., to meet the demand.
4. Maximum library use is not encouraged by the present building. For example, reader area has had to be cut down 50%.
5. The building lacks flexibility as to use and cannot be successfully altered or rearranged except at great expense. High ceilings, towers, central stacks arrangement, numerous partitions, monumental staircase, etc., interfere.
6. There is a serious lack of conference and meeting rooms. At present only the make-shift auditorium on 4th floor is available where seven or eight different size rooms are needed.
7. Use of 7 major reading rooms or department offices as corridors to other rooms is very disturbing.
8. Lack of adequate ventilation, temperature and humidity control results in some rooms being very hot in the summer and in poor conditions generally for the preservation of books, records and works of art. Dust and dryness are ruining expensive books. Valuable collections are not being donated to the library for lack of facilities to adequately care for them.
9. More filing and stack space is needed. Materials are being filed and stored in 15 odd nooks and crannies for lack of space. Stacks designed for 400,000 books are housing 600,000.
10. The Telephone Department is in a very difficult location.
11. Much staff energy and time which could be saved is spent going up and down stairs.
12. Main charging, registration, overdues and book return desks and Circulation Department should be on ground floor at ground level instead of 20 steps up as they are at present.
13. Clippings workroom is too far removed from reading room. It is across the lobby and a half story up.
14. Museum should have a separate entrance to permit independent use.
15. Better work spaces are needed for museum curators.
16. Art Department collections cannot be properly displayed. There is only space for three pictures in the front of the department and five in back. A small gallery is needed.

17. Art Department lacks work space.
18. Visual Aids needs separate workroom for film inspection and larger soundproof preview room.
19. Athenaeum office should be nearer the Processing Division for improved efficiency in procuring and handling books.
20. Better storage and use facilities for valuable books are needed.
21. Space problems are unduly affecting book selection.
22. Divided storage of books and records in the Music Department makes checking in many places necessary.
23. Record storage is inadequate and is partly in the listening room so users are disturbed when attendants come in to get records.
24. Stacks are poorly lighted. Use of bare bulbs with a metal shade above only does little to diffuse light and makes for uneven lighting.
25. There is no display space in the Music Department.
26. Listening rooms are inadequate in size and number. There is only one now and it also houses the piano. There should be several with one of them large enough to accomodate a class of students.
27. Business and Municipal Branch lacks private office or working space, facilities for patron's wraps, public rest rooms and display space.
28. Work space and storage space are at a premium in the Central Children's Room. Office space and work space are literally on top of each other.
29. Branch library division office space is poorly arranged and located and is inadequate in size. Additional branches cannot be serviced from present facilities.
30. Loading of bookmobiles at the curb is very difficult.
31. Limited working and storage space in County Library office is limiting book selection.
32. Lack of unloading dock makes handling of shipments difficult.
33. Sorting room is too small. Should be increased in size by  $\frac{1}{3}$  to  $\frac{1}{2}$ .
34. A stock room is needed. There is none now and therefore accurate inventories of supplies are almost impossible to take or maintain.
35. Periodical checking room should be adjacent to order room, instead of being on the opposite side of the building.
36. Catalog Department should be adjacent to the order room instead of above it as it is now.
37. Important bibliographical volumes should be more easily available to the Order Department.

38. Mail distributing desk for whole library is in the Order Department and results in much traffic.

39. Catalog Department has too little floor space. An area of 25% to 35% should greatly increase efficiency.

40. Head of Catalog Department needs a private office.

41. Collection should be broken up into more subject areas for better selection and service.

#### A. GENERAL LIBRARY SITUATION

The Minneapolis Public Library, by contract in effect for over 30 years, houses the Hennepin County Library. The Minneapolis Library Board serves as the County Library Board and its Librarian is also the County Librarian. The only municipal library system in the County, not a part of the system, is the Hopkins Public Library.

Except for cash receipts from book fines, fees, etc., amounting to about \$72,000 in 1952, practically all of the \$1,500,000 expended by the Library Board comes from the property tax levy.

In the county area served by Hennepin County Library there were in the 1950 census 147,266 persons, while in the city there were 521,718 for a total of 668,984. Together there were 155,951 registered borrowers. During 1952 they borrowed for home use 2,746,866 books, a gain of 193,347 over 1951, and the largest annual gain since 1938. 1952 had the greatest total circulation of any year for ten years. The circulation per capita was 5.27 books and per card holder was 17.6. Slightly over half of the books loaned were loaned to children (14 years and under).

The Minneapolis Public Library with its branches, bookmobiles, school stations, classroom, business, welfare center, hospital and summer camp libraries is doing an immense job quietly and within the physical limitations imposed, efficiently as far as the Section is able to judge from its study to date. It is regarded as one of the top six municipal libraries in the country and its librarians Dr. Herbert Putnam, Dr. James Hosmer, Miss Gracia Countryman, Mr. Carl Vitz and Mr. Lewis have established a national record of leadership in library matters. Their devotion and that of the staff to the ideal of a high type of book and information service is well known in the community.

The Minneapolis metropolitan area has a high potential book use and demand both occupational and cultural. This has generally been recognized in the attention, financial and otherwise, given to library matters over the years. It is the purpose of this first report to discuss whether the housing of the main library in its present structure is seriously hampering the quality and/or quantity of library services provided the community by the public dollars expended therefore.

## B. HISTORY OF THE PRESENT LIBRARY BUILDING

The library moved into the present original building in 1889 when city population was about 164,000 and book collection numbered about 42,000 volumes. The figures for 1890 and 1952 make an impressive contrast:

	<u>1890</u>	<u>1952</u>
Population served	164,739	521,718
Volumes	42,000	1,005,751
Registered Borrowers	13,502	158,169
Circulation	202,932	2,746,866

These figures are for the whole system, however, they have a relevance for the Main Library for not only the overhead administration, but the cataloging and preparation of books and a great deal of reference work is done at Main Library for the branches and for their patrons. Main Library activities and capacities have to be based, therefore, not only on central but on entire system circulation, reference work and other services and overhead.

Such growth in bookstock and in public service from 1890 to 1952, made necessary a succession of enlargements and rearrangements. These took place in 1904, 1915, 1925 and 1929. Some rearrangement of space took place in 1953 and the possibilities of further improvements in the utilization of the space are constantly under study. The Main Library building now has 191,990 square feet of floor space.

If the original building had been laid out in large open rooms, and if in those early days there had been any understanding of standard bookstacks and therefore standard floor heights, and if the building as a whole had been designed with the flexibility of the modern library to permit properly related expansion, further enlargements could be effectively made. Because of the massive masonry construction of the original building and the numerous interior walls cutting the building into small rooms, real difficulties are presented in planning enlargements which would keep logical relationships intact.

To quote from Joseph L. Wheeler's 1945 study of the Dayton Public Library and Museum:

"A library building, serving thousands of people, cannot be enlarged as simply as a hotel, a hospital or a school, where additional rooms, wards or classrooms can easily be attached vertically or horizontally. A library is like a living body in which certain relationships must be maintained -- the trunk to the arms, the heart to the extremities. You cannot add a leg or an arm to "increase production" nor move the heart to the abdomen; the whole body must grow together. In a library there should be a major point for supervising and handling the everyday routine bookservice for the public, otherwise waste and inconvenience follow." p.7



### C. DESCRIPTION OF THE PRESENT LIBRARY BUILDING

The present main library building, located at the southeast corner of Hennepin Avenue and Tenth Street, is a style of architecture known as Richardson Romanesque. It is a four story building with the first floor almost up to grade level. Built of red sandstone and decorated at the entrance with squat granite columns, the entrance is massive, detailed and generally uninviting by 20th Century standards.

Eight outside steps must be climbed to go through the two doorways to the grand staircase. These steps encroach on the sidewalk about six feet. Eleven steps lead down to the first floor or twelve steps up to the second floor where the main desks of the library are located. Elevator service, in a very small and antiquated elevator, can be obtained only by going up the total of twenty steps from street level or up eight and down eleven.

The grand staircase and open stairwell with the brick interior and black ornamental iron rails and structure are picturesque and impressive, but the plan is very wasteful of space and provides a chimney to spread fire, smoke and fumes. Twelve large radiators are required to heat it. The walls by the stairs and landings serve as galleries for some sculpture and maps, paintings and photographs. There are two flights of 16 steps each or a total of 32 steps between second and third, and third and fourth floors.

No satisfactory system of elevators or escalators could be installed without ripping out the old monumental stairway and materially altering the entrance to the building. It is estimated that such alterations including an enclosed stairway, two elevators and air conditioning would cost in excess of \$500,000.

The building has 18 to 20 foot ceilings on all floors, with much of this space unuseable. Large wooden double hung and casement windows are found throughout the older part of the building. They are not dirt tight. In general the building, including the heating plant, is in good repair. Maintenance costs about \$ a year.

There is serious doubt as to the feasibility and practicability of adding more half floors. Real problems as to windows, support, heating, ventilation, entrances, exits, etc., are certain to come up and it appears doubtful that space added in this way would provide a very permanent solution to the problems developed by our study. The towers on the corners make use of existing space difficult and this problem would be repeated on the half floors.

The use of many rooms as corridors to other rooms results in frequent interference and disruption. It also tends to confuse users.

If a new library is built it is doubtful if any satisfactory use, public or private, could be found for the present building. If none were found, destruction would be called for to make the lot saleable. Destruction of a brick and stone building of this type would probably prove expensive, since there would not be much salvageable material.

The twenty steps to get to main floor and the general architecture reflect the era of '89 when people approached their library in a certain spirit of leisure and as something apart from their daily lives. The modern library should be placed on the main stream of foot traffic, as close as possible to the busiest shopping corner. Its facade is attractively designed to be as welcoming as possible, with large windows to give plentiful daylight and sidewalk-level entrance to avoid the handicap of stairs. Sidewalk Display windows are used to excite viewers to use the library.

The ease of entering the Business and Municipal Branch on South Sixth Street, provides a contrast with entering the Main Library.

#### D. REHABILITATION COST FIGURES\*

- a. Within the next six to seven years there is needed a complete replacement of plumbing at AN ESTIMATED COST OF \$20,000.
- b. The passenger elevator is wholly inadequate to carry the loads the traffic in the main building places upon it. The fourth floor has an auditorium with a capacity of 300. The elevator holds five to six passengers. It takes about one minute for a round trip from the first to fourth floor. For a program, then, if all the spectators were to use the elevator, it would take 50 minutes to gather the audience. Usually when such a program is offered no one else can board the elevator at any other floor. In the last year people have called the library to see if the elevator was operating, explaining that they wanted to come to the third floor but would not climb the stairs. Therefore, they would not come unless they could ride.

A new passenger elevator would COST ABOUT \$25,000. It is a question whether or not one would meet the needs of an expanding community.

- c. It has been suggested that the front of the building be altered and floors carried out to the Hennepin Avenue limits. This means moving stairway, elevator shaft, changing front entrance, etc., at AN ESTIMATED COST OF \$150,000 with but a small increase in space since both stairway and elevators will cut into the resulting new area. Also, the half level at the front door would cause problems. The suggested modernization of the exterior is not included in this estimate.
- d. The roof needs work. To repair roof cornices and gutters WOULD COST \$10,000. This, of course, means temporary relief in a roof going on 70 years old. A complete new roof WOULD COST \$100,000.
- e. Brickwork on one side of the building has been pointed. To complete the job WOULD COST \$8500.

Floors in the science museum, visual aids, Minneapolis history collection, art, school, catalog, order, factory and hospital departments, office, cafeteria and first floor lobby will COST AROUND \$11,500.

- f. Replacement of the old window frames and sashes has been ESTIMATED AT \$20,000.
- g. To increase stack area one tier, involving stairways, elevator, metal shelving and one outside wall and roof, could be added at A COST OF \$100,000.
- h. Increased work area may be provided by adding one story over the bindery. This would also involve stairway and elevator, three outside walls and roof. COST IS ESTIMATED AT \$100,000.

\* These figures and the need for the work done were prepared by the Library staff. They have been reviewed by a sub-committee of the Sextion consisting of Kenneth Backstrom, architect and P. M. Dougall, builder.

- i. The fire and health hazards listed by city inspectors were reported to the Board, December 11, 1952 and April 9, 1953, and discussed in the newspapers, November 27, 1952, December 4, 1952 and April 10, 1953. Fire doors in the carpenter and paint shops are being installed AT A COST OF \$500. The cost of doing the other work recommended by the inspectors would be \$175,000 PLUS AN ADDITIONAL \$150,000 for three outside fire escapes.
- j. Among the alterations insisted upon by the fire inspectors is the bricking up of all windows in the stack area and the installation of fire doors leading into the stacks. This makes air conditioning of the stacks imperative. (Air conditioning and a humidifying system are really necessary for the preservation of the books throughout the main building.) Air conditioning in the stacks alone has been ESTIMATED AT \$175,000; in addition, since all the ducts would have to be exposed it would cut down on the shelving area about 10%. With the stacks closed off there would be no cross ventilation in departments adjacent to the stack area and some form of relief would have to be found.
- k. Repair of the stack elevator, a "must", would cost \$2000.
- l. Cost of the above items, including a complete new roof, air conditioning in the stacks only and one elevator, but excluding air conditioning in the rest of the building, new wiring and exterior remodeling, COMES TO \$1,037,500. The addition of the three omitted items plus inevitable unforeseen difficulties will bring this even higher.
- m. Note that the alterations listed do nothing about offices, reader area, departmentalization, floor levels and adequate space. The area added is insufficient, but worse, it is illogical; for example, the work space created by h. above would be removed from the departments which need it. (Incidentally, this separation of work and service space can lead to increase in staff since public departments must always have staff on duty and if work is to be done at a distant point, the only answer is more workers.)

The stacks gained by g. above would not double the present area and would be a stopgap, providing little relief -- none, if air conditioning cut down the present stack area. (See j. above) A review of departmental space needs shows that all the additions mentioned here would not begin to give the area needed.
- n. There would still be no delivery and loading areas.
- o. The storage of supplies would probably increase from the present 15 places to more as the system grew and the illogical arrangement of work and space multiplied.
- p. The wiring is 50 years old in the major portion of the building, 30 in the newest part. While the present wiring, much of it exposed and running along baseboards and over moldings is safe if left untouched, the minute it is disturbed, brittle insulation will break. If the old wiring has to be replaced, a continuous network of trouble will be unearthed. The system is loaded to the hilt; for instance, not a single power machine may be added. If additional power is needed, lines will have to be put in with the attendant difficulties already suggested.

### E. SITE STUDY

The Section concerned itself with the question of the desirability of the present main library site as compared to possible sites which might be used for a new library.

After considerable discussion and a review of much of the written material on library location, including a study of proposed library locations prepared by the Minneapolis Planning Commission in 1949, the Section adopted the following criteria as guides in judging sites for a main library:

The users of the main library are believed to be principally made up of the following:

#### A. "Voluntary"

1. Loop area workers who visit the library during their lunch hour or on their way to or from work.
2. Shoppers who visit the library on the way to or from their shopping destinations.
3. Professional persons and employees of business houses who use the library during working hours for business purposes.
4. Persons making a special trip to the library by bus, automobile or by walking.
5. Persons living nearby who use the main library as their branch.
6. Persons coming to the loop for purposes of other entertainment.

#### B. "Compulsory"

1. Library employees
2. Branch and school libraries
3. Deliverymen
4. Bookmobiles
5. Servicemen

To best meet the needs of the "voluntary" users, the main library building should be located as follows:

- A. On the main street (s) of the business area.
- B. As close as possible to the center of the office and business area.
- C. As close as possible to the center of the shopping area.
- D. As close as possible to the center of public transit service.
- E. In a neighborhood where users will not feel insecure as they come and go.



F. As close as possible to convenient street traffic routes and parking facilities.

G. Convenient to loop area residents.

H. As close as possible to the center of the theater trade.

To best meet the needs of the "compulsory" users, the main library building should be located as follows:

A. Close to public transit service and parking facilities.

B. Centrally in relation to the branch and school libraries to be served.

C. Where trucks, Bookmobiles, etc., can have adequate room for loading and unloading.

D. Where trucks, Bookmobiles, etc., can have easy ingress and egress to main street traffic routes.

E. In a neighborhood where employees will not feel insecure as they come and go.

(NOTE: These criteria are taken in part from p. 5 of "Survey and Report on the Location of a New Main Library for the City of Minneapolis", prepared by the City Planning Commission and dated September 1, 1949.)

Following the development of these criteria, members of the Section undertook research to develop information sufficient to apply these criteria. Conferences were held with El Torrance and A. D. Strong, leading commercial realtors, Carl Elmquist, secretary of the Building Owners and Managers Association and Lynn Gerber in charge of routes for the Twin City Lines, Glenn Lewis, Minneapolis Librarian, Archie Walker, President of the Library Board, Al Godward, Director of the Housing and Redevelopment Authority and others.

From these conferences the sub-committee learned that Nicollet Avenue between 7th and 8th Streets is considered the center of the shopping area in the loop and Marquette Avenue between 6th and 7th Streets is considered the center of the office and business area in the loop. The center of public transit service is the area bounded by Hennepin Avenue, Second Avenue South, 5th and 8th Streets. The accompanying map (facing page 15) shows these points in relation to one another.

The hotel and theater centers (considered much less important in library location by the Section) are less well defined with the largest groupings of first-class hotel rooms in the Radisson-Dyckman grouping, mid-block on 6th and 7th Streets between Hennepin and Nicollet; in the Curtis-Leamington-Sheridan group around 11th Street between Marquette and Fifth Avenues and at the Nicollet Hotel between Washington and Third Street between Nicollet and Hennepin Avenues.

The next question faced by the Section was how large a site is required if a new library is to be built. Discussions with Mr. Lewis revealed that the present library has about 190,000 sq. ft. of floor space (1,967,700 cu. ft.) and the proposed new building including an auditorium holding several hundred people, was planned to provide 300,000 sq. ft. (4,200,000 cu. ft.). For purposes of comparison, this is a building about the size of the Northwestern National Bank Building without the top two floors.

Plans for the proposed building call for the use of a full block. About half the block is devoted to the library building, six floors in height plus two floors below grade and the balance of the block is devoted to a two story building housing the museum and auditorium. If the auditorium is omitted and an additional floor for the museum were added to the library part of the building, it would be possible to use half a block effectively.

Since ground floor space is very valuable for library use and is also considered necessary for auditorium construction, it is probably not feasible to attempt the construction of a library including an auditorium and museum on much less than a full block.

It seems then, that the key question in the size of the site required is whether or not it is important to include an auditorium in or adjacent to the library building. Further research is being done on this point, but discussions with Mr. Lewis and a review of the extent to which the present very inadequate auditorium facilities at the library are used, lead us to believe that an auditorium is a very desirable adjunct to a metropolitan library-museum operation.

The Section based its study on the assumption that close to a full city block (110,000 sq. ft.) is required for a new library-museum building. If it develops that less space is required then even more desirable sites than those considered here would be available for consideration. To facilitate the comparison of possible sites with the present site the blocks in the loop area have been numbered from 1 to 83 as shown on the accompanying Map A.

The present library is in block #67, the proposed Civic Center site is block #16 and the central retail-office and transit core of the loop includes blocks 30, 31, 32, 37, 38, 39 and 44, 45 and 46.

By the criteria which the Section adopted, a new library would be ideally located if it were placed on one of the nine blocks within this core area. Obviously this is impossible because of the expensive improvements already existing or contemplated on these blocks making acquisition terrifically expensive and generally imprudent.

If the library cannot be located within the core area, can it be located substantially closer to the core area than it is at present?

Block #67 on which the library is now located is two blocks from the core area, four blocks from the center of retail trade and six blocks from the office and business center.

Block #16 in the Civic Center on which the proposed new library would be built is one block from the core area, four blocks from the center of retail trade and three blocks from the office and business center. It is, therefore, by location, a better site than the present library site based on our criteria.

The difference is accentuated somewhat by a study of transit lines and suburban bus line terminals. Map B (facing page 16) shows the number of transit lines running on each street. It will be noticed that practically all lines running by block 67 also run by block 16. In addition, the Plymouth-East 25th Street and Nicollet-Hennepin buses run by block 16 and one block away are the St. Paul-Minneapolis Olson Highway-28th Avenue South, Bloomington-Columbia Heights, Fort Snelling-North Washington, Nicollet-2nd Street-Monroe, Richfield and Grand Avenue buses. Two blocks away are the 6th Street lines which include Glenwood-Fourth Avenue South, 34th Avenue South and Bloomington-Columbia Heights buses.

The present library is two blocks from the Chicago-Fremont, Chicago-Penn, Franklin-North Lyndale and Nicollet-Hennepin bus lines.

The principal termini for suburban buses are presently located around 7th Street and 1st Avenue North. These are approximately four blocks from the present library (block #67) and four blocks from the Civic Center site (block #16) though some of the buses go by and discharge at the present library which would not be the case for the Civic Center site with present routes.

Our study of the present mass transit operations leads us to the conclusion that the Civic Center site is quite superior to the present site.

It is not quite as well situated in relation to theaters as the present location but is much better situated in relation to the major hotel room groupings -- being squarely between the Nicollet Hotel and the Andrews, Dyckman, Radisson group.

It is not as well situated for the area residents, disregarding hotel transients, for potential users in the Loring Park apartment area would far outnumber the potential users in the Gateway area.

Potential objection to the Civic Center site seems to stem generally from the character of the surrounding neighborhood, particularly Washington-Hennepin Avenues, and the natural concern of parents about having their children go into such an area in the evening. This is a serious problem.

There is also concern about how many Washington Avenue habitués might hang out in the library, particularly during the cold months.

Whether the construction of a library and museum on block #16 would cause sufficient change in the surrounding properties to alleviate these dangers is problematical. It should help, and close police surveillance of the area should also help. But if the city should go ahead with a library on the Civic Center site it should be prepared to do more than just rebuild this one block if it wants to make this library site satisfactory.

Another criteria comparison of the present site and the Civic Center site is ease of access by automobile, delivery truck, Bookmobile, etc. Since the geographic center of the city's population is in the vicinity of Franklin and Stevens Avenues, there may be some justification for having the library on the south side of the loop. Considering the ease of access from all directions the Civic Center site is probably better than the present site. Neither is very convenient from the standpoint of adequate parking facilities. Loading and unloading facilities are very poor at the present location, with only limited opportunities for improvement. At least the new library would be equipped with adequate loading docks and facilities for inside shipping and receiving.

It is our conclusion that the Civic Center site is enough of an improvement over the present site to make it inadvisable to attempt major modification of the present library or major additions thereto.

The chief objection to the Civic Center site relates to Criteria E which states that the site should be in a neighborhood where both voluntary and compulsory users of the library will not feel insecure as they come and go. On this score the Civic Center site is at a grave disadvantage. Many women, speaking both for themselves and their children, voice strong objections to this site. It is the Section's opinion that the full benefit of library service offered at this location would not



be realized until the complete lower loop redevelopment is an accomplished fact, which probably is many years in the future. Furthermore, the redevelopment plans presented thus far do not propose uses for much of the area, particularly west of Hennepin, that will increase the volume of potential library user traffic to the area.

The only specific study of sites for a new main library for Minneapolis was made six years ago by the Planning Commission. It was a comparative study of the present site, the Civic Center site and a proposed site between Marquette and Second Avenue, 9th and 10th Streets. Everything said thus far except in regard to Criteria E (character of the neighborhood) is in agreement with the Planning Commission's conclusion that the Civic Center site is better than the present site.

In consideration of the foregoing and the distance of the Civic Center site from the retail and office centers, it is the recommendation of the Library Section that the Citizens League go on record to the effect that the present site is less acceptable than the proposed Civic Center site, but since the Civic Center site has real disadvantages the Section believes the matter of site should be reviewed by the Library Board, Planning Commission and the Long Range Capital Improvements Committee and City Council to see if another site cannot be found which would be even better in terms of the criteria set forth at the start of this section.

Comments by librarians on what constitutes a good location for a central library building may provide some additional guides in reviewing the Civic Center site. The following were compiled by Raymond Holt of the Pomona, California Library:

1. "The location of the library should attract and serve the greatest number of people. The ideal site is where a large department store, a popular bank, the busiest office building or drug store might be successfully located."

Joseph Wheeler and Alfred M. Githens in Library Journal, December 1952.

2. "Central buildings must be located at the center of things; readily accessible to the greatest number of potential readers. Use is directly proportionate to the degree of accessibility; the best site is in a citywide shopping center or where there is some reason for the consistent maximum flow of pedestrian traffic."

John A. Lowe (Rochester Public Library) and John S. Richards (Seattle Public Library) in Vancouver Survey, p. 73-74.

3. "More attention should be paid to planning buildings close to the walk. Libraries should get away from side streets and parks and be located in less spacious quarters on the main drag, just like a department store and moving picture houses."

Robert Deily (School of Library Science, University of Kentucky) in the Library Building, 1947, p. 4.

4. "The old idea that a library building should be located in residential district, near a high school, or a public playground, is a mistaken one. It should be located as near the city's strategic center, which means the business center, as is possible. A location at street intersections will give additional prominence and publicity to a library."

Library Building, ALA, 1924, p. 15.

5. "Two locations are out, though these are often recommended by those who think chiefly in terms of public buildings as monuments and who are little concerned with their adaptability to their purpose. These are the public park and Civic Center -- and it seems to me that the logical place for the public library to go is just where business is going to go."

Sydney B. Mitchell, former Director, School of Librarianship, University of California.

6. "Too much cannot be said against selecting a library site simply where the library will look well or where it will add to a city's appearance....A library should be placed at a strategic point in a city...in order to meet the needs of the largest number of people."

Chalmers Hadley, Librarian Emeritus, Cincinnati Public Library,  
author of Library Building.

7. "Of course our present location (6 blocks from heart of business section) is an ideal one in civic beauty, but that ideal does not promote library use, growth and service. Our largest department stores might just as well have moved the same distance for the self-same reason and lost a great portion of their business in the same way -- only no business house would do such a thing. Therefore, though we fitted our building into the civic design, we lost convenience, accessibility, helpful location and library service... in plain facts and words, we lost business...It is just as hard to run a library as a shoe store in a poor location several blocks from the center of things...The location of a jail, a courthouse or a fire station is another matter. The less used they are the better, but an unused book is worthless..."

Charles Ruth, former Librarian, Indianapolis Public Library.

8. "Long experience with successful libraries and bitter experience with the unsuccessful ones has shown over and over again that the best sites are located in an attractive shopping center, or very near a traffic intersection or where there is some other reason for the consistent maximum flow of pedestrian traffic. Preferably the site should be in the heart of this district, not just around the corner from it."

R. D. Hilton, Deputy Chief, Toronto Public Library.

9. "A library plant on a residential or secondary street may be initial economy in cost of site, but in the perspective of daily use it is poor business because large numbers of people do not travel on such streets. The man who would select a side street for a business that exists by people using it would go bankrupt. A secondary location directly reduces the value of the investment, which is the dollars paid by the taxpayer."

Donald K. Campbell (Librarian, Haverhill Public Library, Mass.) and Clinton F. Goodwin, Architect, co-authors of A Primer of Library Planning.

10. "At the present time and for several years, the placing of the new library building has been somewhat of a bone of contention. It is desirable to point out certain principles which have become very clear from the experience of other city libraries in the last half-century. The library has a piece of work to do, a public service to render. It is not a building primarily to be looked at but one to be used. It is not a monument or a mausoleum. It is a dynamic service center. Its location as well as its plan, has a large part to play in helping it perform its maximum service to all citizens, old and young. Experience of other cities and the long-standing conviction of probably 95% of the public

librarians of the country indicate that the logical and best place to put a public library building is at the center of the busiest pedestrian traffic.

Joseph L. Wheeler, (retired librarian of the Enoch Pratt Library, Baltimore, Md.) in REPORT ON A STUDY OF THE PRESENT BUILDING PROBLEMS OF THE ROANOKE PUBLIC LIBRARY.

11. "I can summarize the report by saying that 90% of the public librarians still feel strongly as they have for years, and despite changes in shopping centers, parking difficulties, blighted areas in downtown sections, etc., that any library should stand at the busiest pedestrian shopping and white collar corner, whether in a large or small city, whether a central or branch.

The mass of material that the librarians were kind enough to send me included some very convincing cases which prove that the same factors affect location that have heretofore, and that if we put a library where parking is going to be easy, we take it away from the majority of people who will actually use it. A very large proportion of people who come to the library in automobiles as reported in several checkups on library use with the last five years make the trip to do several errands at once, and while their needs can be taken care of fairly well at some suburban shopping centers, these by no means take the place of a downtown general center for all community informational service, which is absolutely essential to office and business people themselves.

The reference function itself is just as much affected as 'mere circulation.' I have some cases, including a municipal reference library, where service was surprisingly affected by location on the pedestrian traffic stream.

California is very badly off regarding location. San Francisco is one of the worst cases in the United States, also Oakland and Berkeley. So I do hope Pomona insists on getting on a main stem. Berkeley has a swell location, but ruined its chance to have main street sidewalk level entrance with glass front to give color and liveliness, instead of its present blank wall.

One of the best examples of the influence of location appears in a weekly news bulletin of the San Diego Public Library:

'The closing of our El Cerrito Station is sad but positive proof of the proposition that public service plants (such as public libraries) must be centrally located in order to fulfill their function. Opened in a neighborhood shopping district in 1952, the little library boomed. When it was moved just four blocks from that central location (to a site where parking was ideal), circulation of books dropped to less than half of what it had been...with resultant increase of per capita expense...to the point where books cost more to circulate from the El Cerrito Station than from any other branch or station of the city-wide system. Residents of the area will get library service via the new bookmobile.'

An even better case is one of the Dallas branches, ideal for parking, least used, most expensive to maintain and operate. In contrast, Baltimore's new Pennsylvania Avenue Branch is the busiest of twenty-seven, with reference and circulation way up.

"The factor of customer and service cost, especially for adult purposeful use, and reference as well as adults non-fiction circulation, is almost always overlooked by non-librarians who try to build up cases for bad location. I have been through terrible crises for several libraries... petitions, lawyers, pressure groups, 'civic center nuts', etc., in the last fifteen years and only wish it were practical to recite some of these in print."

Joseph L. Wheeler in a letter to Pomona Public Library, October 1953.

## F. NEW LIBRARY BUILDING FINANCE

C O S T	Estimated cost of site	\$1,000,000 - \$1,500,000
	Estimated cost of building	4,500,000 - \$5,000,000

Recovery from present site and building - - - - -  
(It is estimated that the cost of removing the building will roughly equal the sale value of the land, so even if the City is willing to sell, little net recovery is anticipated.)

S O U R C E All discussions thus far have been based on the assumption that the new library building would be financed from funds obtained by selling general obligation bonds of the City of Minneapolis. Issuance of such bonds would be by the City Council at the request of the Library Board and with the concurrence of the Board of Estimate and Taxation. No referendum is required.

a) Minneapolis bonds

Minneapolis had \$40,845,861 of net bonded debt as of December 31, 1954. It is limited by law to a net bonded debt of not to exceed \$100,343,639, so it had a margin of additional bonds which could be issued of \$54,497,778.

Recent Councils have followed the policy of trying to reduce the City's debt, so even though there is ample bond leeway there has been little inclination to issue more bonds than were being retired each year. In fact, the Council has maintained a policy of trying to issue \$2,000,000 less in bonds than were being paid off in that year in the interest of reducing the City's debt, avoiding refunding and improving the City's credit rating.

General obligation bonds are usually issued with serial maturities extending over a period which will not exceed the life of the improvement paid for. The money to pay them off is produced by a property tax levy over the period the bonds are issued for, which is sufficient to pay both the principal and interest as they come due.

For example, if \$6,000,000 in bonds were to be issued for the purchase of a site and construction of a new library, the bonds issued might be 30-year bonds, maturing serially in approximately equal amounts between now and 1985. Interest at the rates presently being paid would total about \$2,300,000 and an average property tax levy of 0.8 mills per year (about \$1.44 per year on a \$17,000 owner occupied house appraised at \$6,0000) would be levied for 30 years to pay off these bonds.

Capital improvement bonds have been issued for library purposes over the past 20 years, and for park and school purposes as follows:

<u>YEAR</u>	<u>PARKS</u>	<u>SCHOOLS</u>	<u>LIBRARIES</u>
1935	---	---	---
1936	---	133,750	---
1937	---	175,000	---
1938	---	838,750	---
1939	---	175,000	---
1940	---	50,000	---
1941	---	379,000	---
1942	---	78,500	---
1943	---	---	---
1944	---	---	---
1945	---	---	---
1946	87,500	---	---
1947	400,000	1,300,000	---
1948	958,000	2,000,000	---
1949	---	3,428,000	---
1950	600,000	2,800,000	---
1951	398,000	1,800,000	---
1952	250,000	2,000,000	---
1953	375,000	2,350,000	---
1954	250,000	2,700,000	---
	<u>\$3,318,500</u>	<u>\$20,218,500</u>	

- b) Accumulation of tax funds      A second possibility is to levy an additional tax of some kind such as a gross earnings tax on people living and working in Minneapolis. If such a tax were large enough and all or part of the proceeds were dedicated to capital improvements, it might be possible to accumulate enough funds within a period of a few years to build a library without going into debt. Some cities, such as Toledo, have worked out a program for financing their capital improvements on a pay-as-you-go basis.

With the need for operating revenues as acute as it is and the need for other capital improvements, it seems unlikely that a new library would be realized very soon if it were to depend on the accumulation of tax receipts.

- c) County bonds      Since the Minneapolis Library also serves on a contract basis as the Hennepin County Library, the possibility of financing the building on a county basis will be considered. At present Hennepin County is not authorized to issue bonds for library purposes. By legislative enactment it could be given this power. Some of the counties in Minnesota already have such power..

Since there is general agreement that the main library collection should not be duplicated by other cities in the county, and since library services are already started on a county basis, there is considerable justification for financing a Hennepin County Library building with a county bond issue.

- d) Federal Aid      No federal aid for building libraries in metropolitan areas is presently available. This situation will probably change only if we

have a marked recession so that public works projects are called for.

e) Private  
contribu-  
tions

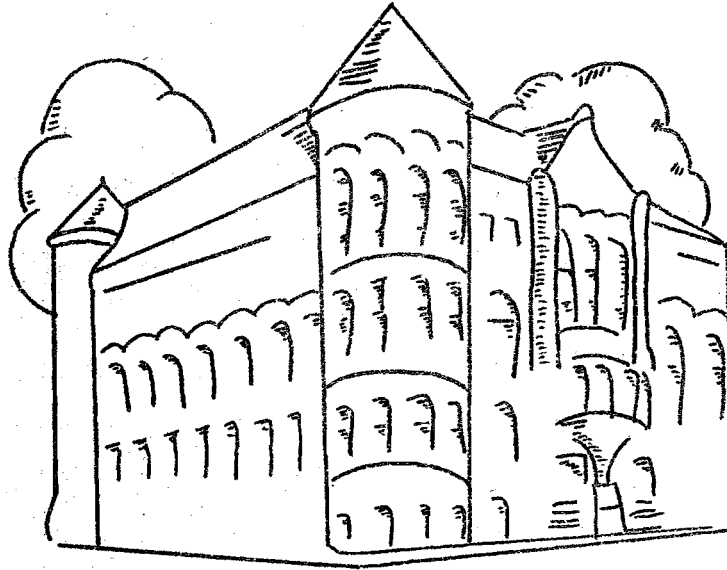
It may be feasible to raise the money for the purchase of the site, say \$1,000,000 by private contributions. Probably the best appeal would be to have it be a memorial to those from Hennepin County who gave their lives in World War I and II and the Korean War. No such county memorial has been attempted and as the speech of Howard Mumford Jones so ably points out, few memorials are more fitting than a library.

A county-wide drive by veterans' organizations and other groups to raise money for a library would do much to spark the public's interest in a new library and would give added assurance that bond funds would be voted either by the County Board or a referendum if one is required.



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# A REPORT ON THE MINNEAPOLIS MAIN LIBRARY BUILDING — —

Appendix to

**MINNEAPOLIS MAIN LIBRARY BUILDING NEEDS**

**First Report of the Library Section of the  
Citizens League of Minneapolis and Hennepin County**

**March 1955**

# Citizens League

OF MINNEAPOLIS AND HENNEPIN COUNTY

601 Syndicate Building • Lincoln 0791

Minneapolis 2

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Membership Director

March 1, 1955

TO: The Citizens League's Public Education and Recreation Committee and Board of Directors

By resolution of the Board of Directors in December 1953 the organization of a Library Section of the League's Public Education and Recreation Committee was authorized. The Section was assigned the task of surveying the need for and recommended location and approximate cost, of a new main library or of any extension or remodelling of existing main library facilities of the Minneapolis Public Library system.

Attached is the appendix to the first report of the Section. It sets forth the detailed findings of the Section from visits to the library, interviews with library personnel and others.

The Section has received excellent cooperation from the Library Board: Messrs. Archie Walker, Harlan D. Strong, Bernard Ericsson, George Jensen, Mrs. Dorothy Rood, Mrs. Mildred Haglin, Mrs. Florence Wichman, Dr. James Morrill and Mayor Hoyer, and from Mr. Glenn M. Lewis, the Librarian and his staff.

Active members of the Section have been:

Francis M. Boddy, Vice Chairman

Kenneth Backstrom, Chairman of Main Library Sub-committee

Mrs. Howard Conn, Chairman of Children's Library Sub-committee

Mrs. Wright Brooks, Chairman of Branch Libraries Sub-committee

Mrs. Peter Thompson, Chairman of County Library Sub-committee

Harper Glezen, Chairman of Sub-committee on Admn. Problems

Mrs. J. R. Rogers, Chairman of Processing Depts. Sub-committee

Jule Hannaford III, Chairman of Financial Problems Sub-cttee.

Dr. Moses Barron

Harold Falk

Charles Raymond

O. H. Batzli

Ruth Gall

Robert Sapp

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John Lindstrom

Harold ten Bensel

Jake Essen

Mrs. G. Palmer

Mrs. R. Williams

Mrs. John Wilkens

Raymond Black, Executive Director of the League, served as staff assistant to the Section.

Rabbi Albert G. Minda

Chairman, Library Section

March 2, 1955

To: The Citizens League's Public Education and Recreation Committee and Board of Directors

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The Section was organized in January 1954, and since then has toured the Main Library, met with the Library Board and the Librarian twice to hear a discussion of the philosophy of present day metropolitan library operation, the handicaps of operation in the present main library building and how these handicaps might be eliminated by the erection of the proposed new building. The Section members have studied the materials listed in the Appendix and operating as sub-committees have studied in more detail the operations and operational problems of the departments discussed in this report and in the appendices other libraries have been visited and librarians consulted.

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Harper Glezen, Chairman of Sub-committee on Administrative Problems  
Mrs. J. R. Rogers, Chairman of Processing Departments Sub-committee  
Jule Hannaford III, Chairman of Financial Problems Sub-committee

Dr. Moses Barron	Ruth Gall	Robert Sapp
O. H. Batzli	Mrs. Walter Hauser	Mrs. John Sprague
Ethel Berry	John Lindstrom	Harold ten Bensel
Loren Cahlander	Mrs. George Palmer	Mrs. Roger Williams
Jake Essen	Charles Raymond	Mrs. John Wilkens
Harold Falk		

Raymond Black, Executive Director of the League, served as staff assistant to the Section.

Rabbi Albert G. Minda  
Chairman, Library Committee

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The following reports and materials reflect the detailed studies which preceded and served as the basis for the Library Section's conclusion:

- A. General Library Situation
- B. History of the Present Library Building
- C. Description of the Present Library Building
- D. Report of the Main Library Sub-committee including floor plans and reports on
  - 1) Reference Services
  - 2) Technical Services
  - 3) Open-shelf Services
  - 4) Circulation, Inform. & Overdues Desk
  - 5) Lending Services
  - 6) Art Department
  - 7) Music Department
  - 8) Newspaper Room
  - 9) Magazines & Clippings
  - 10) Advisory Services
  - 11) Parent-Teacher Room
  - 12) Science Museum
  - 13) Athenaeum Collection
  - 14) Minneapolis Collection
  - 15) Business & Municipal Branch
  - 16) Social Service Branch
- E. Report of the Sub-committee on Administration, including
  - 1) Excerpts from the Minneapolis Public Library Manual
  - 2) An organization chart of the Library system
  - 3) A list of administrative difficulties resulting from operation of the Main Library in the present building -- prepared by Librarian Glenn M. Lewis at the sub-committee's request
  - 4) Library Section of the 1947 P.A.S. survey of Minneapolis government
- F. Report of the Sub-committee on Branch Libraries
- G. Report of the Sub-committee on the Hennepin County Library System
- H. Report of the Sub-committee on Processing Departments, including
  - 1) Order Department
  - 2) Catalog Department
  - 3) Bindery

Each report provides some information relative to the area used, principal users, space needs, difficulties of operation in the present building.

Although the comparative need for new branches vs. a new main library was raised, the Section is convinced that the operation of many additional branch libraries within the city or county is not feasible until more adequate facilities for servicing such branches are provided.

The Section also read and was helped by

- 1. Robert D. Leigh's Statement of Library Objectives as set forth in The Public Library in the U. S., Columbia University Press, 1950.
- 2. History and Status of New Main Library Building for Minneapolis -- prepared by Citizens League staff.
- 3. 1952 Annual Report of the Minneapolis and Hennepin County Library Board.
- 4. Comparison of Services -- Minneapolis vs. St. Paul Public Library Systems (as of December 31, 1953) prepared by Mrs. C. C. Michelson.
- 5. Public Library Surveys made in Akron, Atlanta, Birmingham, Boston, Chicago, Dayton, Kansas City, Los Angeles, Oakland and Oklahoma City.

# 4th FLOOR

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MINNESOTA  
PUBLIC LIBRARY

MUSEUM  
4TH FLOOR

ALLEY

ELEV

WORKSHOP

BINDERY

ELEV

CRAFTS  
ROOM

ROOM

Auditorium

ALLEY

OFFICE

PLANETARIUM

FOYER

ELEV

MAMMAL  
ROOM

WORK  
SHOP

10TH STREET

HENNEPIN AVE.



# CITIZENS LEAGUE OF GREATER MINNEAPOLIS

## REPORT OF THE MAIN LIBRARY SUB-COMMITTEE

### Science Museum

#### Location and Relation

The science museum is located on the fourth floor of the central library building. Although not closely related to library service, the museum is financed by the library and is regarded as a library department with all library rules regarding staff, publicity, etc., applicable to it.

The museum has one of the most outstanding exhibit and educational programs of any small museum in the country. The museum presently occupies 9,768 sq. ft. of space, including the auditorium which is not strictly museum.

#### History

The original Minnesota Academy of Natural Science was organized in 1873. In 1889, as one of five cooperating agencies, it moved to its new quarters in the Public Library. The Minneapolis Public Library was thus one of the early libraries to incorporate a museum as a part of its program. This was within its powers and purposes for the Legislative Act of 1886 creating the Library Board which stated "said board shall have the power to establish and maintain in the city of Minneapolis public libraries and reading rooms, galleries of art and museums for the use and benefit of the inhabitants of said city..." This language is repeated in the City Charter.

When the Academy's charter expired in 1929, the organization had been non-functional for some time and its collection had become the property of the Public Library. In 1935 with the appointment of Dr. Stevens as director, and with available federal help, a beginning toward modernizing the exhibits was made. In 1937 Mr. Milton Thompson was appointed director, serving in the capacity until July 1951. Under his directorship the Minneapolis Science Museum Society was started, made up of affiliated science groups. The Museum Society went on a permanent inactive basis in May 1953.

In September 1951 Mr. Glenn R. Downing was appointed director of the museum. Complete revision of the entire museum exhibits was immediately started. New workrooms were established and modernized. The educational program was revised and improved and the museum publications were issued with improvements. Several important gifts have been received for the exhibits.

#### Functions

The primary functions of the museum are twofold. The first is the housing of instructive exhibits in the fields of the museum's primary interests, namely the natural and physical sciences; and secondly the maintaining a dynamic educational program which includes the following:

Planetarium lectures  
School services  
Youth program  
Special programs & demonstrations

Nature workshop  
Museum publications &  
announcements  
Rafter Crafters (Art Class)  
Page 15

### The Exhibits

The exhibits as they stand today (1953) include a Planetarium room housing exhibits on astronomy, a geology room, sea-life section, anthropology room and the main exhibit hall soon to be converted to ecology. The future aim of the exhibit program will be to center interests around the local scene as much as is feasible. The basic exhibit plan has been developed, but the exhibits will never be static.

Occasionally exhibits from outside agencies are borrowed and displayed. Also exhibits are loaned. There were 802 museum loans in 1953.

### Museum Attendance in 1953

Total attendance for the museum in 1953 is estimated at 56,679. This figure is broken down as follows:

None scheduled attendance	40,000
Scheduled adult attendance	1,834
Youth Club Meetings	2,000
Attending the 120 public planetarium programs	6,037
Scheduled tours	1,110
Attending 7 special matinee showings	1,445
142 school classes totaling	4,260

### Use for meetings

1,325 people attended bi-weekly film program

375 people attended club meetings such as "Great Books", "Sixty and Over", etc.

---

Five adult groups not sponsored by the library met there

One adult group, "Rafters Crafters", sponsored by the library met there.

Five youth groups sponsored by the library met there regularly

### Comments by Mrs. George Palmer

#### Need

The Science Museum plays a role in the city assumed by no other agency. Its extensive educational program is of immense benefit to the layman. Clubs such as the Junior Aquarium Club, Field Naturalists, Explorers, Junior Astronomy and Nature Craft, for grade and high school youngsters do much to develop their knowledge of an interest in natural history. The telescope showing of the eclipse of the moon held in January 1954 at Lake Calhoun or the exhibition held April 13 and 14 in the museum, point up these facts.

Where else in the city can the amateur suddenly confronted with the leadership of a scout group, a camp, a nature class or other young people's activity, find tutoring suited to his needs? Nowhere as well as in the annual Nature Workshop sponsored for that specific purpose by the Science Museum.

The Science Museum serves as a great stimulant to the use of many other parts of the library. To properly serve the community more work space is needed--space specifically styled for museum work, better exhibit areas, a built in planetarium and separate accessibility.

# C I T I Z E N S   L E A G U E   O F   G R E A T E R   M I N N E A P O L I S

## REPORT OF THE PROCESSING SUB-COMMITTEE

### The Bindery

#### Description of Present Facilities

The bindery, probably more ideally situated than any other department of the library, is located at the northeast corner of the top (4th) floor and direct access to it is available by stairway and by elevator. By placing the desks, tables and benches of all but two of the employees next to them, full advantage has been taken of the excellent light provided by windows which cover the three walls to the north, east and west. Because of this, artificial light is seldom needed. Cleanliness and ventilation are not problems here.

The main storage area consisting of cupboards, shelves and tables is for the most part confined to the center of the room. However, there is a fairly large bookcase against the south wall and smaller ones have been placed against the three outside walls wherever space is available. Lockers, an electrically cooled water fountain, and separate toilets have been provided for the convenience of the men and women employees.

#### Function

The principal services performed by the bindery consist of refurnishing worn books from the main library and its branches, collating and binding loose material such as magazines, newspapers and sheet music, repairing and rebinding books and publications given to the library, and sorting out items worth saving and discarding those which are not. Obsolete material culled from the shelves of the various departments is also delivered to the bindery for disposal. A record is maintained of all discarded books as well as the ones which have been repaired and returned to the shelves. In 1953 51,969 items of all categories were serviced, 41,569 books were examined and discarded, for a total of 93,538. In addition to the above, all paper used by the publicity department is cut to size and about 8,000 hard to classify items such as desk blotter covers, magazine table covers for reading rooms, the making of portfolios for clippings and for the art department are also handled here.

Mr. Oscar Berg, manager of the bindery, states that a trade binding will stand up only for about 14 circulations, while a book bound in the library bindery can stand up for about 120 circulations. He maintains that thousands of dollars have been saved by the library having its own bindery and that coupled with the fact that outside binderies are not equipped to perform the type of work required to repair and rebind library books, there is an ever increasing number of libraries which are installing their own binderies. Also, lack of a bindery close at hand results in delay in getting magazines and books which are in demand into, and back into, circulation. (Mr. Berg has been with the library for forty years and seems to have a remarkable familiarity with the operation of all departments.)

## History and Cost

The bindery was started in 1908 by Miss Gratia Countryman who was librarian at the time. A complete list of other libraries having binderies is not available, but Mr. Berg has knowledge of the following cities which do: New York, Pittsburg, Philadelphia, San Francisco, Cincinnati, Newark, N.J., Cleveland, Milwaukee, Seattle, Denver and St. Louis. Washington, D.C. is unique in that it has a city bindery which does all of the work for the city, the school board and library. Chicago has a large mending and processing department, but lets out its binding.

The cost of running the bindery in 1953, excluding the cost of heating, lighting, space rental, etc. (for which the various departments are not charged), was \$81,000. \$15,000 of this was for materials and \$65,000 for salaries. The average cost of rebinding a book can only be estimated. Some books cost more than others. For instance, the cost of repairing and rebinding art books is from \$15.00 to \$20.00 per copy, pamphlets 60¢ and run of the mill books average from \$1.05 to \$1.50.

## The Binding Process

Books that are to be rebound are delivered by cart and elevator to the bindery and stored on shelves in the center of the department. The binding process begins at a bench in the northeast corner of the room where the books are brought to have their backs removed. They are then distributed to the employees, whose job it is to collate, glue and stitch the books. Women are engaged in this phase of the operation and take turns at the various jobs. When the material was gathered for this report, one was hand sewing magazines and newspapers (which is done when the margins are too narrow or brittle), another was mending and hand sewing art books and sheet music, two were mending and repairing books preparatory to binding, one was making end sheets, one was sewing narrow margined books, one was sewing current magazines into covers and one was removing or salvaging old covers from children's books and pasting on new strips preparatory to rebinding. Used in connection with this phase of the operation is one foot stitcher, one perforator, two wire stitchers, a punching machine and a power sewing machine.

After the books have been collated, glued and stitched, they are returned to the bench where the backs were removed and there the edges are trimmed. There they are passed to the benches counter clockwise around the room where the following work is performed: First, the backs are glued; 2nd, the backs of the books are shaped and flannel reinforcing is put on; 3rd, stock is cut, covers put on and the books placed in a large press; 4th, an employee called "the finisher" prints the titles on the books. Most of this is done in gold leaf. The books are then deposited on the last table which is called the processing table. Records are made at this point and new pockets glued on the inside cover of each book. The books are then ready to be sent back to the various departments and branches.

Machinery used to facilitate the above work consists of one large hand cutter, two power paper cutters, a board cutter, a roller backer and a gluing machine. The library no longer binds books in leather. The heaviest grade of buckram is now used exclusively, which is of two types: one made

from heavy twill with a starch fill and the other of impregnated twill which is washable. Many of the books are recovered with illustrated covers purchased from a Des Moines publisher whose business is to reproduce covers of existing publications and sell them to concerns specializing in library binding.

#### Space Needs

The present bindery has 2,665 sq. ft. of floor space and Mr. Berg is of the opinion that only if the services are increased will it be necessary to have larger quarters and an enlarged staff. If an increase is decided upon, five more employees and another press will be needed. The architects who designed the proposed new library building have estimated that a 25% increase in space would be needed to take care of the anticipated expanding service. Although this would amount to 3,331 sq. ft., the new plans actually provide 3,528 sq. ft.

C I T I Z E N S   L E A G U E   O F   G R E A T E R   M I N N E A P O L I S

REPORT OF THE MAIN LIBRARY SUBCOMMITTEE

Auditorium

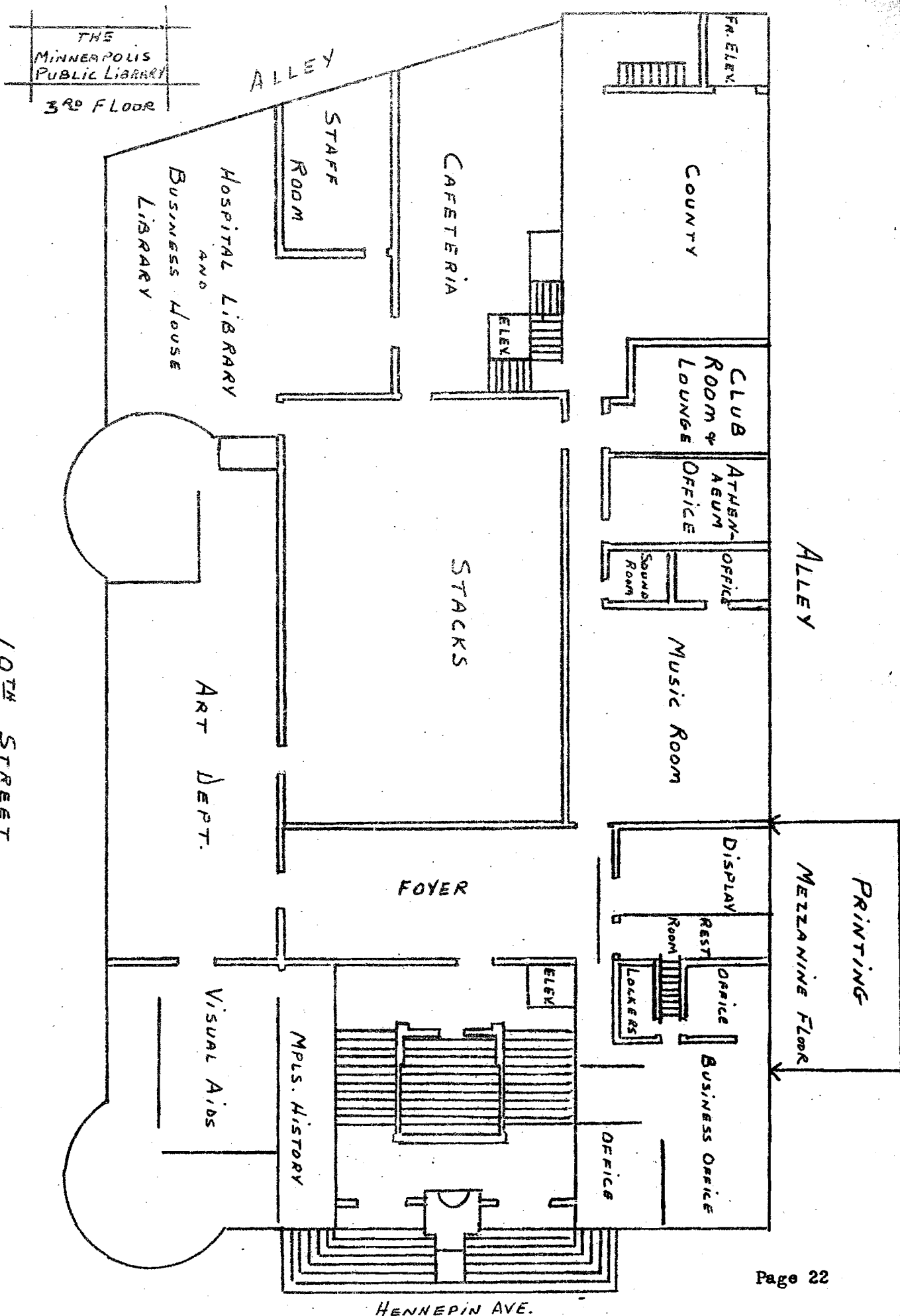
A portion of the south side of the 4th floor is presently being used as a meeting room for the Library Board and as an auditorium. Being on the 4th floor it is accessible only by climbing the 84 stairs or by riding up a few at a time in the small, antiquated elevator. The room is a make-shift at best and lacks the accoustics, ventilation and arrangement which are found even in older small auditoriums. It serves as a corridor to the museum workshop which is behind it.

As long as the auditorium remains as inaccessible as it is, the expense of fixing it up does not appear justified.

The frequent use which a small auditorium would receive by the Science Museum, Visual Aids Service, and other departments seems sufficiently obvious not to require detailing it here.

# 3rd FLOOR

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Hospital and Business House Libraries (See Branch Libraries)	





# C I T I Z E N S   L E A G U E   O F   G R E A T E R   M I N N E A P O L I S

## MUSIC DEPARTMENT

### Location and Relation

The Music Room is one of the oldest of such public library departments in the country, having been organized in 1915. In 1944 the room was named in honor of Emil Oberhoffer, the first conductor of the Minneapolis Symphony Orchestra, and one of its founders. In addition to receiving much of his fine collection of music and his grand piano as a gift, the Library also received from Mrs. Oberhoffer, as a memorial to her husband, two gifts of \$5,000 each. The income is to be used for the purchase of music.

The Music Room covers the subjects of music and the dance. It includes books on music and dance, biographies of musicians and dancers, scores (book and sheet), magazines, clippings, pictures, records (for phonograph and for the talking book for the blind.)

The Music Department is located on the Third Floor and occupies                      sq. ft. of space. It was recently enlarged slightly by means of moving some partitions. There is only one listening room. It contains both the department's piano and record player so the use of one prevents the use of the other.

### Limitations of Present Music Department Quarters - as developed by Mrs. George Palmer

Although the Music Department has recently benefitted from the redistribution of space on the Third Floor, this relief is only temporary. A permanent solution to their problems seems impossible as long as the Music Room remains in its present location.

Inconveniences which bother the Staff and are ultimately passed on to the patron include:

#### 1. Storage of Materials

- a) Books in many classes are shelved in the room and in the stacks, necessitating a check in both places.
- b) Phonograph records are shelved in five different spots because there is no single space large enough to house them. The record catalog is not conveniently set with reference to the largest group.
- c) Stacks are so crowded that space cannot be allowed between shelves for the tall books. Of necessity these are shelved edgewise and project into the aisles.
- d) The locked cases built into the wall are so crowded with special, valuable books that they are not decorative. These cases are built above radiators so they are not decent places for any books.

#### 2. Steps

There are two steps up to go into the stacks which must be climbed hundreds of times a day. This is especially bad when carrying an armload of books or records.

#### 3. Distractions

The direct route from the front to the back of the building for third and fourth floor staff and county patrons is through the Music Department room. This constant traffic which has no relation to the department's service or patrons, is very disturbing.

4. Lighting

Lighting in the room is fair; in the stacks it is very poor.

5. Summer Heat

In summer the room is unbearably hot as the afternoon sun beats on the seven ceiling-height windows. Heat is reflected from the tile roof of the 10th Street wing of the building into the half length windows which open onto the flat tar roof of the stacks immediately below.

6. Office and Work Space

Office space is very cramped and not convenient. There is really no privacy in this office as it is so much a part of the room and also the workroom for manual tasks. The person at the worktable has no view of the desk so can be of no assistance at the desk if there is a sudden influx of patrons. The work space does not allow them to tend to clipping work in the office. This rather messy job must be carried to a reading table and back each time. The storage closet has one small window (opening on corridor) for ventilation but if it is opened it allows the sound to pour unimpeded from the listening room. From the office desk to the telephone is approximately fifty feet.

The charging desk is not large enough nor convenient for the handling of phonograph records. Much of the equipment is old and worn.

7. Listening Room

The only ventilation for the listening room is this same window. When the room is not in use they try to stir up the air with a fan. Piano and phonograph are in the same room so use of one prevents use of the other. One case of record shelving is in the room so it disturbs listeners when records are shelved or searched for in response to requests.

8. Lack of Display Space

The room has no display space whatsoever.

Outline of Music Department Needs in a New Library Building as developed by Mrs. Palmer

The Music Department needs:

More space for service and for storage.

Several display cases.

Several listening rooms; one large enough to accommodate a class of students.

An office which would not disturb patrons with typing, etc.

Workroom space at least doubled.

Art Department and Visual Aids Service

The Art Department includes books, magazines, pamphlets and clippings on general art subjects; painting, sculpture, architecture, applied design, costume, ceramics, furniture and interior decoration, metal work, graphic arts, coins, photography, arms and armour and bookplates. It has a large and inclusive collection of pictures and post cards. It also lends for special display large pictures, posters and various art objects such as leaves from original manuscripts, a miniature chained Bible and Hebrew Scroll, old Christmas cards, valentines, small flags and examples of local art.

The Art Department and Visual Aids Service are located on the third floor of the Main Library and occupy      sq. ft. and      sq. ft. respectively.

Art Department Collection and Circulation - 1953

	<u>Collection</u>	<u>Circulation</u>
Books and magazines	38,000	23,703
Pictures	700,000 in file 20,000 in file	105,780

Total circulation for 1953 - 132,913 items.

Principal Users of Art Department are:

Commercial artists and business houses - 50% of business

Housewives

Interior decorators

School children

University students

Television producers

Art students

Church groups for staging pageants

Club women

Industrial designers, including those designing for national defense, use picture file

"My investigation revealed that probably half the people in Minneapolis building or buying homes since the war have used this department in planning their houses or for remodelling or improving." - Mrs. George Palmer

Limitations of Present Art Department Quarters - as developed by Mrs. Geo. Palmer

No privacy for professional staff. No office space for department head.

Inadequate space for patrons to study.

Too great distances to walk to fetch books.

Inadequate telephone coverage -- one-half city block between phones.

Picture files strung out instead of U-shaped for convenience.

Access to reference tools difficult and too far removed from main desk.

Looks like a storage room instead of Art Department.

Heavy bound volumes of magazines are far away and extremely wearing to carry.

No place to display great treasures of the department.

Little place to use these large books in the room - they may not be removed from the room.

I found the amount of space was inadequate to display and use the magnificent collection of the Art Department which ranks 4th among art departments in the country.

Book dealers find it hard to believe that Minneapolis should have so many rare treasures.

Cannot have original prints because no place to house them.

Street noises.

Crying need for exhibit space - only space for 3 pictures in front, 5 pictures at the back.

Department on two levels.

No work space for preparing material for circulation.

Visual Aids Circulation - 1953

<u>1953 Circulation</u>		<u>Borrowers - new</u>
Films	8,396	1953 - 989
Slides	39,237	1952 - 948
Film strips	1,344	

Holders of Minneapolis Public Library cards can take out any material at no or small charge.

Projectors 50¢, 75¢ \$2.00  
Films @ 25¢ per day  
Slides and film strips - no charge

The department also has three ceiling projectors and 132 "books" for home use as bedridden. There is some use of these in hospitals, too.

Principal Users of Visual Aids Service are:

All kinds of organizations  
Churches  
Homes  
Hospitals for patients, nurses, non-medical staff.

Limitations of Present Physical Facilities on Visual Aids Service as developed by Mrs. George Palmer

Need separate workroom for film inspection instead of table in open space of department.  
Old desk (easily 20 years or more) used by head of VAS, recently replaced by up-to-date desk.  
Inadequate space for storage of projectors and screens used frequently.  
Card catalog case needed but two metal files recently acquired take care of business papers, pamphlets, catalogs, etc.  
Good collection of subject bibliographies - film listings on all subjects.  
Four in staff - should have one more when Saturday opening begins next October.

Note: VAS could use whole room instead of one-half as at present (other half occupied by MHC.)

Need real humidifier rather than trays on radiators.

Need preview soundproof room instead of cubby hole (floor space 4 x 12) - only two at a time can hear sound.

# C I T I Z E N S   L E A G U E   O F   G R E A T E R   M I N N E A P O L I S

## ATHENAEUM

### History

The Athenaeum Board began as a subscription library which was organized by a group of young men interested in reading. Mr. Kirby Spencer, one of the originating group, left all his property, appraised at \$20,000, to the Athenaeum. Income from this bequest has totalled more than a quarter of a million dollars over the years. Other bequests have been from Judge Issac Attwater, \$4,000 and from the Edward M. and Effie R. Johnson Foundation, \$5,000. A small sum survives from its days as an independent library.

In 1889 when the Public Library building was completed, the Library Board entered into a 99-year contract with Athenaeum "to supervise and care for" the Athenaeum collection. The Athenaeum Board retained the right to appoint, subject to the Library Board's approval, an assistant librarian who shall have special supervision and care of the Athenaeum's property, the latter's salary to be paid by the Library Board.

### Collection

Of the 30,000 volumes on the shelves of the new library in 1889, 21,000 belonged to the Athenaeum and today it owns 105,000 volumes.

The affairs of the Athenaeum in regard to funds are separate from the Library Board. It selects its own books (non-fiction) and at the present time the Athenaeum assistant librarian is chairman of the non-fiction book selection committee of the library.

Books purchased and owned by the Athenaeum are processed by the Public Library in return for their use.

### Space Occupied and Needed

Space occupied by the Athenaeum is an office about 12 x 20 ft. Miss Mary Dyar, the Athenaeum assistant librarian, expressed the opinion that the office space she now has is reasonably satisfactory except that it should be located near the Processing Division for improved efficiency in the procuring and handling of the books. The Athenaeum office staff consists of the Athenaeum assistant librarian and one full-time clerk.

The Athenaeum's most valuable books are in what is known as the Treasure Room, which adjoins, without dividing partitions, the space used for winding and re-winding film with resulting disturbance to users of the Treasure Room. The Treasure Room is too small to permit additions to the collections and for comfortable use of the present collection which includes many large volumes. To reach the Treasure Room it is necessary to pass through another department, which is inconvenient for both.

Miss Dyar pointed out that many valuable books are stored in the lower tiers of the stacks where they gather a great deal of dust and dirt because of sweepings from above sifting down. Many bindings crack when the books are opened because of the extreme dryness of the air in the building. Valuable books should be stored in air conditioned buildings where the humidity and dust in the air are mechanically controlled.

Miss Dyar stressed the urgent need for more space to use the special collections of the Athenaeum, space that is well lighted so that the fine print in the old books can be read.

Miss Dyar's statement that the limited space in the present building makes it necessary to discard books and to select new books on the basis of storage space rather than on the merit and value of the books, is perhaps one of the better reasons why new facilities should be provided. From this it would appear that in order to expand and improve or at least maintain the present quality of the book collections, more space is needed.

Submitted by

K. A. W. Backstrom

#### Administration Offices

The administrative offices occupy the southwest corner of the 3rd floor of the building with some space having been added by the insertion of a partial half or mezzanine floor where printing and publicity activities are centered. General administrative difficulties are discussed in the last section of this report, so the comments here will be limited to the office space allocated to administration.

The space is being utilized beyond the point of diminishing returns. The half floor results in a situation similar to the old Pullman births--neither the upper or lower space is quite big enough to be satisfactory. Mr. Lewis' office is small, low ceilinged and rather cramped. It is hardly the type of office we should offer if we want to continue to attract such outstanding librarians as we have had.

# C I T I Z E N S   L E A G U E   O F   G R E A T E R   M I N N E A P O L I S

## COUNTY LIBRARY SYSTEM

### ORGANIZATION

The County Library functions as a department of the Minneapolis Public Library but is completely independent though housed in the same building. Miss Young pointed out the desirability of this in that often books are borrowed from the main library and also much equipment is shared.

At the present time, the staff includes five clerical, three librarians and one driver. One bookmobile is in operation and the board has approved the purchase of a new delivery truck in the near future.

### FINANCE

A tax of up to two mills may be levied on all property of Hennepin County, not otherwise taxed for library purposes. This creates a fund, administered by the Minneapolis Public Library Board, and used to give library service to the residents of the county. Last year the amount in this tax fund was \$134,000.

### COLLECTION

The County Library Headquarters are not open to the public, but librarians from the branches are encouraged to come in and find out what is available to them. The library has a collection of 110,000 volumes and also much other material. Users can pick up their materials there rather than having them sent out if they wish to.

### SERVICES RENDERED

The services rendered by the County Library are these:

1. At present there are (24) branch libraries in the towns and villages of rural Hennepin County. These are located in quarters provided by local authorities and each has a county librarian. There are regularly scheduled deliveries by the bookmobile. This delivery service will improve when the new truck is in operation. Any book urgently needed will be mailed to the branch.

Many of the libraries are located in schools, which has an advantage in that the school board often buys books that can be used by the public. However, many people hesitate to use school libraries because of disturbing class work.

2. There are nine station libraries which also have regular deliveries. These are hospitals, institutions, etc.
3. The Bookmobile Service makes 14 day trips a month, covering a 40 mile radius and serves 700 families in an area of 500 sq. miles. The bookmobile makes about 500 stops and gives full rural coverage. Anyone living three miles or more from a county branch is entitled to bookmobile service.

*to here* One librarian and driver are on the bookmobile. The driver helps with checking books in and out. As the space is limited there are no reference or technical books carried. About 2,500 volumes are fiction and

non fiction fill the shelves. Up to now the bookmobile has also had to deliver to branches, but when the new truck is purchased for this task, a larger selection of books can be carried.

#### CONCLUSIONS AS TO PHYSICAL FACILITIES

Our committee observed the operation of the County Library Headquarters in the main library building. These are our findings:

1. Overcrowding is the main difficulty at the present time. It is a continuous struggle to find room on shelves for new books and books returned. There is not enough working space for cataloguing, etc. Every book is completely processed before leaving headquarters. At present there is 1,215 sq. ft. of floor space, 2,900 linear ft. of shelves and 6 desks there.
2. Miss Young said they would like to have a film and record collection, but these cannot be considered at the present time because of lack of storage space. The question was raised as to whether the limited space had restricted buying of new books? Miss Young said they are still spending their full budget.
3. Due to the narrow alley around the main library building, the bookmobile has to be loaded at the curb on 10th Street. This involves placing books on a dolly, taking them down in the elevator and out on the sidewalk. There is no outside canopy and weather can interfere considerably with this operation.

It is very apparent that the population of rural Hennepin County has increased greatly in the last few years. Mr. Lewis gave us his current figure of 146,000. Library service has been extended to cope with this increase. Miss Young feels that headquarters is giving adequate service to its branches despite inconveniences brought about by overcrowding in the main library building.

Note: For comments on the county branches and comments by the branch librarians on the service rendered by the county library office see the Appendix to this report.



# C I T I Z E N S   L E A G U E   O F   G R E A T E R   M I N N E A P O L I S

## Cafeteria

A small cafeteria is located in the middle of the south east end of the building. Its presence in the building is not advertized and it is patronized primarily by staff members and people in the building for extensive research work. The food is good, attractively served and reasonably priced.

The cafeteria operates as a subsidiary of the Library. It is self-supporting as to food and service. The Library furnishes space, heat, light, gas, water and a half hour of time to each of two staff members who check during the busy luncheon hour.

The room was furnished and equipped by the Library. The furnishings are maintained by the Library. Kitchen equipment is added or replaced from the cafeteria replacement fund at the discretion of the Cafeteria Committee. No attempt was made to appraise the kitchen equipment or the difficulty of serving and preparing food.

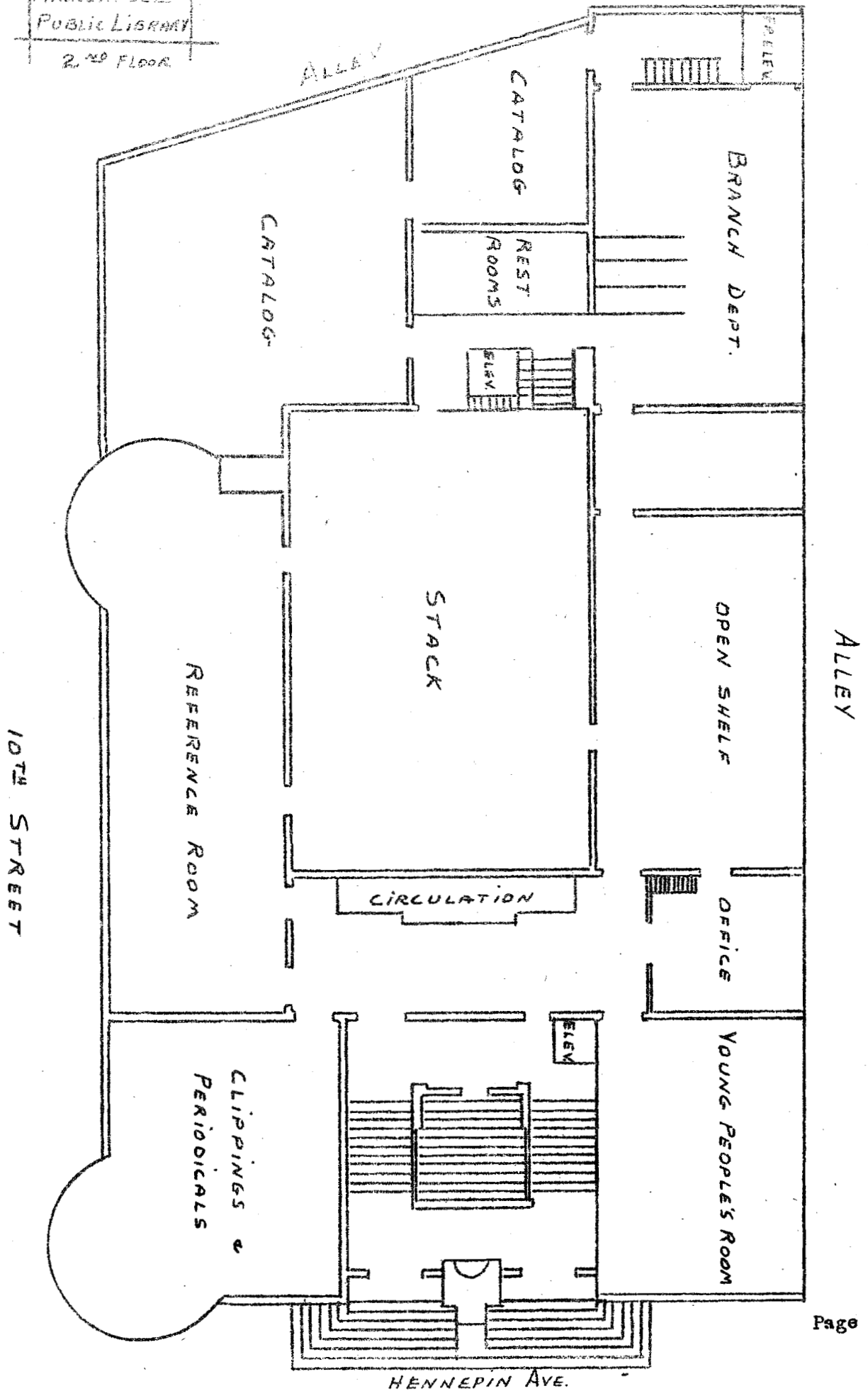
## Staff Room

Near the Cafeteria but not opening directly into it is a staff room about 18 ft. by 18 ft. in size. Equipped with some fairly comfortable chairs and a table or two, it is useable for staff meetings of the smaller sort. It is not particularly attractive though it could be made more so by some redecorating and refurnishing.

# 2nd FLOOR

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Circulation Department Registration, Information, Book Return and Overdues Desks	p. 41 p. 44
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Catalog (See Catalog & Order)	

THE  
MINNEAPOLIS  
PUBLIC LIBRARY  
2<sup>ND</sup> FLOOR



# C I T I Z E N S   L E A G U E   O F   G R E A T E R   M I N N E A P O L I S

## MAIN LIBRARY SUB-COMMITTEE

### Reference Department

#### Function

The Reference Department serves as a central information bureau for the Library, handling subjects for which there are no special departments as well as correlating the work of the subject departments when necessary.

#### Location

The Reference Department occupies all of the second floor north side of the main building not occupied by the Periodical-Clippings room and the Catalog Department. It was moved to its present location in 1926, and even then there was question as to the adequacy of the space.

#### Staff

The staff consists of 9 full time assistants, 2 clerical workers (junior clerks), 3 full time pages, 4 part time pages, and part time of another assistant.

#### Collection

The Reference Department houses what its name implies--non-circulating reference books and research material covering all fields of knowledge; printed indexes, encyclopedias, dictionaries, thesauruses, compendiums, digests, etc. It has the best dictionaries available in every language. There are 9,000 book items in the room and adjacent stacks, where the overflow of books needed for regular consultation are kept. Every available wall space in the room is filled TIGHT with books.

There is the ever-present problem: What books or sets to retire to back shelves or storage to make room for newly-acquired reference books. There are always these questions: Shall the department buy this set when there is no place to shelve it? And: Will it be a serious loss to the book collection not to buy this while it is available to libraries? Later on it may be out of print, or more expensive because of its rarity

#### Users

The Department serves students, researchers, business men, club women, housewives, ministers, lawyers, writers, etc. (It is impossible to list them all.)

#### Master Catalog

The Master Catalog for all books, bound magazines and other material in the whole library system, is in the Reference Department. It contains 1,642 drawers. As the library book collection expands, the catalog expands and the problem arises -- where to find space for more catalog cases. The catalog must be in this department since the reference assistants must at all times consult it. The cases are too close together, making aisles too narrow.

### Reference Desk

The Reference Desk is too small for the amount of work done. Surveys taken in March in several years show that between 8,800 and 10,000 questions are answered during the one month by the department. About one fourth are telephone questions.

Back of this desk are the books and indexes needed for immediate consultation. Here at the desk, or immediately adjacent, are 82 drawers of indexes on many subjects, all compiled by the reference assistants in spare moments. New books, pamphlets, etc., are scanned for material which might be useful to the public, and which are not indexed elsewhere.

Below are listed some of these indexes, to indicate the kind of work going on behind this reference desk:

- Sermons (listed under subject and Biblical text)
- Worship services
- Drama (every new play is read, listed under kind--monologue, amateur, one-act, historical, etc.)
- Christmas
- Father's and Mother's Day
- Map index (of maps found in general books)
- Vocations (High Schools make this a study)
- Indian names
- Indian legends
- Shakespeare material
- Current book reviews
- Minnesota authors
- Index of new books
- Index for anticipated questions

### Room for Users

There are 50 seats for patrons, exclusive of seats at index shelves and index table. Aisles between reader's desks are narrow. When 45 of the seats are filled it is crowded and hard for patrons to concentrate. A "full house" means a noisy room with outside street noises added.

Ventilation is bad. Winter heat is dry and hard on books. The only way to ventilate is to open windows. Someone is driven by poor air to open a window in winter. The draft drives someone else to close it. This routine is an old story to those who use the Reference room. The room is hot in summer, though 2 large fans now help. Better air would make both patrons and staff more comfortable.

New fluorescent lighting and attractive paint on the walls have lately improved the appearance of the room.

### Reference Librarian's Office

The Reference Librarian's office (252 sq. ft.) is at one end of the department. In this space are wall shelves and supply cabinets, 24 drawers of the poetry and quotations index, 2 desks, 1 table, another small table, a typewriter desk and a wash basin. It is a crowded office and work room area with no privacy for the librarian's conferences with individual staff members or patrons.

### Microfilm Reader

Lack of space has put the Microfilm Reader, which should be under the direct supervision of the Reference Department, far back in the stacks, away from the eyes of the staff. This unsupervised project increased the possibility of theft of books from stack shelves.

### Government Documents

The Government Documents section, with its desk, indexes, shelves crowded with documents, has only a corner of the Reference Room. There is no work room for opening packages and cartons of documents and preparing them for use. All this is done on tables used by the public. Our library is a "depository" library for U.S. documents, and one can only imagine the thousands of items that have been, and are being received. Before 1926, the documents occupied the room now occupied by the Chief Librarian's office. Now they are housed in many places in the building.

Many documents are housed in the sub-basement because there is not other room. When these volumes must be consulted, this is the procedure:

The page or reference assistant goes on the elevator down to the sub-basement, walks through one carpenter shop, the whole length of another carpenter shop, unlocks a door and arrives in what might be called a dungeon. One can only imagine what it is like down there at night, with carpenter shops locked and dark and deserted. Occasionally volumes must be consulted at night if an answer to an inquiry cannot wait until morning.

### Maps

Care of maps in the Reference Room is a problem and a separate Map Room would be ideal. However, large new steel cabinets for U.S. topographic maps have been installed in the room, and the cabinet tops serve as tables for consultation of maps.

### Index to the Minneapolis Journal

Though it rightly belongs in or near the Reference Department, the large card Index to the Minneapolis Journal from 1899 to 1914 is housed in the sub-basement (though in an easily accessible part of it). This invaluable source material for research workers should be located where it has staff supervision.

### Conclusions

It is impossible in the present building to have a satisfactory arrangement of departments to provide the greatest efficiency of service. It should be noted, however, that the Reference Department should be near, not only the periodicals and clippings (as it is) and the Catalog Department (as it is) but also these: Minneapolis Collection, Special Collection, Newspaper Room, Technical Room Bibliographical Room.

The above observations show that the Reference Room is filled to bursting. In fact it already has burst out of its room confines. The crying need is space, space and more space:

Space for books and indexes  
Space for private office for head of Reference Department  
Space for reference and government document workroom  
Space for documents  
Space for typewriter for patrons' use (perhaps slot-machine type)  
Space for Master Card catalog  
Space for studying at desks  
Space for patrons to sit while waiting for books  
Space for patrons to work at catalog  
Space for Microfilm Reader  
Space for Index to Minneapolis Journal

From my study of the Reference Department I have found that the department is doing outstanding work in serving the reference needs of our city. And it is doing this under the most crowded conditions.

Respectfully submitted,

Mrs. Walter U. Hauser

# CITIZENS LEAGUE OF GREATER MINNEAPOLIS

## MAIN LIBRARY SUB-COMMITTEE

### Open-Shelf Department and Readers Advisory Service

#### Purpose

The Open-shelf Room is designed to make easily accessible to the general reader, selected popular titles from all classes of books both fiction and nonfiction, except those belonging to the special departments. The collection is in the main, a flexible collection. Most recent accessions, except in the classes belonging to the special departments, are shelved here and are duplicate copies.

The Readers Advisory Service was organized in 1928 to guide adult readers seeking personal help, through planned reading courses, through advice on individual reading problems or through aid in building up new reading habits. The Readers Advisor attempts to stimulate continuity and purpose in reading, whether for cultural, recreational or practical needs. The service is designed especially for the person who feels the need for more education but who is unable to attend either school or college. The Reader Advisor determines whether the reader can best be served by transferring him to one of the subject departments or by filling his request directly.

#### Special Functions of Readers Advisory Service

- a) To interview readers who wish directed reading and to keep a record of their background and purpose of studying, for future reference.
- b) To assist clubs in the preparation of programs.
- c) To encourage the organization of study, discussion and reading clubs.
- d) To prepare reading lists and courses suited to individual or group needs.
- e) To collect and make available lists, bibliographies and courses prepared by other libraries, institutions and specialists.
- f) To cooperate with adult education agencies in the community, serving as a clearing house of information on educational opportunities.
- g) To represent the Library at outside meetings relating to adult education.
- h) To order, maintain and circulate the literary recording collection and to keep a catalog of it.

- i) The head of the Readers Advisory Service shall schedule the working time of all the readers advisors including the foreign language assistant and the staff of the Young Peoples Room so that cooperatively the most complete coverage of the three desks is achieved. It is the obligation of the above named people temporarily to assume the duties of any of the three positions interchangeably as the occasion requires.

#### Location and Relation

The Open-shelf Room and Readers Advisory Service are housed in the same room on the second floor to the right of the main charge-and-return desk. Total space presently allocated for these two departments is      sq. ft.



### Description of Quarters

The room is long, narrow and high. Shelving occupies all walls and extra shelving added at the end of the room farthest from the entrance, has cut down space for readers' tables and chairs. There are three tables for readers with four chairs at each one, seven other chairs and one chair beside the desk of each advisor, or a total of 22 seats for readers with no possibility of adding even one more. The three desks for the advisors are placed behind a low railing. In this enclosure are shelved the reference books most often consulted. A file is kept of special reading courses planned for individuals or groups and of single or complete yearly programs worked out for or with program chairmen of clubs or groups. Many such programs originating elsewhere are also on file.

### Personnel as of May 7, 1954

Mrs. Lorene Linder -- Readers Advisor for adults  
Mrs. Anne Druckenbrod -- Readers Advisor for adults  
Elaine Histenen -- Foreign language advisor

A typist is available two days a week. No other clerical or page service is available in this department. The Young Peoples Room at the front of the building and Readers Advisory Department have three small offices between and connecting them. Actual measurements were not available, but each office has barely room for a desk, with telephone, a small table and a chair. Shelving and cupboards for supplies fill literally every inch of wall space. Only the proverbially neat and methodical routine of professional librarians makes it possible to operate in these congested quarters. A private interview between even two persons is possible only if two other desks are not in use. Librarians must work with clean hands and the only available wash bowl in this area is in one of these small cubicles.

Too much cannot be said for the cooperation of the staff. While your committee member interviewed Mrs. Linder, Mrs. Druckenbrod made a tour of the open-shelf room to supply an answer to the questions: "How many feet of shelving?" How many books on open-shelf display in this room?"

There are 56 sections, six shelves high and 48 sections, seven shelves high. Each section is three feet wide and holds an average of 25 books. Mrs. Druckenbrod arrived at this result: linear feet of shelving, approximately 2016; number of books shelved, approximately 17,000.

Legible signs above the sections make it easy for users of these books to choose what interests them. Mrs. Linder emphasized, however, that books shelved in this room are a limited selection and cover the "popular" treatment in such fields as psychology. Categories include:

Social Science  
Biography  
Psychology  
Essays  
Plays  
Entertainment  
Classics  
Collections

Fiction  
History  
Economics  
Literature  
Poems  
Theater  
Sports

The section nearest to the desk of the Readers Advisor contains books helpful to those trying to do creative writing, but there is no small room for consultation and no sound-proofed space where a typewriter could be used.

Mrs. Linder said that such rooms are also needed for groups such as Program Committees. In a functional plan, at least one, and preferably two or three small rooms, adjacent to the Readers Advisors desks, should be provided. Here the group could use and discuss the books chosen for their particular subject, and the advisor could be available for consultation without being absent from her desk.

Under the present arrangement, such groups have no place to meet except the fourth floor auditorium, provided it is not in use. Books to be consulted have to be removed from the open-shelf room and carried up the elevator. The advisor can spend only limited time with the committees and meanwhile is not available at her desk. This handicap also applied to interviews with individuals planning courses of reading and with those unable to find books they seek.

The foreign language advisor was not on duty on this particular day, but Mrs. Linder spoke of her qualifications and accomplishments. Miss Ristinen is fluent in Russian, Ukrainian and German, and reads and understands Finnish, French and Spanish.

The Franklin Branch librarian speaks the Scandinavian languages, and this branch has the collection of books in Norwegian, Swedish and Danish. The population who read and speak these languages find this branch the one most convenient for them.

Near Miss Ristinen's desk is a 30-drawer catalog of foreign language books in the library. Those kept in the open shelf room are in cases plainly designated. A second 15-drawer catalog holds cards of an index Miss Ristinen is making. This is a catalog by subjects and by cross reference, which will make the foreign language books more useful than when cataloged only by title and author.

A few shelves hold recordings in foreign languages, chiefly for use by those wishing to learn these languages or by those speaking them and learning English. But, the library has no instrument to play these records and no sound-proof room in which to play them. Borrowers may take them home to use on their own record players. Some of these records are in "Linguaphone", and some in "Spoken French", "Spoken German", etc. The Holt Company puts out the foreign language approach that has come to be known as the "G. I. Plan".

Mrs. Linder said that Miss Ristinen has been of great help to the Displaced Persons brought in by church sponsorship from the Baltic Countries. Typical requests run like these: "I want a wholesome story book in Russian for a fifteen-year-old girl." "I want a book on American farming for a man from the Ukraine." "I want a good detective story in Latvian."

#### General Comments on Open-shelf Room

A staff of three has to keep this department operating 9:00 a.m. to 9:00 p.m., five days a week. Of this staff, one is the foreign language advisor, for whom there is no replacement when she is not on duty.

#### Physical Features of Room

The location is good, since users pass the charging desk just next to the door in the Main Circulation Department.

Just to the left of the door is a well lighted bulletin board. Above the Readers Advisory Service is an attractive permanent sign, telling of services offered.

On one desk are placed folders and pamphlets, free to those interested. One of these is entitled "Group Discussion of Great Books", which will be spoken of separately.

Others, prepared by the library, show how far reaching is the Readers Service. Actual pamphlets are included and titles are listed here:

"My Country 'Tis of Thee; a list of books, Minneapolis Public Library."  
"Know the Enemy, Communism; a list of books, Minneapolis Public Library."  
"Books of Interest to Protestant Readers, Minneapolis Public Library."  
"Books of Interest to Catholics, Minneapolis Public Library."  
"List of Books of Interest to Jewish Readers, Minneapolis Public Library."  
"This Month at the Minneapolis Public Library", May 1954. In this, three pages list books under such attractive headings as:

"Want to Know Something?"  
"Sightseeing at Home."  
"Reading Unlimited."  
"Keeping up with the World."  
"Novel News."

Under the heading "Films of Spring" are listed 16 films, eleven in color. Events taking place at the Library in May are listed on the last page. There were 20 at the Main Library, and Spring Book Festivals at branches.

#### Great Books Courses

The Readers Advisory Service also sponsors the Great Books Discussion Groups. Most members buy books used from Great Books Foundation, but the Library stocks a few copies. It is almost necessary that each registrant own his own book, so that texts may be identical.

#### Undesirable Features of Open-shelf Room

This room is located so that the tall windows on the side toward 11th Street not only let in ample daylight, but also make the room unbearably hot when the western sun beats on them. This is also true of the tiny offices.

#### Traffic

The left side of the Open-shelf Room carries constant and heavy traffic from front to rear of building on the second floor. In fact, it is a corridor minus one wall. Users of the room are disturbed by this noise and also by the sounds from the telephone switchboard, which is located on a mezzanine and ventilated by an opening into Open-shelf Room.

### Circulation Department

#### Function

The Circulation Department is the point at which all books, not in the subject departments, are issued. It is the point at which are returned books belonging to the Central Circulation collection and books issued at the branches and stations, as well as material from other departments when those departments are closed. The general circulating resources of the Library, outside of the subject departments, are centralized here. The department includes circulating books in all classes except those in the classes of art, music, education, science, technology and books for children. It duplicates many books at the two special subject branches. It serves, through the Information Desk, as a clearing house for information about the Library

as a whole. Through the Registration and the Overdues Desk, it functions as a depository of registration records for the entire library system. It collects and tabulates circulation statistics for the Main Library. It prepares short book lists on various subjects and compiles the monthly list of new books, called "This Month." The Circulation Department also supervises the telephone switchboard of the Central Library.

As in the Open-shelf and Readers Advisory Department, your committee member met with the cordial and intelligent cooperation we have come to associate with Library personnel. The interview was with Miss Newman, head of Circulation. She has been in this department for years, working at all different jobs, so is familiar with all its problems. Miss Newman is resigning soon and will be succeeded by Miss Margaret Hull, her present able and charming assistant. There are three other staff members: Miss Nell Marley, Supervising Assistant; Miss Lillian Holmes, Assistant; and Violet Lied, Assistant.

Space - Total allocation of space to circulation is 2,238 sq. ft.

#### Book Charging Lending Services

The "Recordak" system of using photographic film instead of writing numbers and stamping dates on cards is used at the main desk. Of course, this makes for speed and accuracy. Its drawbacks have been discussed in the report on the Children's Department.

Three cards, one showing the name, address and card number of the borrower, the second the book number and the third a library record, are placed side by side and photographed. The clerical assistant at the desk can handle the flow of books with almost incredible swiftness.

Of course, the date is plainly visible. As soon as the film is filled, it is sent to be developed and returned. Then it is placed in a "Recordak Reader", beside which sits a typist. Her alert eye catches the overdue books and she types the borrower's address on one side of a postal card and fills in the blanks on the other; then the notice is mailed.

#### or Registration

At the other end of the Circulation Desk is the Card Issuing/Department. All cards, even those for branches, are issued here, where permanent records are kept. Every card is required to be renewed every five years. Lost cards are replaced after payment of a fine, and a two week interval, during which many cards are found. Change of address requires the issuance of a new card. All this work is done by civil service clerical help. Space is conserved by putting the five workers, not at desks, but around a table, with a telephone on a small elevation in the center. At the time this department was observed, all were working at top speed to get the cards ready to send to the Franklin Branch.

Here again one meets the universal problem of lack of space. Ingenuity is shown in economical use of floor and wall space. All spoke of the greater efficiency possible since the fluorescent lighting was installed throughout the building. More filing space is urgently needed.

#### Telephone situation

At present, the Telephone Department is under the jurisdiction of the Circulation Department and is most inconveniently located in an almost inaccessible place at the end of the mezzanine floor, intended only as stackroom shelving. In this hot and airless space up near the ceiling, ventilation is supplied by a lowered opening into the open-shelf room, which allows noise of conversation to be audible to readers.

Miss Newman strongly recommended that not only should suitable telephone switchboard space be available in the new building, but that the telephone set-up be under the jurisdiction of the Main Office of the Library.

When I asked her for dimensions of space allotted in the present and proposed new buildings, Miss Newman said that she could not supply either with accuracy.

She urged that adequate, private offices be available for supervisory personnel, air conditioning will take care of the comfort of staff and public, and guard against deterioration of valuable books.

Miss Newman urged that the entrances of the new library be such that ramps replace steps. The main charging desk and Circulation Department should be located on the first floor and departments be placed next to the materials they use. As we were standing, discussing these matters, she called my attention to a staff librarian in the Clippings Department, crossing the main lobby and climbing stairs to reach clipping files, as she does constantly.

Miss Newman called attention to the men in the newspaper room, dozing in comfortable chairs in one of the best lighted and most accessible areas.

This report lacks statistics, but I hope, conveys the impression I received of efficient service given by a well trained professional staff. The archaic building, the lack of space and ventilation, all point up the crying need of a new library building.

Respectfully submitted,

Mrs. John W. Wilkins

# CITIZENS LEAGUE OF GREATER MINNEAPOLIS

## MAIN LIBRARY SUB-COMMITTEE

### Information, Registration and Overdues Desks

#### Functions

##### a) Information

The Information Desk, located in the second floor lobby, welcomes library visitors and directs readers to the departments which can best serve them. It takes requests and reserves for books. It helps readers in general book selection, referring those needing more specific help to the Reference Room or the Readers Advisory Service.

The assistant at the Information Desk must be familiar with the catalogs, the book stacks, the resources of the special departments and the rules of the Library. She gives general information about the Central Library, exhibits and meetings in the building and brief information about the City. She calls staff members to the Desk to see callers and takes messages and packages for them. She is responsible for preserving order in the Circulation Lobby.

##### b) Registration

The principal work of the Registration Desk is the issuing of borrowers' cards. This work consists of:

1. Issuing cards to those applying at the Main Library
2. Issuing cards to those applying elsewhere in the library system

The Branch Department collects all applications made elsewhere, and sends them to the Registration Desk; later collects the borrowers' cards and redistributes them to the various points of application. The Registration Desk maintains a union file of all application cards in alphabetical order, and records the card numbers in books in numerical order. Inactive borrowers' cards are filed in the application file, each card being placed behind its application.

The Registration Desk also issues Temporary cards, Fee cards, Firm cards, Vacation cards and cards to replace those lost. It records all changes of names and addresses of borrowers.

The Registration Desk is responsible for the daily collection and distribution of money in the various departments of the Main Library.

##### c) Overdues

The Overdues Desk is the clearing house for all overdue books loaned from the Main Library, and those overdue for three weeks or more, loaned from all other parts of the library system. Notices are sent from this desk to borrowers, according to weekly schedule, by mail, telephone and messenger. If these methods fail and books are three months overdue, bills giving the

## Overdues (Con't.)

prices of the books and fines to date are mailed, followed a month later by a second bill and a month after that by a warning that the case will be taken to the Conciliation Court. When this course is necessary, the Head of the Overdues Desk files the complaint and attends the court hearing as a representative of the Library. Subsequent follow-up procedure varies with the individual case.

The Overdues Desk records books reported lost and sends bills for them. It records all payments for books lost throughout the system and sends to the Office duplicate records of all such financial transactions. It also records failure to pay for lost books, noting the reason for non-payment. It sends monthly reports of all books lost, whether paid or not, to the Catalog Department for shelflist records. If books that have been lost and paid for are found or returned, all records are corrected and refunds of payments are made.

The Overdues Desk appraises damage to books and other material, and, consulting with the Bindery, determines the amount of charges, collects those charges and sends books and material to the Bindery for repair.

### d) Book Return\*

#### Location and Space

<sup>four</sup>  
All ~~three~~ desks are located on the Second Floor in the rooms facing the front of the building at the head of the stairways. It is a large, high ceilinged, attractive room and appears adequate as to space for the using public. The public space, which also serves as a corridor, measures 950 sq. ft. The space related to each desk for staff use is as follows:

Information      9' x 16'   or 144 sq. ft.

Registration    12' x 20'   or 240 sq. ft.

Overdues        11' x 14'   or 154 sq. ft.

Book Return    11' x 20' or 220 sq. ft.

#### Personnel

Only professional librarians employed, which is not true of all libraries, because the Minneapolis Library considers that first contacts are important. Some of the questions answered are of a directional nature, but most of them are for specific information. Inquiries about books <sup>are</sup> limited to three books at one time.

Submitted by K. A. W. Backstrom

\* To be filled in.

# C I T I Z E N S   L E A G U E   O F   G R E A T E R   M I N N E A P O L I S

## MAIN LIBRARY SUB-COMMITTEE

### Periodicals and Clippings

#### Function

The Clipping Department, which became a small department in 1946, combines the functions of a general clipping department and a periodical room. The nucleus of the clipping collection was the original clipping collection of the H. W. Wilson Company. By gradual growth, the collection has become one of unusual extent and value. Pamphlets and clippings are collected, prepared for use, kept in order and weeded for discard. They are filed alphabetically by subject.

A collection of recent and important pamphlets is kept on display.

Departments and branches also maintain their own collections of pamphlets and clippings.

#### Personnel

Ruth Lohn is head of this department with a staff of four professionals, one senior clerk and one page. A bit more clerical help and a little less professional would be more ideal.

#### Space

This reading room is located on the northeast corner of the building and measures 27' by 32' plus some area in the round corner tower, and a work room across the lobby and a half story up measuring approximately 16' by 18'.

#### Collection

This department handles all magazines except those that deal with art, music, education and science. Files on magazines are kept for ten years. The Minneapolis Library is one of a few libraries that permit magazines to circulate. The borrowing period is only three days, so many magazines are used many times. For example, the January issue of Business Week was loaned 51 times in January. The problem of finding space to file clippings is difficult and many are kept in the work room. A file of news releases from foreign countries is maintained. These news releases deal with economic, political and industrial information. Many informative pamphlets such as those published by the federal government are kept on file. Clippings are limited principally to political and other controversial news stories.

#### Difficulties

Considerable effort is required to maintain the clipping file in a usable and readily accessible form, which indicates that the work room is too far removed from the reading room. An intercom system between the two rooms has overcome some of the difficulties. Finding space in which to maintain orderly and complete files of magazines is also a problem.

#### Use

This department serves mostly high school and college students but many others such as club women, business men, debaters, public speakers, etc., seeking recent and current statistics, use the service. Basically, the department functions as a reference room for current information.

Submitted by K. A. V. Backstrom



# C I T I Z E N S   L E A G U E   O F   G R E A T E R   M I N N E A P O L I S

## MAIN LIBRARY SUB-COMMITTEE

### Young People's Room

#### Function

The Young People's Collection is for the use of older boys and girls and young adults. The book collection is shelved in the southwest Open-Shelf Room, and is administered by an assistant called "Reader's Adviser for Young People". This assistant gives personal advice on the choice of books for recreational reading. Books selected for this collection are those that appeal to young people of 15-20 years of age.

#### Space

This room is located in the southwest corner on the second floor and is approximately 45' x 30' with two alcoves and an office made by book cases included in these figures.

#### Relation to Other Departments

Satisfactory.

#### Use

Circulation is through the main desk, so no accurate count for this room is available. Miss Hertzgaard, the librarian, estimates that it averages about 150 books per day. She reports quite a loss of books because of the system of charging books out at the main desk.

#### Difficulties

No other difficulties were reported except those applicable generally.

Submitted by

Mrs. John Sprague

# C I T I Z E N S   L E A G U E   O F   G R E A T E R   M I N N E A P O L I S

## REPORT OF SUB-COMMITTEE ON BRANCH LIBRARIES

The sub-committee began its study by first talking with Miss Alice Brunat, head of the Branch Department of the Minneapolis Public Library. Miss Brunat gave us much information from which we report the following:

1. There are 17 branch libraries including the business and social service libraries.
2. Branch libraries are classified into small, medium and large.

Large branches include those with 90,000 circulation per year and up. In this group are:

1. Linden Hills-----	1953	137,645	Circulation
2. Hosmer-----	1953	119,815	"
3. Walker-----	1953	117,777	"
4. East Lake-----	1953	94,832	"
5. Franklin-----	1953	91,857	"

The medium branches are classified having circulation from 70-90,000 per year.

1. North-----	82,419
2. Sheridan-----	80,549
3. Longfellow-----	79,328
4. Roosevelt-----	78,898
5. Central Avenue-----	76,514

The small branches have a maximum of 70,000 circulation per year. These include:

1. Jordan-----	69,097
2. Webber Park-----	64,005
3. Sumner-----	57,600
4. Pillsbury-----	49,703
5. Seven Corners-----	47,582

Total branch circulation - 1,535,546

3. There are two co-operating school branches - Jordan Junior High and Sheridan. During the school day the Board of Education supplies the librarian, after school hours the public librarian continues through until closing.
4. In these branches there is a minimum of three professional staff members plus some clerical help and pages. The size of the staff varies with the size of the branches. Some larger branches, at present have five full time professional staff members plus clerical help. All clerical help is under Civil Service.

5. All matters of finance are handled in the main office. Miss Brunet, branch head, handles only recommendations for book purchases.
6. The oldest building is the North Branch, built in 1898. Franklin's branch is old, too, but was rebuilt in 1915. There are four Carnegie libraries (Franklin, Sumner, Hosmer and Central Avenue). The last branch to be established was the Longfellow branch in 1937. The last building built was Linden Hills in 1931.
7. Because there has been great growth in population and because the established branches were not in convenient locations, bookmobiles were bought to cover areas not being reached by the libraries. There are two bookmobiles -- housing some 2,000 books making 20 stops a week. This is a community branch on wheels. Its appeal is particularly to the children.

#### MAIN LIBRARY - BRANCH DIVISION - SPACE NEEDS

There is no doubt that a new library will be needed if any new branches are added to the system. The present floor space for the extension division is 2400 feet with 12 sections of books. The main library stock is a reservoir collection for the entire system. When it is limited, all agencies are limited, since most of our branches have reached maximum shelving capacity.

1. Space and facilities of the branch division most inadequate.
2. There is need for more space to sort and pack books.
3. There is need for more space for shelves.
4. Some mechanical lift should be devised to bring books up and down from gallery (now all have to be brought up and down by hand).
5. All books going to hospitals, school stations, business and social service libraries plus branches must be checked through this room, checking system most difficult because of the trucking of books made from other rooms and floors.
6. Eight people working in limited quarters does not give maximum efficiency.

#### NEW LIBRARY

Plans in the proposed library would have the branch division on the 6th floor with about 3066 sq. ft. Mr. Lewis said he requested 100% increase in space for branch division.

The stacks would be on the floor below.

Mrs. Wright Brooks, chairman  
Miss Ethel Berry  
Mr. Loren Cahlander

# 1st FLOOR

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Stacks	p. 62a

Public  
Library  
1st Floor

Alley

Fr.  
elev.

RECEIVING  
Room

Janitor's  
Room

Receiving  
Room

ORDER  
DEPT

SUPPLY  
Room

SCHOOL  
DEPT.

PARENT-TEACHER

ALLEY

STACKS

Newspapers

Children's  
Room  
Office

10<sup>TH</sup> STREET

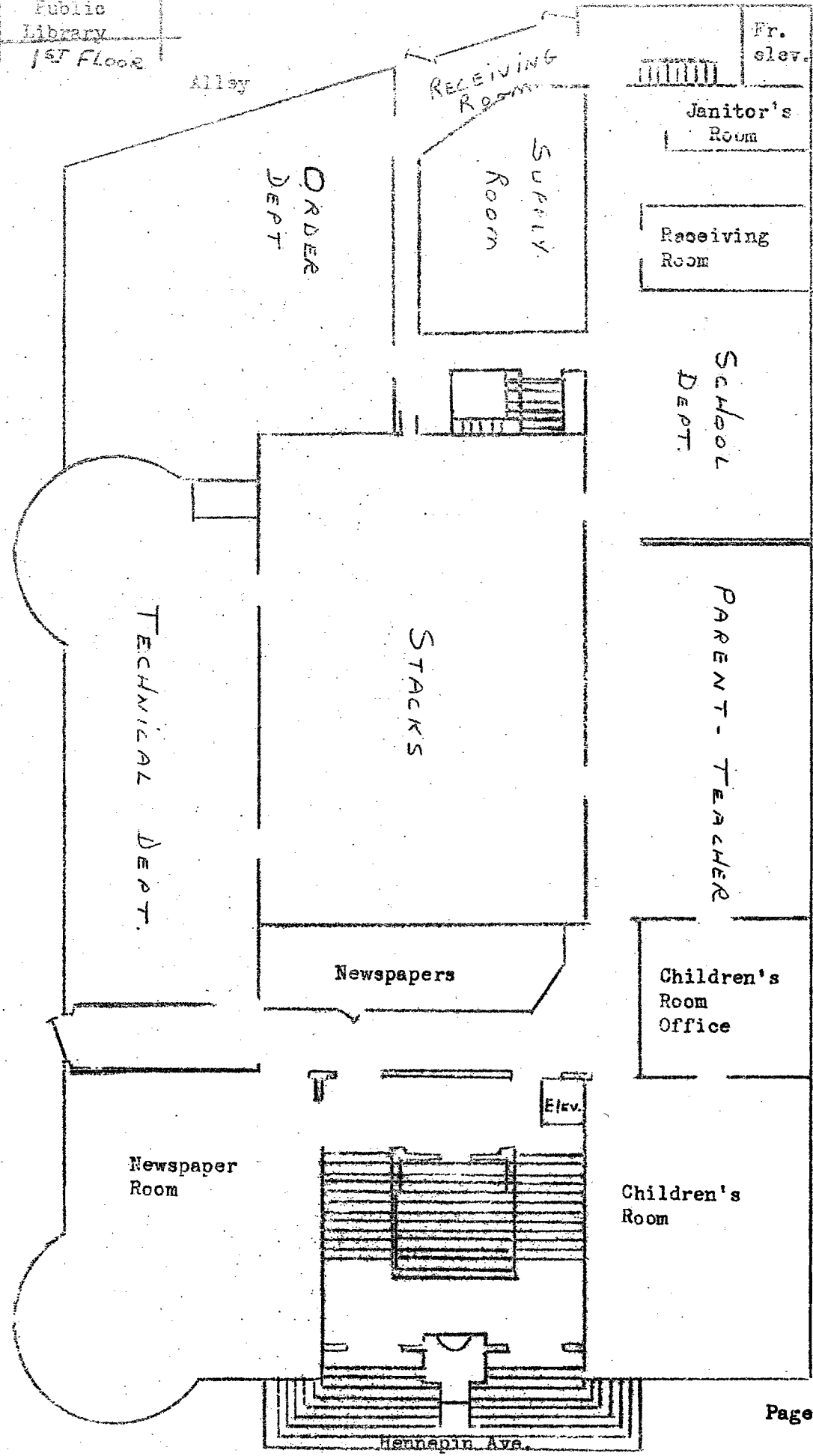
TECHNICAL DEPT.

Elev.

Newspaper  
Room

Children's  
Room

Hennepin Ave.



# C I T I Z E N S   L E A G U E   O F   G R E A T E R   M I N N E A P O L I S

## MAIN LIBRARY SUB-COMMITTEE

### Parent-Teacher Department

#### Function

The Parent-Teacher Room was opened in 1926 as a service to educators and parents of the community. Originally a part of the School Department, it became in 1940 an adult subject division of the Main Library under the direction of the Librarian and in 1946 it became a small department, reporting directly to the Librarian.

#### Personnel

Head of the Department -- Mrs. Woodward and two general assistants all professionals operate this department 12 hours per day and five days per week, without the help of page service.

#### Space

Space occupied is a room 24' x 44' located on the southwest side of the building on the ground or basement level, plus a section of the stack immediately adjoining this room but down a short flight of stairs.

#### Collection

Books handled deal largely with child psychology and adolescence and include many large bound volumes of magazines for which space must be reserved for annual additions to the sets. Catalogues of courses offered by various colleges and books on methods of teaching various subjects are also included.

#### Use

Services of the department are used largely by students, teachers, school administrators, parents and some general readers in the field of education. Students generally are from teachers colleges and some parent-teacher organizations use this service.

#### Difficulties

Several difficulties are encountered regularly in the operation of this department; the most serious being the lack of a private office as a work space for the head of the department and the assistants. This department is essentially a specialized reference room and research projects could be handled better in the quiet of a private office. Typing now disturbs the people using this room. Traffic through this room to reach the maintenance engineer's office at the rear is a serious problem, more so than in other rooms that are used as corridors through the building. The room is very hot during the summer in spite of awnings over the windows. One very small display counter is found in the room and one small bulletin board in the lobby is reserved for this department. More display space could be used.

Submitted by K. A. W. Backstrom

Report of the Children's Department  
Sub-committee of the Library Section

The Children's Department serves children up to 15 years of age.

General Information

Staff - Miss Isabel McLaughlin, Children's librarian, is responsible for all work with children in central library, 15 branches, 19 school stations and 2 bookmobiles.

Miss Ingrid Pedersen, librarian in charge of the central children's room (term used for children's department in main library building).

Central children's room is currently staffed by 4 professionals and 1 clerical assistant. Miss McLaughlin's office is also in that department. Most branches have a professional children's librarian (4-5 years training) in charge; others have ex-teachers, who are being replaced as fast as possible by trained personnel.

Staff is considered adequate for present needs. Expansion of services would soon require an assistant for Miss McLaughlin, an additional person in central children's room if it were open more hours, and staff for any new branches.

Use and circulation - "Children" means up to 15 years in library work. 1953 circulation of children's books - 1,570,275 (second largest year) % of total circulation 54.2% Number of borrowers 62,136 (a remarkably high figure, since there were in 1953 only 71,301 school children in Minneapolis).

The children are more directly served through branches and schools, but central children's room serves far more than any one branch. Central (1953) 74,184 circulation. Highest branch 53,000 circulation. Average for branches 36,000 to 37,000 circulation. The staff feels that the museum and special programs draw many children to the main library and to an increased interest in books.

The most immediate need felt by the children's librarian : 6 new branches! That would bring Minneapolis more in line with National Library Association recommendations: that every citizen should have library service within six blocks of his home.

Central Children's Room

Present operation and problems

50 to 60% of service is to adults (teachers, artists, radio and research people, students, etc.) There has been a steady growth of service, in spite of a steady increase in the number of branches and school outlets. The room has reached a circulation of nearly 80,000 and has a book collection of 16,000, yet it is still operating in the space provided in 1905.

The staff feels that as yet the crowded conditions have not impaired either quality or quantity of service rendered, but the problems involved are becoming increasingly insurmountable:

- a. Work space is at a premium
- b. Storage space is at a premium
- c. Book shelves are climbing out of reach of children
- d. There is no story hour room
- e. Office space and work space are literally on top of each other; both cannot proceed efficiently at the same time.

Especially because of the high percentage of adult use, staff feels that children's room should be open the same hours as the rest of the building (9-9, instead of 9-6, as it now is 4 nights a week). This would necessitate one more assistant.

Present building: only discernible help would be removal of the large, useless and unlovely fireplace in the children's room. This, with the purchase of a few movable shelf-partitions, would provide another whole alcove of shelves for one age bracket. If the present building is to continue in use more than 3 years or so, this is a highly desirable project

Proposed New Plans: The area devoted to children is just about doubled (2205 sq. ft. as against 1102 sq. ft.), though little of this shows up in their reading room. Additions include a vestibule and cloakroom, boys' and girls' washrooms, and a story hour room. Office space and work space have been increased and separated, and stairs give direct access to the children's stacks immediately below, where there will be additional work space also.

Open shelf space in the reading room is considerably increased by modernized lighting and heating facilities. Also, the longer, narrower shape of the room lends itself to more efficient use. Moveable low shelf-partitions permit the desirable alcove arrangement for various age brackets.

Some of the staff feel that space allowance is still inadequate, but there is a good possibility of incorporating an adjacent 441 sq. ft. now vaguely a part of the utility area. This seems more practical than the alternative suggestion of moving the story room to a floor above or below.

Children's service varies tremendously, not only according to months (March and November are peaks), but to hours of the day. To accomodate the peak periods adequately without having many hours and areas of emptiness poses special problems.

Mr. Lewis points out that the arrangement of space within the children's department in the new plans is far from definite, whereas the allowance of space is, in his view, adequate. The addition of the aforementioned 441 sq. ft. would make it very satisfactory. This would make a total of 2646 sq. ft.

In the new plans all audio-visual work would be handled in one place, a desirable centralization for both work and use. This further relieves congestion in the children's department where some of this work is now done for lack of space elsewhere.

Since the arcade just outside the children's department is to have unusually fine facilities for exhibits and displays of various kinds, it seems unnecessary to provide any further space for such within the children's room. The staff members have interesting ideas for use of space above low shelves, use of glass-



## Children's Department

top display tables, etc.

One area of disagreement is the matter of the charge desk. For children the obviously desirable method is a separate system at a separate entrance. But since over half of the service in the central children's room is to adults, there is some feeling that this department should be more readily accessible to other areas, and that all books should go through the central charge desk. At least, it would be preferable not to have to go completely outside the building and in another entrance to reach other departments.

It is not felt that operating costs would increase in a new building unless the department were open more hours, which would be equally true in the present location; nor would they be cut down.

# C I T I Z E N S   L E A G U E   O F   G R E A T E R   M I N N E A P O L I S

## MAIN LIBRARY SUB-COMMITTEE

### Newspaper Room

#### Function

The Newspaper Room is a reading room for current local and out-of-town newspapers. It is an adjunct of the Technical Department and as such it is under the supervision of the Head of the Technical Department.

#### Space

This room is located at the northeast corner of the building and measures about 27' x 32' plus some space in the round corner tower. Mrs. Rice is in charge.

#### Collection

Newspapers handled in addition to local papers are 40 to 45 out-of-town papers of 10,000 or more circulation and about 40 smaller papers, including foreign language papers, suburban, labor, veterans, negro papers and the Catholic Bulletin by contribution.

#### Use

This department serves a larger number of people than any other, for there is a fast turnover of customers. The people served consist of high school and university students, older retired people looking for home town papers, transients, job hunters studying classified ads for out-of-town work, families moving to other communities check on housing and food cost in their prospective new home towns. Journalism students in particular are regular users of this service.

#### Difficulties

The desk serves to a considerable extent as a directional information center for the library, but is not properly equipped to perform this service properly. Needs a library directory.

Past issues of papers on file for three to four months, but a longer period would be more desirable. Space limitations do not permit more back issues. The papers are filed behind a wooden partition in a space that once was a lobby for the ground floor of the building. Filing space adjacent to the reading room would improve efficiency.

In addition to the above, this department maintains a limited checking service and a lost and found service.

Submitted by K. A. W. Backstrom

# C I T I Z E N S   L E A G U E   O F   G R E A T E R   M I N N E A P O L I S

## MAIN LIBRARY SUB-COMMITTEE

### Technical Department

#### Function

The Technical Department, established in 1911, covers the fields of the natural sciences and useful arts. Books classified in the Decimal classification as 500 and 600 are in this department. It includes material on general science, mathematics, astronomy, physics and chemistry; on geology, mineralogy, paleontology, plant and animal biology; on popular medicine for the layman, and hygiene; on engineering, agriculture, home economics, business chemical technology, trades and manufactures, and building construction. Some of the department's most notable books in the natural science are housed in the Treasure Room and other locked cases, controlled by M. H. C.

#### Space

This room is located in the northeast corner on the first floor of the building and measures 30' wide by 95' long. At the south end is an odd shaped office (about 10' x 20') which Mr. Fritz Zenthin, the department head, occupies. The room is quite cool even in the summer time, because it has high ceilings, is partly below ground level and does not get the sun's rays on it. It seats about 60 people which is adequate except for a few times during the peak usage period (January, February and March). The room is well lighted. More open shelf space would be desirable, but it appears that some could be added by rearrangement.

#### Relation to Other Departments

Its location in relation to stacks, reference and order departments is good, though it would be handier if it was on the same floor with reference and art departments according to Harriet Palin, Supervisory Assistant in the department. Many books are carried to and from the basement by hand.

#### Staff

The staff consists of eight professionally trained people; five clerical and one shelver.

#### Use

The room is used by a wide variety of people ranging from rank amateurs to professionals. Circulation totaled 65,812 in 1953. The majority of the departments collection is circulating material.

#### Difficulties

Besides more open shelf space and closer proximity to art and reference departments, there is a need for typing rooms where users can copy materials by typewriter without disturbing others.

Submitted by

Ray Black

# C I T I Z E N S   L E A G U E   O F   G R E A T E R   M I N N E A P O L I S

## REPORT OF THE LIBRARY SUB-COMMITTEE ON PROCESSING DEPARTMENTS

Mrs. J. R. Rogers, Chairman - Mr. Raymond

Based on interviews with library personnel and visits to the three departments, your sub-committee, consisting of the chairman and Mr. Charles Raymond, makes the following report: (Mrs. Rogers prepared the report on the order and cataloguing departments and Mr. Raymond on the Bindery.)

### ORDER DEPARTMENT

The Order Department has two divisions, book ordering and periodicals. These overlap to some extent; for example, certain items classified as books, like yearbooks, may come automatically with subscriptions to periodicals. They are called "continuations" and classified as books. Orders for films and records also go through this department. Periodicals, films and records account for a discrepancy of about 10,000 items in annual reports of order and Catalogue Departments. Catalogue, 70,000; order, 80,000. Of this last figure around 4,000 are periodicals.

There are 11 employees, including the head, Mr. Simon.

The space occupied includes: (1) order room, on street level in corner facing 10th Street and church, (2) a receiving and sorting room with L-shaped corridor separating it from order room on one side and alley on the other. The door is around the corner from the order room, opposite the outside entrance where trucks pull up, (3) the periodical checking room on the 11th Street side facing on a parking lot. This is small, in shape long and narrow.

The Order Department's functions are to make out the orders, later to check in the books, against the orders and against the distributors' shipping lists, then to process the books for library use. This includes removing or covering jackets, stamping bottom of book in ink with name of library, punching in the name on an inside page if the book is valuable or important, making a circulation slip, and affixing a pocket. Branches order what books they want, but these are checked with main library orders, and all orders, including branches, are correlated and sent out from this department. When the books come in they are all catalogued downtown.

### PROBLEMS OCCASIONED BY LIMITATIONS OF PHYSICAL FACILITY

1. There is no unloading dock. The books, which arrive in large boxes weighing a couple of hundred pounds or more are dumped out onto the ground, which does the books no good.
2. The sorting room is too small. Mr. Lewis says it needs about as much more space as that now occupied by corridor. The committee estimated this at about one-third more. This could not be taken in, however, without routing all corridor traffic through working space in the sorting room.

The committee did not see the room being worked in, nor full to anything like capacity, but it is asserted by Mr. Lewis and by Mr. Simon that during seasons of peak loads, books are stacked all over the place and there is scarcely room to work. The publishers big season is in the fall, with a secondary one in late spring. Gifts come in a flood at spring housecleaning time, with a secondary season in the fall.

The location is about as good as it could be with respect to both deliveries and transfer to Order Room.

3. The sorting room, such as it is, is wanted for a stockroom. (There is no stock room at present, a situation which makes for waste and inefficiency, since no accurate inventory of supplies is possible.) If this room has to be given up by the Order Department, the only place to sort books would be in the basement. Such a solution is held to have the following disadvantages.

- a. Any move that increases the distance between the order room (where the books go next) and the sorting room is undesirable.
- b. Any move that increases the distance from the unloading point to the sorting room is undesirable, especially if the room must be on another floor.
- c. The only elevator available for transporting the books up and down would be the building's only freight elevator, which carries all waste, including kitchen waste. This is considered to be undesirable.
- d. While the present room is dusty, the basement is dustier.
- e. The maintenance staff is strongly against it.

4. The periodical checking room should be adjacent to the book order room. Mr. Simon states that it is necessary for him to visit the periodical room many times a day for checking and supervising purposes, that this takes time and energy when you add it up, and that supervision under this set-up is incomplete and unsatisfactory. Other personnel of the department are also back and forth a good deal between the two rooms.

5. The catalog department should be adjacent to the order room. It is now directly above the order room. This is where books go next, when they have been checked against orders and shipping lists. At present they go up on a small passenger elevator which can just hold three small book carts.

6. Important bibliographical volumes, which Mr. Simon describes as his "tools", should be more easily available. Mr. Simon himself keeps such bibliographies as the standard publishers indices, but he has to run all over the building for most of them. One of the most important of these, the Library of Congress list (see Catalogue Department for further information) is kept in the Catalogue Department, of necessity (they use it continuously). This is a major reason for wanting the Catalogue Department on the same floor. Other bibliographies, on special subjects, are in the departments concerned.

(NOTE: We see no easy solution for some of the problems here unless the library could afford, and secure, more than one copy of some of these volumes. The department heads also need quick and rather continuous access to these. It would be an argument for keeping all special departments, art, music, history, etc., as close to order and catalogue as possible, either on one floor or on the same elevator.)

7. The order room is being used to capacity now. There is not room for one more desk, which means that the staff could not be increased to handle the added volume of work if more new branches were opened.

The room cannot be expanded. It has outside walls on street and alley on two sides, corridor on a third, and the reference room, I believe, (or it may be technical) plus the old airshaft now being made into wash rooms, on the fourth. Room could be made within the room for one more desk or possibly (this is my thought) an office for Mr. Simon, if a locker room now partitioned off could be dispensed with. The problem is where to move the locker room.

A lesser problem, but still important, is that the processing table where the books first land is much too crowded for efficient work, but it could not be significantly larger in the present space.

8. Daylight is insufficient. There is not a day in the year when artificial light can be dispensed with. (A building on 11th Street side would cut almost all light off from the periodical checking room.)

(NOTE: The room appears to be well lighted with fluorescent fixtures and there is no complaint about it as such. However, I personally have a prejudice in favor of daylight that inclines me to give some weight to this item.)

9. The windows let in a terrible lot of gritty dirt. They do not fit tightly enough to help much even in winter. (Light could be observed between window in periodical room and the sill, perhaps a quarter inch.)

(QUERY: Third Street will be no less dirty neighborhood. What are plans for keeping out dust?)

10. The mail distributing desk for the whole library is in the order room. The principal objection to this is not the 20 minutes three times a day that it takes for someone in the order department to distribute it into boxes, nor yet the desk room it takes, but the traffic in and out all day by persons getting their mail.

#### MISCELLANEOUS REMARKS

Mr. Simon did not especially complain about having his desk right out in the open or about ventilation, but the problems here are the same as for cataloguing, which see. He might have less inconvenience from heat off the church because he is a floor lower down; I don't know. Heat is a terrific summer problem on the side the periodical checking room is on. Venetian blinds are used, but once the heat is inside the glass, no measures are very successful in reducing it.

Accumulating files are not a problem. Most are kept only a short period or retired to the basement.

The one machine that Mr. Simon would very much like to have is a perforating machine that costs, he says, \$500-\$600. It frees the operators hands, so she can use both to hold the book. At present she holds the book in one hand and punches with the other; a difficult and laborious business when the book is large and heavy, which it often is.

#### CATALOGUE DEPARTMENT, Miss Phillips

The Catalogue Department occupies two adjacent rooms, the main room the same size as the Order Department below it, and a small typing room. There are five trained librarians and 12 civil service employees.

This department fills a number of functions in addition to the classifying of new accessions. Here all the key records are kept. Books are taken off the lists, as well as added to them. Last year, with some 70,000 volumes added, 43,864 were lost or discarded, each requiring clerical work quite as much as the acquisitions. There are five catalogues here, all requiring to be kept up to date. The department also has two major tasks on hand, that extend over a period of years:

#### Reclassification of the catalogue system.

The Minneapolis Public Library was founded before the days of the now practically universal Dewey Decimal System, which is that taught in all library schools. A system devised by M. Putnam, who later went to the Library of Congress and developed the Library Congress system, was in effect without revision until 1916. In that year a beginning was made of switching to the Dewey System. All books classed as Nos. 0-300 were reclassified and then the work stopped for lack of funds.

In 1937, when WPA help was available, the reclassification work was resumed and has gone on steadily to date. All books have now been reclassified except art, which is expected to be finished this year. In 1953, 3,156 titles were reclassified, involving work on 6,573 books. (Duplicates)

#### Inventory.

Now that the above reclassification is nearly completed, the Catalogue Department is at last finding time to undertake an inventory that it has been hoping to get at for the past 15 years. The department is responsible for all the books in the main stacks except those belonging to the Reference, Children's or Young People's Departments. It, too, will take several years. Workers assigned to this task go through the Shelf List, the most comprehensive catalogue, including all the information on all copies, checking the stacks against this. They also receive a monthly report from the person who checks on overdue books.

#### PROBLEMS

1. Floor space is somewhat too small. Miss Phillips thinks 25%-35% more would be required for greatest efficiency. Specific disadvantages:
  - a. Desks too close together.
  - b. No room for the extra desk they once had for use of student trainee from one of the library schools. When they now have such student, they make room for her on a small table otherwise used for other purposes.

- c. Books are piled high on people's desks because there is no other room for them. The greatest stack is in the worst place; on the desk of the woman who paints numbers on the back of the books. It cuts off ventilation and the paint odor is very trying. Questioned as to whether another paint could be used, Miss Phillips said this was the first satisfactory one they had ever found.
- d. The Library of Congress index of all books published in U. S., which increases by three fat volumes a year, has reached a point where the department does not know where to put the next book. When questioned whether shelves might be hung from the ceiling, Miss Phillips said, "Where would you put them that they wouldn't cut off light and ventilation?"
- e. No further expansion of work volume is possible. Same problem as under Order Department. A new school station requires about 5,000 books, a new branch 10-12,000, and wants them fast. There were two new school stations last year.

2. Miss Phillips needs a private office. She says that when she must reprimand someone, all she can do is to talk very low, and when she does this the whole department knows that the person is being reprimanded. She would like an office with transparent glass wall so she could see to supervise but not be heard. She does not like the office layout in the new plans, but says the space is flexible and can be easily rearranged.

3. Heat reflected from stone church in summer is terrible.

4. There is no ventilation except by opening windows, which is chilling in cold weather. (A one-time airshaft has been long closed off, has lately been condemned by Fire Department and is being made into new washrooms.)

#### MISCELLANEOUS REMARKS

Miss Phillips did not stress dust and dirt and lighting, but problems are same as for Mr. Simon's room below.

MISS PHILLIPS DID MUCH OF THE PRELIMINARY WORK TOWARD NEW BUILDING PLANS. She went to Columbia for a year of graduate work ten years ago, and by request of the library took building standards as her thesis subject. She studied and visited ten libraries in comparable cities and came back with plans and much information.

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Catalogue Department, 1953: new titled 7,523  
 recatalogued 6,573 books (3,156 titles)  
 added volumes (of series) 3,889  
 documents 355  
 new editions 570  
 donor books 19 (this was explained to us but is not  
 duplicates 70,013 significant)  
 discards and lost 43,864  
 transfer 1,079

This totals up to nearly 124,000 entries



## STACKS

The stacks in the present library are Sneed Stacks, made by a company no longer in existence. They are independent in their construction and support from the building. Built for 400,000 volumes they are presently holding 600,000 volumes. The independent core type stacks of this sort are little used now because of the flue effect resulting if a fire breaks out. The stacks do permit easy adjustment of shelves to accomodate different size books and materials.

Experts differ on whether new libraries should have the stacks interlarded with the working floors like multiple decker sandwiches (the plans for the new Minneapolis library call for interlarded construction), or whether the stacks should be in a central core or concentrated at ground and sub-ground levels (as in Denver's new library) or housed in an adjacent building and delivered by tubes (as in the Library of Congress).

Mr. Lewis states that major advances have been made in stack construction since the Sneed Company went out of business.

# ADMINISTRATION

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C I T I Z E N S   L E A G U E   O F   G R E A T E R   M I N N E A P O L I S

REPORT OF THE ADMINISTRATIVE SUB-COMMITTEE  
to the  
LIBRARY SECTION

The Committee:

O. H. Batzli -- Harold Falk -- Harper Glezen, Chairman

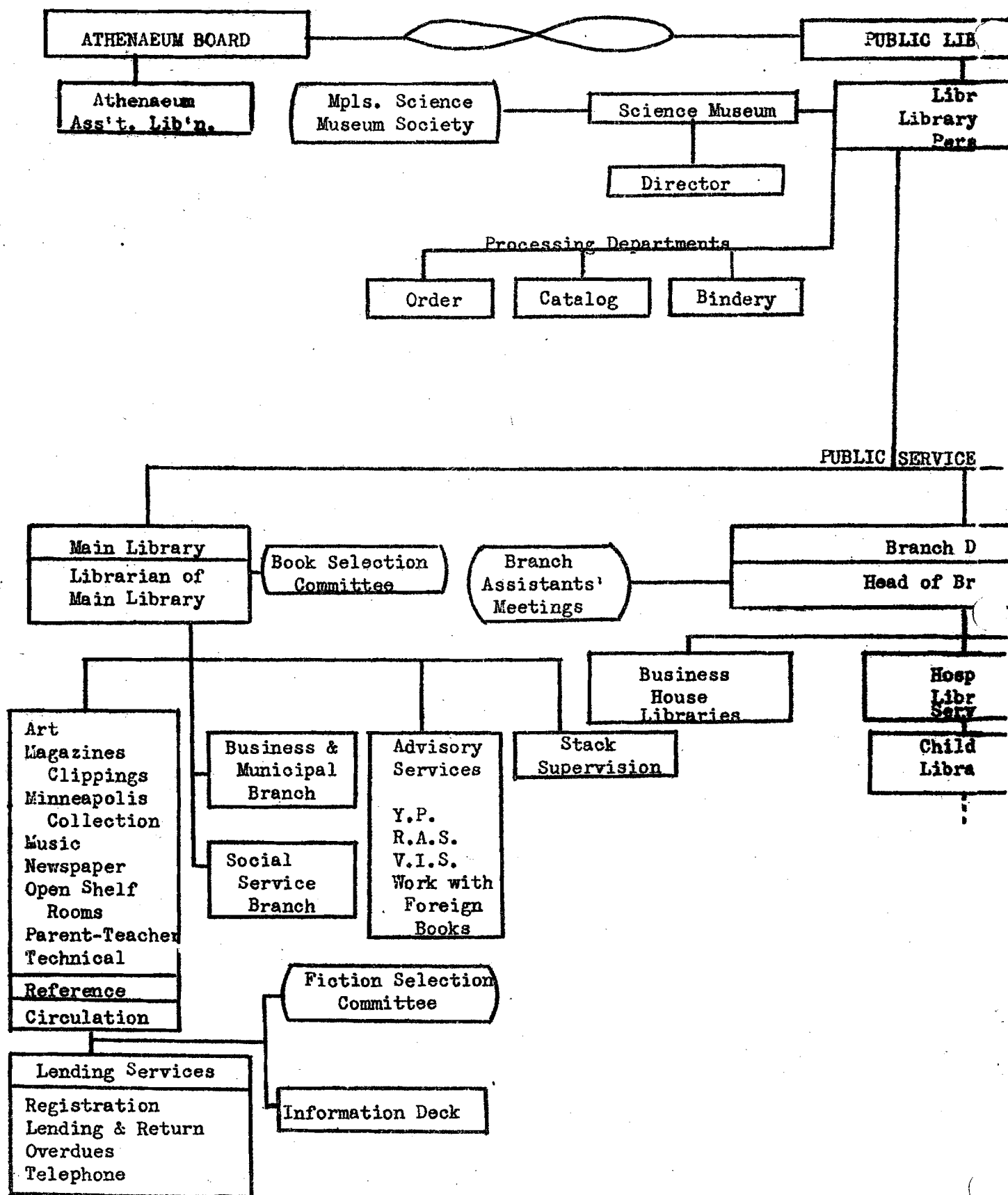
The Committee started with a) an organization chart of the library system, b) excerpts from the library's organization manual and c) copies of the library section of the 1947 Public Administration Service study of Minneapolis government. Copies of all three documents are attached hereto. Next the committee secured a list of "Administrative Difficulties Resulting from Operation of the Main Library in the Present Building" from Mr. Glenn Lewis, Librarian, copy of which is attached hereto. These were listed according to quality, quantity and cost of service and the effect on morale.

The committee reviewed the difficulties as outlined by Mr. Lewis and held an extended meeting with him to discuss the problems. The Area of Administration is a large one and in many ways touches all of the other areas being studied. Looking at the Library operation from the standpoint of organization of work and space, supervision of staff and services, and efficiency and economy as well as quality of service, the committee is impressed with the apparent effectiveness of the administration at the same time that it is convinced that good administration in each of these areas is severely handicapped by the present building, that little if anything can be done with the present quarters to improve this situation and that conditions will get progressively worse as attempts are made to meet increasing demands for service. Addition of adjoining space would not correct problems of organization and supervision and at best could only be a temporary and partial solution.

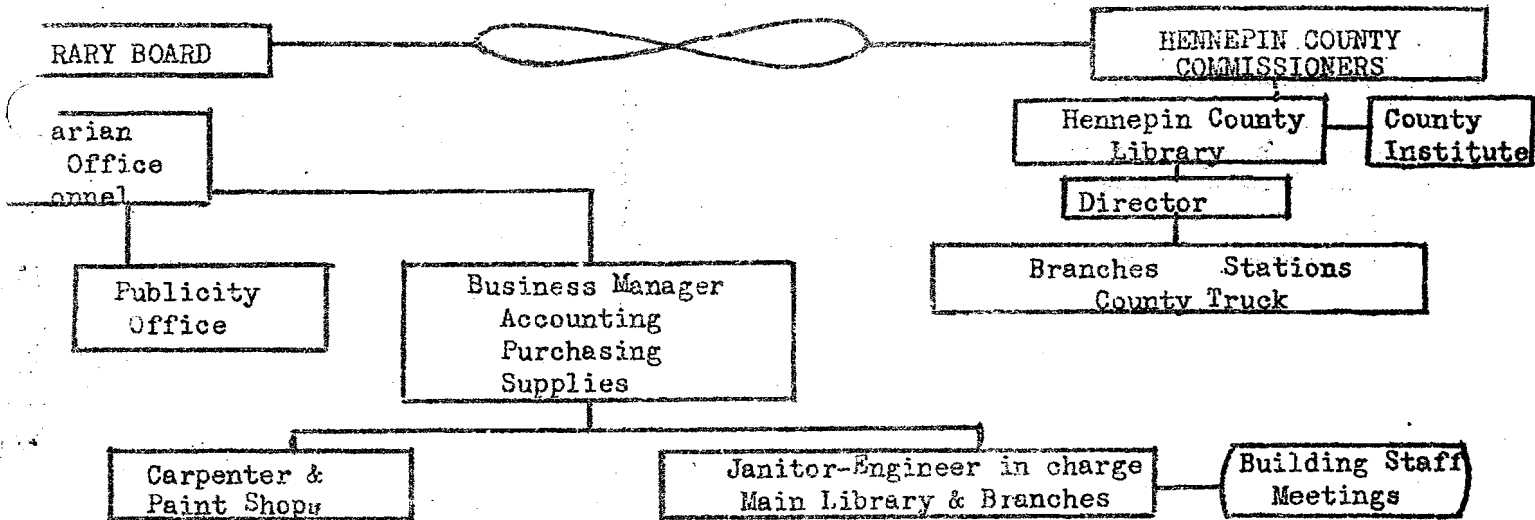
For these reasons, it is the unanimous conclusion of this committee that from an administrative point of view, a completely new library administrative and headquarters building is necessary in Minneapolis and will provide more adequate and economical service.

We have not studied the new plans. We assume that the library staff and expert consultants would want to review and revise them in the light of new information and conditions and our committee will be glad to work with them on this. There is no reason why such planning could not solve all of the administrative problems now existing.

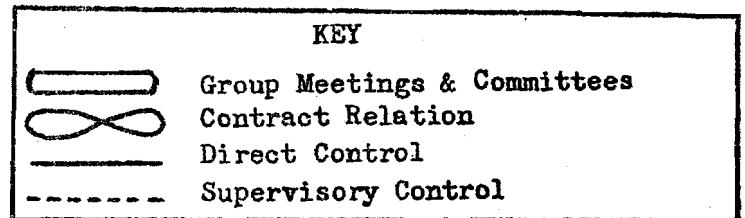
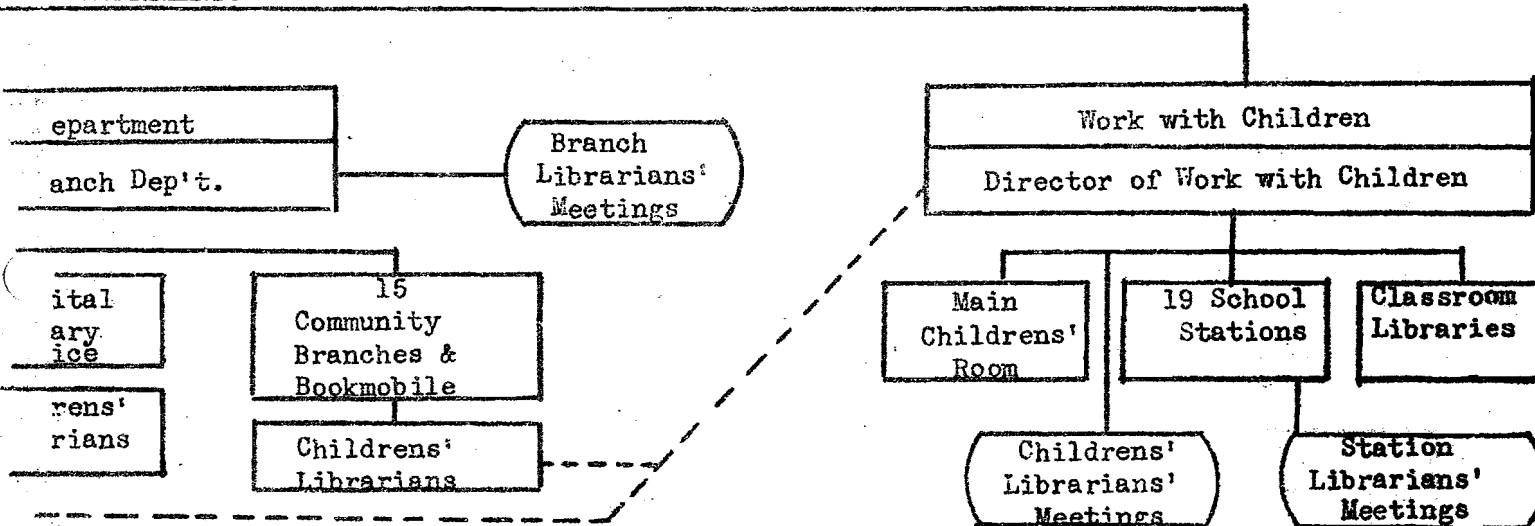
MINNEAPOLIS I  
Organization



PUBLIC LIBRARY.  
Diagram, 1945



DEPARTMENTS



## CITIZENS LEAGUE OF GREATER MINNEAPOLIS

Excerpts from the Minneapolis Public Library Manual which

### Librarian

A20. The Librarian of the Minneapolis Public Library is appointed by the Library Board and administers the Library according to the general policies approved by the Board.

### Assistant Librarian

A46. The position of Assistant Librarian in charge of Branches and Personnel was created in March, 1946. Among the duties assigned to this position are planning and carrying out a training program for the staff, acting for the Chief Librarian in his absence and performing such other duties as may be assigned to him by the Chief Librarian.

### The Business Manager

A51. The Business Manager has general charge of the fiscal and business transactions of the Library, and of the physical condition of its buildings. See also Buildings and Equipment. Position vacant 1945. A senior account clerk has taken over many of the financial responsibilities of the Business Manager.

### Publicity Office

A101. The Publicity Office has supervision of all matters pertaining to Library publicity, newspaper stories, magazine articles, television programs, systemwide and special exhibits, speeches citywide in scope, and the layout and editing of all Library printing and publishing.

The Publicity Office handles publicity in neighborhood newspapers. Branch librarians may write articles, but must clear in advance through the Publicity Office to avoid duplication of effort. A record of such news items and clippings from the papers should be sent to the Publicity Office.

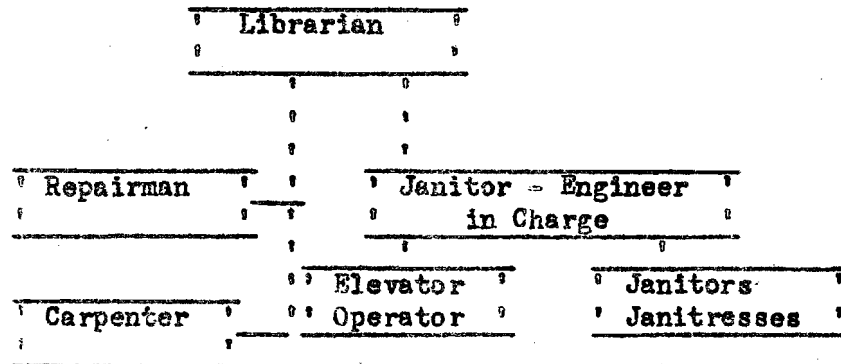
All items of news value should be sent immediately to the Administration Assistant or Library Office. All photographers, newspaper reporters and other interviewers must be referred to the Library Office or Publicity Assistant.

### Main Library

A120. The adult service departments of the Central Library building are organized into one administrative unit in order to serve the public more effectively, to give more thought to the problems, both major and minor, that arise in connection with this phase of the Library's services, and especially to coordinate the ideas and thinking of all members of the Main Library staff. This organization also includes the Business Branch and the Social Service Branch, both of which are subdivisions of the Main Library collection although they are located outside the Central Library building. Department heads are under the direct supervision of the Head Librarian.

## Buildings and Equipment

### J1. Operating Diagram



### Janitor-Engineer in Charge and Repairman

J2. The Janitor-Engineer in Charge has direct responsibility for and supervision of all buildings, grounds and physical equipment. His particular responsibilities are the janitorial staff, including employment, duties and schedules, the routine cleaning of all buildings, and the engineering work involved in plumbing and heating. Next in charge is the Repairman, with his special field maintenance and repair for the whole system. This includes carpentry and painting, both inside and outside. He is foreman of any temporary crews of painters and carpenters employed by the Library.

# CITIZENS LEAGUE OF GREATER MINNEAPOLIS

## ADMINISTRATIVE DIFFICULTIES RESULTING FROM OPERATION OF THE

### MAIN LIBRARY IN THE PRESENT BUILDING

Prepared by Glenn M. Lewis, Librarian,  
at the request of the Citizens League's  
sub-committee on administration.

#### A. Quality of Service

1. No room for expansion of present area of any department for work or office space.
2. No room for storage and shelving of added material now, except at expense of reader area.
3. No means of centralizing charging or discharging of books - these functions are performed at seven points.
4. No adequate check room facilities and no method by which public can be channeled past a given point for checking belongings and inspection.
5. Overcrowding of stacks - originally intended for 400,000 books - now housing 600,000 catalogued books and thousands of uncatalogued items.
6. Now no small meeting rooms available for a variety of groups used to meeting in the library.
7. Difficulty in transporting large groups to fourth floor auditorium and museum because of inadequate elevator serving four floors, capacity six passengers at a time.
8. No possible subdivision of large collection such as that in the Technical Department to make more books available on open shelves to public and divide responsibility among staff in caring for them.
9. Difficulty in training shelveers, pages and others in use of stacks, because of necessity for constant shifting of large classes of books and inability to follow logical numerical sequence of the Dewey decimal system of classification.
10. Lack of coherence in placing related departments near to each other; e.g. extension departments on three levels quite remote from each other; preparation departments also on three levels; general periodical room on the 10th Street side of the building - its workroom on a mezzanine on the 11th Street side of the building.

#### B. Quantity of Service

1. Practically all of the above difficulties affect quantity of service.
2. Reader area in public departments is constantly encroached upon and decreased by the use of such area for other purposes.
3. The overcrowding of the stacks, the constant shifting of material, the necessity for placing some materials due to size and quantity in remote corners of the building outside the stack area - all tend to complicate ready access and slow down service to the public.
4. On the citywide basis, the effects of such conditions are noticeable. The main library stack is a reservoir collection for the entire system. When it is limited, all agencies are also limited, since many of our branches have also reached their maximum shelving capacity.



5. The present area of the processing departments also have a marked effect on any possible expansion of service on a citywide basis when additional branches in at least five neighborhoods without library service are built. Present areas of these departments will prove to be inadequate creating a complex of inter-related problems.

#### C. Cost of Service

1. A centralizing charging and discharging of books will make for less duplication of staff. Books now charged at seven points; under centralized charging all books could be issued and returned at one point. Only specialized material would then need to be issued in special departments.
2. Inadequate stack area and overcrowding involve labor costs because of the continual shifting and re-arrangement.
3. From this situation, heavier discarding also stems; discarding and weeding are necessarily a concomitant of the caring of any large collection, but there is a point at which waste becomes a factor as well as labor cost.
4. Condition of the books due to dryness in winter and extreme heat in the summer is costly. Bindings on many valuable books have deteriorated over the years. For the art collection alone \$10,000 was spent in labor and materials to rehabilitate valuable collection of plates, etc.
5. Heating costs and janitorial costs for cleaning are probably at a maximum, the first because of the poor conditions of window frames and the roof. Without air conditioning in a downtown area the book stacks are a constant problem because of dust and soot.
6. The lack of corridors and properly arranged floor plan creating floor cleaning problem that is always with us since almost the entire building is constantly in use to the extent that on bad weather days the floors of the entire building are affected.
7. Attention should be called to the fact that new services such as films and film readers for microfilm newspapers have to be tucked in at the expense of some other function. The visual aids service was wedged into the Art Department to which it is related, but at the expense of shelving for art books and space for art files. The Recordak readers for microfilm newspapers had to be placed in stack area. Were it possible to afford microfilming of many sets and documents such as the United States Patent Office Drawings and Specifications, it would be practically impossible to find areas for the necessary microfilm readers so that the public could use them.
8. The main library has no provision for a story hour for children, a much appreciated and naturally related service for children. When held, if at all, story hours must be in the children's room where there is constant come and go.

#### D. Effect of Difficulties on Morale

1. The morale of both the public and of the staff is affected. Lack of privacy for interviews on personnel matters in either the main office or in the several departments. There is difficulty in adequately enclosing smaller areas for such purposes because of interference with ventilation.
2. Inadequate work areas affect efficiency and working relationships.
3. Distraction in public departments and sometimes confusion in closed departments result from lack of corridors in present building plan. Most departments are reached through other departments. The quiet of the serious reader is disturbed by the constant encroachment on reader area for work space and necessary conversation. In our reading rooms louder rather than softer voices are sometimes a necessity in waiting on the public; e.g. making the deaf person hear. Many members of the public make no attempt to lower

their voices. Indeed, when there is so much bustle and traffic there would seem to be no real reason for doing so.

4. No room in building to which patron can be invited to bring typewriter to work for an hour or so. No carrell or cubicles provided for study in the stack area. All facilities for staff inadequate and often poorly planned; toilet rooms, locker rooms and rest rooms. The matters are a source of annoyance.

#### E. Conclusion

The conclusions are obvious. The problem of operating a modern library in Victorian building even though altered and enlarged in past years is a serious one for all concerned. The questions of economy and efficiency come to the fore every day. If space could again be added somehow, there would still be the same hardships incident to increased distance from public departments. Transportation difficulties in getting heavy material from one place to another horizontally because of the different levels - ramps, step downs and step ups, stairways, mezzanines - would inevitably increase unless a complete reconstruction were economically possible. The overcrowded condition of the main book stack is, of course, of tremendous importance. In the long range view it seems uneconomical to try to provide more space in the neighborhood of the present building, except on a very temporary basis. Not enough space is available for any lasting effect unless a major acquisition of property were possible. I call your attention to the findings of a research staff of the City Planning Commission regarding the comparative qualifications of the present site. For many years Minneapolis has had excellent library service as compared with many cities of its class and even larger ones, and has apparently appreciated it, but unless the community wakes up to the increasing operating difficulties and to its related responsibilities, such service cannot keep pace with standards within the library profession and the growth of the city.

Library Section  
of a  
REPORT ON SURVEY OF  
PUBLIC PARKS, RECREATION and LIBRARIES  
CITY OF MINNEAPOLIS

Public Administration Service  
of Chicago, Illinois  
1947

## LIBRARY SERVICES

A public library has as its principal objectives the task of furnishing educational and cultural materials and facilities to the community and of providing an important part of community recreation. In order to accomplish these objectives the library is concerned both with increasing borrower registration and book circulation and with improving the quantity and quality of its materials which communicate ideas.

The Library Board of the City of Minneapolis was established in 1885 by an act of the state legislature which amended the Minneapolis City Charter. Chapter XVII of the City Charter provides the legal basis for library service in Minneapolis. Section 1 of this chapter gives the Library Board "full power to establish and maintain . . . public libraries and reading rooms, galleries of art and museums." This section of the Charter further provides that the Library Board shall be responsible for managing the library, including authority to enter into contracts; prescribe the duties of the librarian and subordinate employees; make rules and regulations governing the use of the library; hire or erect and maintain buildings for library use; appoint and remove employees, subject to civil service regulations, and fix their compensation; and have control of the expenditures of all moneys collected by taxation or otherwise and credited to the library fund.

### Organization for Service

The library is governed by the Library Board, which consists of six elective members and three ex-officio members. Two of the elective members are chosen by the voters at large every two years and serve for six-year terms. The ex-officio members include the Mayor, the President of the Board of Education, and the President of the University of Minnesota. The Board meets monthly and concerns itself primarily with finances and matters of general policy.

The library is administered by a Librarian, who is appointed by the Library Board. The general organization of the library is shown in Figure 1. The major divisions of the organization are:

1. The administrative division, which includes the general office, the personnel office, the publicity office, and the finance and maintenance office.

2. The processing division, which includes the order department, the catalog department, and the bindery.

3. The branch division, which supervises 15 community branch libraries and the bookmobile, the servicing of business house libraries, and hospital library services.

4. The main library division, which embraces all service, except the children's room, at the main library, plus supervision of two extended service branches (business branch and social service branch).

5. The work with children division, which supervises 19 school station libraries and the children's room at the main library and services the school classroom libraries. In addition this division has functional supervision over children's services in the community branch libraries and in the hospital library service.

6. The science museum, which embraces a collection of natural science material and fosters the development of interest in natural science.

In addition to these direct operating divisions, there is the Athenaeum Library, which by long-term contract with the Minneapolis Library Board makes accessible without charge to the general public books from this private library. The public library houses the books of the Athenaeum and pays the salaries of personnel supervising its book stock. The assistant librarian in charge of the Athenaeum Library is appointed by the Athenaeum Library Board, subject to confirmation by the Minneapolis Library Board.

By annual contract between the Hennepin County Commissioners and the Minneapolis Library Board, the Librarian of the Minneapolis Public Library is also Librarian of the County Library with authority to appoint a director and the necessary assistants to carry on the county library work. Headquarters and the book stock of the County Library are in the main library building, with service to the county branches being provided by book truck. The County Library

has access to the book stock of the city by means of inter-library loan.

The organization of the library as shown in Figure 1 is basically sound; but in actual practice, with the position of director of the main library division being unfilled, the administrative span of control of the librarian is severely extended. It is recommended that immediate consideration be given to filling this position. If this is done the number of persons reporting directly to the librarian will be reduced from 23 to 11. In order further to reduce the number of people reporting to the librarian, it would be desirable to place the three processing departments in one division with a director in charge.

#### Availability of Library Facilities

Minneapolis public library service is free to all permanent residents and to all temporary residents who expect to be in the city for three months or more. Nonresident borrowers are required to pay an annual fee of one dollar. Transients may borrow from the library by obtaining a special card on which a deposit, in varying amounts to cover the cost of the items loaned, must be made. This procedure for loans conforms with the standards of the American Library Association.

Library facilities are widely available to the citizens of Minneapolis. In addition to the main library there are 17 branches, which are easily accessible to all locations in the city, and a bookmobile and 19 school stations provide further service. Extension service is provided through business house libraries to various organizations, through hospital libraries which service some eighteen private hospitals in addition to the General Hospital, and through grade school classroom libraries.

Library service in the high schools is under the direction of the Board of Education and is operated independently of the city library system. Greater coordination between the library programs of the schools and the city would be desirable in order to plan more effectively for the complete library needs of the juveniles of the community.

#### Use of Library Facilities

Table 1 presents data on the size of the book collection, book circula-

tion, number of branches, and number of registered borrowers in Minneapolis and in the five next larger and five next smaller cities in 1943. In all of these categories Minneapolis occupies an average or better than average position. The size of the book collection itself is above the average. The number of branches is exceeded by only one other city, and the per cent of the population who are registered borrowers, 34 per cent, is greater in only two of the other cities.

#### Book Collection

The present book collection of the library numbers 799,714 volumes, which is a ratio of about 1.62 books per capita. This compares favorably with the minimum standard of 1.5 books per capita as recommended by the American Library Association. Of the total book collection, 82 per cent are adult books, and the remainder are children's. The adult collection consists of 142,617 fiction and 515,288 non-fiction volumes. Thus, about 78 per cent of the adult collection and 64 per cent of the total collection consists of adult non-fiction.

In the years between 1921 and 1939 the average annual increase in the number of volumes in the library was about 21,600, but since 1939 the average yearly increase has dropped to about 5,000 volumes.

#### Circulation

From peaks of nearly 3,900,000 in 1932 and 1939 circulation figures have gradually decreased to just about 2,400,000 for the year 1946. Similar decreases in circulation have been noted in libraries throughout the country since 1939, and according to librarians this is a direct result of decreased leisure time during the war years. Even with this decrease, Minneapolis circulation figures continue to compare favorably with other cities of comparable size.

A breakdown of 1946 circulation figures shows that adult volumes accounted for nearly 53 per cent of the total, of which 24 per cent was non-fiction and 28 per cent fiction. Children's volumes, totaling 1,122,973 circulated, account for 47 per cent of the total. Public and parochial school records indicate 59,145 pupils in the grades from kindergarten to the ninth grade. This reflects a circulation of about 19 volumes per capita for the age groups from 5 to 15. On the

basis of these school records, the adult circulation per capita was just under 3 volumes. A. L. A. minimum standards suggest a circulation for adult books of 3 to 10 volumes per capita for the population over 15 years of age, and for children's books of 10 to 30 volumes per capita for the population from 5 through 15 years of age.

#### Registration

Although there has been both a percentage and an actual decrease in registration in the past few years, the total number of registered borrowers in 1946 - 152,392 - was equal to slightly more than 30 per cent of the city's population. The juvenile registration of 53,045 indicates a registration of 90 per cent on the basis of school figures, as reported before. The adult registration of 99,347 is equal to about 23 per cent of the adult population. These figures compare favorably with A. L. A. minimum standards of 20 to 40 per cent registration for adults and 35 to 75 per cent registration for children 5 through 14 years of age.

#### Cost of Library Service

Appropriations for library service have increased gradually in the last 25 years as the population of the city increased. Table 2 shows library costs and numbers of employees in Minneapolis and in the five next larger and five next smaller cities in 1943. In total library costs, Minneapolis occupies a middle position, while its per capita cost of \$1.01 for that year places it above the average. However, the A. L. A. recommended per capita cost standard for minimum service is \$1. and for superior service \$2. It should be further noted that these financial standards are in terms of the 1942 value of the dollar. The 1947 library appropriation of nearly \$700,000 is equal to approximately \$1.37 per capita on the basis of an estimated population of 508,000.

Of the 11 cities, Minneapolis expends the greatest per cent of its total budget for staff salaries and the smallest per cent of its budget for books, periodicals, binding, and rebinding. This is undoubtedly one of the factors that account for the small yearly increase in the number of volumes added to the



Service Commission supplies personnel assistance to the library in the recruitment and selection of all other library employees.

No over-all measuring stick has been devised which would take into account the many variable factors which affect the size of the staff in different public libraries. One measure of staff size is that expressed in terms of annual circulation per staff members. The A. L. A. standard for measuring staff size in this manner sets a figure of 15,000 volumes per assistant in cities of over 250,000 population. This figure is based on a loan period of 14 days and includes all personnel except those assigned to the bindery and to maintenance.

The Minneapolis Library presently has 318 employees, some of whom work only part time. This figure is equal to 279 full-time people. By subtracting maintenance and bindery personnel and those assigned to the museum, since it is not an ordinary library activity, there remain 228 staff members. On the basis of library circulation figures, the average annual circulation per assistant was about 10,400 volumes in 1946. Since this figure is substantially below the A. L. A. measuring standard, it would appear that the present library staff may be somewhat larger than present book circulation justifies. However, it is probable that postwar use of library facilities will increase the work load of staff members. At the present time it is doubtful that any decrease in personnel can be made without also decreasing services since a large part of staff requirements is a result of the extensive branch and extension services provided in Minneapolis.

#### Records and Reporting

The basic records and control records of the library are generally adequate. It would be desirable, however, to keep records on the number and kind of reference questions received and processed.

The Library Board and library personnel are to be commended for the preparation of a detailed and complete manual for the guidance of staff members. Such a manual is a necessary adjunct to efficient administration and operation.

library in recent years. The median expenditure of the 47 cities of over 200,000 population for books, periodicals, and binding amounted to 19 per cent of their total expenditures, but in the case of Minneapolis only 9 per cent of the budget was used for this purpose. If Minneapolis is going to continue to maintain an adequate and growing book volume, its expenditures for books and periodicals must be increased.

Until recently, library income has been limited by a 2-mill maximum tax levy. However, this has now been raised to 3 mills. The Library Board annually sets its tax levy and submits it, together with the library budget, to the Board of Estimate and Taxation for approval. The earmarking of tax revenues for specific purposes is not generally desirable, and it would be far better to have library services supported from general city funds. Only when all public needs are considered together and each supported in the basis of an over-all plan which has been related to the financial resources available to the city, can a more closely integrated program be provided which will be equitable to all municipal functions.

Library purchasing with the exception of books and periodicals is handled through the city Central Purchasing Department. All library bills are paid through the Comptroller's and Treasurer's office and all moneys collected are paid into the General Fund of the city so that elaborate accounting records are not maintained and are not needed by the library.

### Personnel

A comprehensive job survey and position classification were recently completed by the library to cover the various positions in the library service. Table 3 shows the major classifications now in use, the salary range of each, and the number of employees in each group.

Table 4 shows the present distribution of library personnel to the various operating departments of the library. Professional personnel is selected and appointed by the Library Board upon recommendation of the Librarian. This personnel does not have civil service status but has in the past enjoyed security of tenure to as great a degree as most civil service employees. The city Civil

All departments of the library prepare complete and comprehensive annual reports of their activities and operations, but no public report is regularly made by the library or Library Board. Such annual reports should be made in order to keep the public informed of activities, the future plans, and the needs of the library.

#### General Conclusions and Recommendations

The quality of library service in Minneapolis is good. The book stock, circulation of books, number of registered borrowers, and the number of service outlets compare favorably with other cities of approximately the same population. The administrative organization is basically sound, the number of employees adequate, and the quality of personnel good.

In actual practice, and properly so, the Library Board has depended on the Librarian to employ assistants, purchase books and to administer the library program generally. The Board, however, still spends a relatively large amount of its time on administrative details such as giving post approval of all appointments of personnel, and approving all bills monthly.

As a matter of general principle in municipal organization, it is usually undesirable to disperse authority and functions among administrative boards. In Minneapolis, however, the Library Board has become a tradition reinforced with a comparatively satisfactory performance history. Consequently a flat recommendation for the discontinuance of the present organization might be less than realistic. It must be recognized, however, that the library is clearly a part of the city government; that it is financed almost entirely from property tax revenues for which other municipal services also compete; and that, as such, it should be more closely integrated with other governmental functions. The absence of such integration, without regard to the caliber of the jobs performed by independent administrative boards, is a major factor in the existing unsatisfactory state of administrative and financial organization in Minneapolis. As a minimum immediate program to accomplish the purpose of over-all integration at least two steps should be taken.

The first step concerns library employees' salaries which are now determined by the Library Board, as is the case with other city departments not under City Council jurisdiction. The disadvantages in having city employees' salaries determined by several different agencies are set forth in the report on personnel administration. It is recommended that the authority to establish an over-all salary plan including library employees as well as all others be given to the City Council. The second step concerns financial controls. As set forth in the section on cost of library service the library prepares its budget and sets its tax levy subject to the approval of the Board of Estimate and Taxation. It is recommended that in the future the library staff prepare its budget and that it first be approved by the Library Board and then submitted to the proposed budget division of the central Finance Department for inclusion in the executive budget to be submitted to the City Council for final adoption.

The elimination of the present separate Library Fund with its maximum tax rate set by charter has been already recommended in the section of this report covering the cost of library operations. This fund would be unnecessary if an annual library appropriation is made from general city funds, according to the procedure outlined above.

### Building

The primary need of the Minneapolis Public Library at the present time is a new central building. This need has long existed and has previously been discussed in other city operational reports and in reports made by the library to the City Planning Commission and to the Research Committee of the City Tax and Finance Committee. It is recommended that early consideration be given to the problem of providing a suitable main library building.

Table 4

## DISTRIBUTION OF PERSONNEL TO DEPARTMENTS, MINNEAPOLIS PUBLIC LIBRARY, FEB., 1947

	Professional		Non-Prof.		Pages		Maintenance		Total	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
ADMINISTRATIVE AND AUXILIARY (Sub-Total)	(8)		(8)				(31)		(47)	
Science Museum	2		2						4	
Athenaeum Office	2								2	
Library Office	1		4						5	
Personnel Office	2 <sup>1/</sup>								2	
Publicity Office	1 <sup>2/</sup>		2						3	
Maintenance							31		31	
PROCESSING DEPARTMENTS (Sub-Total)	(8)		(31)	(4)					(39)	(4)
Order Department	2		8						10	
Catalog Department	5		9	2					14	2
Bindery	1		14	2					15	2
MAIN LIBRARY (Sub-Total)	(47)		(26)	(7)	(3)	(12)			(81)	(19)
Technical	7		3			2			10	2
Reference	10				4	2			14	2
Circulation	5		13	3	4	4			22	7
Advisory Services	5								5	
Art	5		2	2					7	2
Magazines and Clippings	3		2						5	
Minneapolis Collection	1								1	
Music	4		1			1			5	1
Newspaper			2						2	
Parent Teacher	2								2	
Business Branch	3		1						4	
Social Service Branch	1			1					1	1
Stacks	1		2	1		3			3	4
BRANCH DIVISION (Sub-Total)	(56)	(2)	(13)	(2)	(1)	(14)			(70)	(18)
Business Houses	1			1					1	1
Hospitals	8								8	
Community Branches	44	2	12	1		14			56	17
Branch Department	3		1		1				5	
WORK WITH CHILDREN (Sub-Total)	(13)		(5)	(1)	(1)	(15)			(24)	(16)
Children's room	4		1						5	
School Stations	10		2		1	15			13	15
School Classroom Libraries	1								1	
School Department	3		2	1					5	1
TOTAL	137	2	83	14	10	41	31		261	57
Full-Time Personnel Plus Part-Time Personnel in Terms of										
Full Time	TOTAL	138	89		21		31		279	

1/ One puts in part time in the Branch Department.

2/ Also supervises Library Office.

# APPENDIX

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REPORT OF SUB-COMMITTEE ON BRANCH LIBRARIES

The 17 branches in Minneapolis are truly community bookshelves. In checking some ten branches which included Webster Park, Summer, Hosmer, East Lake, Roosevelt, Linden Hills, Longfellow, Pillsbury, Seven Corners and Franklin, the committee found that the service is very good; all had new lighting fixtures; almost all had new furniture and there were only a few branches that needed painting or retouching.

The total books loaned for home use in 1952 (last figures) was 2,746,866. The total branch circulation for the same year was 1,535,546. Thus the 17 branches accounted for about half the total circulation of books. These branches are classified according to their circulation into small, medium and large branches.

The large branches include those with 90,000 circulation per year and up. In this group are:

1.	Linden Hills	-137,645	Circulation
2.	Hosmer	-119,815	
3.	Walker	-117,777	
4.	East Lake	-94,832	
5.	Franklin	-91,857	

The medium branches are classified having circulation from 70-90,000 per year.

1.	North	-82,419	
2.	Sheridan	-80,549	
3.	Longfellow	-79,328	
4.	Roosevelt	-78,898	
5.	Central Avenue	-76,514	

The small branches have a maximum of 70,000 circulation per year. These include:

1.	Jordan	-69,097	
2.	Webber Park	-64,005	
3.	Summer	-57,600	
4.	Pillsbury	-49,703	
5.	Seven Corners	-47,582	

PERSONNEL

All branches have a minimum of three professionals on the staff plus one or two library aids and shelvees (working 15 hours per week). Linden Hills and Hosmer cited the need for more staff. Some branches pointed out that the professional staff's time would be lessened with routine clerical matters if the library aids had some typing experience, which is not required today. Clerical help is all under Civil Service. Most branches have their own janitor. Longfellow and Roosevelt branches share one.

SPACE

With the exception of Pillsbury and Seven Corners, all branches feel the pinch for shelving space. In several, the fire place space has been utilized with new book shelves; in others, shelves have been extended into the rooms. At Longfellow, a porch with many windows has book cases now in front of all the windows. A club room has been turned over to enlarge the children's space at the East Lake Branch.

Most branches cannot add many book cases because of the already cramped quarters without removing chairs and tables. This would give the rooms the appearance of being most cluttered. Already at Webber Park, we learned, that two book shelves have been added in spite of the fact that the building was remodeled, giving a new first floor room. This branch was re-opened only in February of 1954. Longfellow and Linden Hills could add to their buildings because they have some available unused ground space. But other branches are not so fortunate.

Work space seems adequate at most of the branches. This work room is used for repairing, shellacing, covering books; working on displays for special occasions. However, at East Lake, Roosevelt, Pillsbury (because of damp basement) and Sumner, office and work room space have been combined.

#### CLUB ROOMS

All of the branches except East Lake and Roosevelt have club rooms which are available for community use. Not many are used regularly except at Linden Hills, where a group of area Girl Scout leaders meet once a month, a Civil Defense course has just been completed. Walker has the Audubon, Mushroom and Button Clubs all meeting there. North Branch has a YWCA group meeting monthly. Seven Corners club room is used for film programs, both for children and adults. However, because of the proximity to Pillsbury House and Unity House, community affairs are centered in those buildings more than at the library. Longfellow, which needs more room, could use its designated club room for books, but it is impossible because the floor would not hold weight of shelves (being on second floor).

All requests for use of these club rooms must be cleared with Mr. Lewis. Perhaps more publicity should be given to the availability of these rooms, though the closing time of 9 p.m. will always discourage use by adults.

Concern for more specialized reading for teen-agers has produced many interesting special nooks and even rooms with nooks of interest to this age bracket. Hosmer has a very attractive room. A possible use of clubrooms for such a specialized area of reading might relieve some of the crowded stacks elsewhere. It seems if the club rooms are not being used -- certainly this space should be utilized by more books.

#### MAGAZINES

A desire of all branches would be to have a room on the first floor to house old magazines (up to five years). For at every branch a real complaint was the number of daily trips up and down stairs to fetch back numbers of periodicals. This problem was particularly acute in branches near high schools where much reference work is done, such as Linden Hills, Roosevelt, Hosmer, Walker and East Lake.

No branch had a criticism or complaint of the service from the main library. They all felt the three days a week delivery service for branches was sufficient. Comment was made on the number of books returned from other branches or the main library. It was not uncommon to have a couple of sacks and two boxes full of returned books. Easier parking was one of the reasons given for this increase of returning books to branches. Other people apparently made the rounds taking books from one branch, returning them at another. This service is unique here in Minneapolis.



## MAGAZINES (Con't.)

Mention should be made of several special collections housed in the branches. A collection of Hebrew and Jewish books are housed at Sumner. These books are downstairs in a special room, which is used not so much now by those interested in the language books, but as a study room for students from some of the seminaries, who live across the street in the Sumner Housing project. A Scandinavian collection of books and papers is housed at Franklin. This is used extensively. At Seven Corners a special magazine and paper room, houses some foreign papers which many of the neighborhood people use.

The branches do receive gifts of books from time to time, mostly old books - not enough of the current books to feel any impact on the demand. Each branch has its own book budget. Miss Brunat, branch head, handles only recommendations for book purchases. All matters of finance are handled in the main office. However, at Linden Hills, the Wm. Peck Legion Auxiliary group gives \$10.00 each year for book purchases.

## CHILDREN

All branches have a separate children's room or one side of a room. There is a children's librarian on duty in the peak hours. Much is done to interest the children in their library through visits by the librarian to the school; interest in the Book Festival or Book Fair. At East Lake branch this spring for the Book Festival there were 17 classes from Longfellow school and 8 classes from St. Albert's...well over 1000 children that came to the Library. Nearly every branch has a story hour for the children. Interest in the story hour varies from branch to branch. Some branches also have a pre-school story hour which has been popular. Films too have been shown to the children.

## ADULTS

At Walker and Seven Corners some special concern has been shown for older people - by setting up a film series, book discussions. Both branches feel it is a field that has some pioneering to be done.

## CO-OPERATING SCHOOL BRANCHES

There are two co-operating school branches - Jordan Junior High and Sheridan. Mr. Loren Cahlander prepared a report on this phase.

### Advantages of the school branch library

1. Gives a larger professional staff for we have the Board of Education and Public Library staff to help us.
2. Gives a larger collection of books for we have books for school and for the public combined.
3. School gains because the library is open for a longer period of time.
4. It helps train youngsters in use of the Public Library so that their continued use of the libraries after graduation is more realistic. Oftentimes youngsters who have not had the public library habit and have used only school libraries find it difficult to make the first contact with the public library.

### Disadvantages

1. In a school branch a Board of Education librarian is always one member of the staff; therefore, one less Public Library employee is allowed than were the library housed in a separate building. Since the Board of Education librarian's hours differ from those of the Public Library, a smaller staff is left to cover the regular Public Library hours.
2. The Board of Education librarian works only the school year and many substitutes unfamiliar with the branch are necessary for vacation periods.
3. Public library staff vacations must be taken while substitute librarians are at the Branch. The summer necessarily becomes very heavy for the remaining librarian in charge.
4. The Board of Education librarians time is subject to the principals and teachers' demand, leaving more routine and detail work to the already smaller Public Library staff.
5. In libraries housed in separate buildings, janitors are responsible for all details of cleaning (shelves, books, desks).
6. Evenings the library is open during school vacation periods, the janitor is paid time and a half by the Public Library. This is also true when the library is open on Saturday.
7. Because of students constant use of the library, there is less time for behind-the-scene detail work in the school branch.
8. Necessary for public librarian to renew permit for use of quarters twice a year.
9. The public is a little bit reticent about going into a library occupied by students.

### BOOKMOBILE

Because of the shift in population to certain parts of the city and because of the general increase in population throughout the city, bookmobiles were bought to cover areas not being reached by the branch libraries. At the present time there are two bookmobiles, housing some 2000 books and making 20 stops a week. There has been talk of buying another bookmobile. This would mean building a garage somewhat out of the loop area with space to hold additional books. The North Branch area has been a possible suggestion. However, the bookmobiles, though most useful, appeal primarily to children. It is not a solution to the need for more library service in some areas.

The last branch to be established was the Longfellow branch in 1937. The last building built was Linden Hills in 1931. The south area, which has grown so fast the last few years needs a branch somewhere between the Longfellow branch, which serves the Lake Nokomis area, Hosmer which serves the Central area and Linden Hills, which serves now not only the Lake Harriet, but Edina and St. Louis Park area. There is a big gap in that south area.

# C I T I Z E N S   L E A G U E   O F   G R E A T E R   M I N N E A P O L I S

## SOCIAL SERVICE BRANCH

The Social Service Branch of the Library is located in the Citizens Aid Building, 404 South 8th Street. The space there, including heat, light, janitorial service and most of the furnishings are supplied rent free by the Council of Social Agencies.

The room is most attractive. It is high and pine panelled, with a fireplace, built in bookshelves all around the walls and a davenport and upholstered or arm chairs with well placed reading lamps.

The periodical racks are well filled with materials in social service fields. The typed list of their titles fills two and one-half pages and they include weekly, bi-weekly, monthly and quarterly publications. A few, like "Jewish World" are gifts from the publishers.

Books for this library are chosen and bought through the Main Library. The Social Service Librarian sits in at the monthly book selection meeting participated in by heads of all divisions.

This branch is staffed as follows:

Miss Florence A. Mattice -- full time and head librarian

Miss Margaret E. More

-- half time assistant librarians

Miss Florence Messer

Each has a desk in the main room. Adjoining is a small work room lined with shelves, all crammed with books and magazines. The work table fills the remaining space.

The quiet attractiveness of this library, with its adjoining walled garden, is evident at a glance.

My request for adverse criticism brought out these facts. The work room is very small and cramped. More space is not available, as the space beyond is taken up by committee rooms constantly used by the Council of Social Agencies. There is only one table for use of the public. The library is filled every noon hour by persons employed in the building. More would come if there were more chairs, for which there is no room.

Most crowded times come when classes from Vocational High School in Nursing and Child Care are brought down en masse to be introduced by their teachers and the Librarian to the books and magazines in their fields. These classes, 18 to 20 or more, cannot all be seated at once and cannot work effectively.

There is interchange of books between this branch and the Main Library by book truck three days a week. Back issues of magazines are sent to the Main Library for filing.

Miss Mattice said she knew of no plans for any changes regarding Social Service Branch, should a new Main Library be built. She said decisions rested with Mr. Lewis and the Council of Social Agencies.

Submitted by Laura G. Wilkins

## BUSINESS AND MUNICIPAL BRANCH

OF

MINNEAPOLIS PUBLIC LIBRARY  
217 South 6th Street

Building was purchased and given to the library by Mr. Archie Walker. It has two rental apartments on the second floor, the income of which goes to the library. It is a long and narrow building, about 20 x 80 feet, with no windows or doors on the long sides. Ventilation is by the front door and windows in back. It is very hot in the summer. The library property has space in back for parking -- space which might be used for enlarging the library, if in the future it would be necessary.

The building is really, at present, in excellent condition. It has been completely rewired and repainted, and the heating plant is new. Downstairs in the basement is an attractive, artistically and practically furnished staff room for resting, eating lunches, etc. The basement also has a well lighted room for storage of pamphlets, periodicals, books, etc., with a table available for patrons who wish to copy documents.

There is excellent lighting in all parts of the library. It is surprising that such a building, sandwiched in between other buildings as it is, can be utilized so well and made so attractive.

But -- here is the old problem again of too little space. In the 20 x 80 foot room are 39 chairs, eight tables, besides the librarian's work desk, the charging and record desk, the files, including the new file for clippings and the catalog of what the library has. There is no private office or working space and this is a big handicap. There is so little room between shelves and catalog that patrons and librarians get in each others way. There are five persons on the staff.

This 20 x 80 foot area (I suppose we should add to this the part housing storage downstairs) houses 120 city directories, 9484 books, 300 telephone directories, 300 periodicals. Such a library as this necessarily serves the public mostly through its answers to questions asked of them. During the month of March 1953, 3298 questions were answered -- an average of 150 questions a day. The circulation of books, which is necessarily relatively small in such a reference library, is about 10,000 a year. Reference books, as you know, do not circulate -- they must be consulted in the library itself.

There are no facilities for patrons' wraps and there is no public rest room. There are, however, two lavatories for the staff. The plumbing in the building is old.

There is no place for displays except in the store-type window in the front of the building.

The library is located in the center of the downtown business district, convenient for consultation by the business houses it serves. If a new central library building should be built in the proposed Civic Center, this business branch should be housed in this central library. However, if a new library should be built elsewhere, as in the area of the present main library, then the business branch ought to continue as a branch in the center of the business district.

This branch, the second municipal reference branch to be established in the United States, was started by Librarian Gratia Countryman in 1916.

Submitted by

Mrs. Walter U. Hauser

C I T I Z E N S   L E A G U E   O F   G R E A T E R   M I N N E A P O L I S

SUB-COMMITTEE REPORT ON HENNEPIN COUNTY LIBRARY SYSTEM

Chairman	Mrs. Peter Thompson 5014 Halifax Avenue South, Minneapolis 10	Wa. 3391
Committee	Mr. Fremont Fletcher 300 Webster Avenue, Minneapolis 16	Wa. 4376
	Mrs. William Lockhart 4300 Shoreline Drive, Minneapolis 22	Al. 8205
	Mrs. L. Hyde 4031 North France Avenue, Minneapolis 22	Al. 2003
	Mrs. Robert Keith Minnetonka Beach	Mtka. Beach 598
	Mrs. William Bucher 1415 West 66th Street, Minneapolis 23	Ro. 9-5458

This committee has made contact with the following county branch librarians; and the results of the interviews were as follows:

**RICHFIELD**

Mrs. W.A. Beecher

Librarian: Mrs. Mulsather

This branch is located in the new Richfield Village Hall and, therefore, offers an extremely attractive library. The branch serves approximately 3,700 readers a month. Numerous requests are made by local schools and clubs for books and information of technical nature. These requests are made through the Hennepin County Office where they are handled individually.

**OSSEO**

Mrs. L. Hyde

Librarian: Mrs. Evans

This branch is located in the Town Hall in a small windowless room which was once a jail cell. Circulation in 1953 was 6,830. Largest circulation is with grades 1 through 4.

There are very few fiction books for Junior and Senior High students. This is partly due to popularity demand for current books and not enough to go around. There is also limited adult circulation, probably due to lack of books. Grades 1 and 2 are helped by books purchased by Friend of the Library.

**ROBBINSDALE**

Mrs. W. B. Lockhart

Librarian: Miss Pollard

Robbinsdale has a library building and is serving an ever increasing population. The circulation is about 3,500 a month. The librarian finds that new books are rather difficult to get, but cited the general improvement in the supply of books available.

**WAYZATA**

Mrs. Robert Keith

Librarian: Mrs. Jones

Location: Town Hall

The librarian feels a very definite need for a new main library building. She also feels that no remodeling job could adequately take care of the County needs. With the population growing and shifting to the County, they have a great need for better service which can only be given under the facilities offered by a new library building.

**CRYSTAL BAY**

Mrs. Robert Keith

Librarian: Mrs. Gerber

Location: School Building

The librarian has no complaint about the service provided by the County Library. Headquarters in the present library building. Her problem is getting current or new books, but understands this is a financial problem rather than a crowded condition.

Librarian: Mrs. Vinson

This branch is located at 44th and France Avenue South in a small but sunny street level building. The school year circulation is about 785 a month and goes up in the summer. The librarian pointed out to me that no record is made for research, and this is very time consuming. Books are carried for children in first grade through high school. She also has a large adult registration and tries to carry material for them. Getting current material when required is a problem in this branch.

Mrs. Vinson has been a County Librarian since 1922 and realizes the problems which must be overcome. She would like to see a new library built but feels it will have to be a sound economic project. She feels the County service could be improved, but can remember when it was much worse.

Most of the librarians interviewed complained of infrequent deliveries and slow parcel post. This situation will be much improved in about two weeks time when the new delivery truck will be in operation. The larger branches will be delivered at least once a week and the smaller branches every two weeks.

The problem of getting current books is also gradually improving. It was only two years ago that the levy was raised from one to two mills.

Librarians also mention their location difficulties, over which the County has no control. This is a matter which should be taken care of by local organizations.

The service which the County Library is rendering seems adequate at present. However, the County branches find increasing demands from the growing population, and we feel that under present circumstances it is doubtful whether this good service can be extended.

Three times the present space has been requested by the County Library Headquarters should a new Main Library be built. Efficiency would increase because of more room, convenient lifts and a covered loading dock. More extensive material could be available as a result of more storage space.

This question arises -- what arrangement will be made for increased rent, etc? Will the gain in efficiency be off-set by loss in the book purchasing budget?

Remodeling of an old stone building is a very costly procedure and not good economy. This committee feels that additional operational space would be desirable for the County Headquarters, though not a dire need at the present time.



C I T I Z E N S   L E A G U E   O F   G R E A T E R   M I N N E A P O L I S

FICTION SELECTION COMMITTEE

Members:

Head of Circulation Department -- chairman  
1st Assistant of Circulation Department  
Assistant of Young People  
Branch Librarian in Rotation

Books are received on approval and are read by professional staff members.

Committee meets every two weeks in Miss Newman's office to make the selections.

NON FICTION SELECTION COMMITTEE

Members:

Head of Atheneum -- chairman  
Head of Reference Department  
Head of Order Department  
Head of Branch Department  
Head of Readers Advisory Service

Some books received on approval. Books are reviewed by professional staff members and presented to committee twice before decisions are made. Committee meets every two weeks

Submitted by K. A. W. Backstrom

C I T I Z E N S   L E A G U E   O F   G R E A T E R   M I N N E A P O L I S

LIBRARY SECTION

List of items in which the Minneapolis Public Library has pioneered.

- a. Credited by some with having the first children's room (opened in 1893).
- b. Had the first children's librarian.
- c. Has the second oldest business branch in the country, opened in 1916. (Newark, N. J. had the first). Minneapolis also among the first to establish a factory and business house service.
- d. First to circulate phonograph records to the general public on a library card. (Springfield had earlier circulated records to teachers).
- e. Among the first to develop a full-fledged organized clipping file.
- f. Among the first to promote telephone service.
- g. Has the only public library branch of its kind in the United States in the Social Service Branch.
- h. Among the first libraries to offer classes in adult education. (This includes the readers advisory service, book review, poetry study groups, etc.)

Mr. Lewis feels that items a, c and g are especially significant.

I asked Mr. Lewis also to authenticate some of the comments that have appeared in some of the reports of our Library Section. I have listed them below:

- a. "The (Science) Museum has one of the most outstanding exhibit and educational programs of any small museum in the country."....."The Science Museum plays a role in the city assumed by no other agency."
- b. "I found the amount of space was inadequate to display and use the magnificent collection of the Art Department, which ranks 4th among art departments in the country." Mr. Lewis felt that this was accurate, as regards quality and size.
- c. "The Music Room is one of the oldest of such public library departments in the country, having been organized in 1915."

Submitted by

Mrs. Ralph Williams

June 10, 1954

ST. PAUL FIGURES OBTAINED FROM LIBRARY DIVISION, STATE OF MINNESOTA. MINNEAPOLIS FIGURES OBTAINED FROM REPORTS PUBLISHED BY MINNEAPOLIS PUBLIC LIBRARY.

COMPARISON OF SERVICES - MINNEAPOLIS VS. ST. PAUL  
PUBLIC LIBRARY SYSTEMS (As of December 31, 1953)

<u>MINNEAPOLIS</u>	<u>ST. PAUL</u>
15 Community branches, 2 of which are in Jordan & Bryant Jr. High Schools	6
345 Classroom library collections in 45 school buildings	*126
19 Elementary School Stations	* Above figure includes the very few elementary school stations St. Paul has. They do not make a distinction. Not a single library collection is planned for new elementary schools being built or to be built in the future.
1 Business Branch	None
1 Social Service Branch	None
2 Bookmobiles	1
18 Hospitals being served	They have only 2 actual hospital services like our 18. However, their whole hospital system as far as library service is concerned is handled entirely different from ours. They are so short of trained librarians in the entire system that they cannot do very much.

We have services to businesses, factories and summer camps.

I am told the two systems are so different there is difficulty in making such a comparison as St. Paul lags so far behind in every respect. I am also told the St. Paul system does not come up to the standards set by the American Library Association for comparable cities. Minneapolis is considered the sixth finest in the United States. (That does not refer to the building at 10th & Hennepin, but to the service rendered.)

Figures assembled by Mrs. C. C. Michelson, for Library Board meeting March 11, 1954.

Suggested for distribution to Citizens League Library Section by Mrs. John W. Wilkins, March 18, 1954

November 26, 1952

Chief Librarian  
Minneapolis Public Library  
Minneapolis, Minnesota

Re: 1001-11 Hennepin Avenue

Dear Sir:

An inspection was made jointly by the Department of Buildings and the Fire Prevention Bureau of the main branch library building located at 1001-11 Hennepin Avenue. The purpose of this inspection was to bring to the attention of all concerned, certain existing conditions in and about the library building which are in the opinion of these departments, real and potential hazards to life, limb and property.

As a result of this inspection these certain conditions manifesting themselves in hazards were evidenced and are tabulated as follows:

1. The book stacks are located in a center court of the building and there are existing a great many window openings from the stack into the adjacent wings. These windows should be bricked up at all levels and a proper ventilating system serving the stacks should be provided.

2. The exits from the stacks into the adjoining wings should be provided with class A fire doors equipped with self-closing devices. The purpose served by this will be to isolate the stack as a separate fire area.

3. The front entrance hall, stairway and foyer is now open at all levels to the building proper by means of open doors and large glass window panels. In the event of fire this stairway and hall would be exposed to fire and smoke and render the stairhall and exits ineffective. This condition should be corrected by closing up all glass panels with masonry and installing class A doors with self-closing devices.

4. The rear stairway on the southwest side of the building is presently open at the ground floor to the library rooms and to the lumber storage room in the basement. To be effective, this stairway should be properly enclosed at the ground floor level by closing said lower portion of stair tower with a masonry wall and class A opening to library rooms and retain direct exit to alley at rear. The stairway to basement should be headed at ground floor level with a class A door and self-closing device. Class A doors with self-closing devices shall be installed at all openings to this stair tower.

5. The existing light shaft in the southeast portion of the building has window openings which effects communication between areas which should be controlled as fire areas. To effect the control of these areas the opening in the shaft at all levels should be closed with masonry.

6. The large library rooms on the third and fourth floors on the northeast side of the building are capable of accommodating enough people so as to require a second means of egress. This should be effected by either the construction of corridors to a suitable exit stair or by constructing a new stair tower which will accommodate these rooms and it will be desirable to also serve the library room on the first floor in a similar position.

Chief Librarian (Con't.)

7. The library room on the first floor has a second means of egress at the rear, but this is a very unsatisfactory arrangement due to the circuitous route and the confusion resulting therefrom. This situation should be corrected by rearranging the corridor leading to the exit and clearly marking the route or to resort to the recommendation made in #6.

8. The auditorium on the fourth floor is presently separated from the storage room at the rear thereof by a wood frame wall and the second means of egress from the auditorium is through the storage room. It is necessary that the separation between the storage room and auditorium be replaced with a wall of incombustible material and that a new wall of incombustible material be constructed the length of the storage room effecting a clear corridor passage from the auditorium to the rear stairway exit.

9. The planetarium room presently has only one direct means of egress. This room accommodates a sufficient number of people to require a second means of egress. This should be effected by an arrangement which will allow access from the room to the front stairway and to the corridor leading to the rear exit stairway as proposed in 8 above.

10. The stair exit from the janitor service section of the basement to the front of the building is not clearly marked. This route should be clearly marked with electric signs.

11. The exit from the boiler room to the stack should be fixed with proper self-closing devices.

12. The boiler room has no direct exit to the outside and it will be necessary to construct a new and direct exit from the boiler room to the outside, preferably the alley side off Tenth Street. This direct access will be mainly serving a fire fighting purpose.

13. The fuel oil storage tank under the sidewalk adjacent to the boiler room leaks oil and the vapors therefrom are explosive and hazardous. This matter must be corrected without delay. The fuel oil tank presently is equipped with an improper type of gauge and it will be necessary to provide the tank with a proper and approved type of liquid level oil gauge which is sealed and will not emit vapors.

14. The door leading from the carpenter shop to the lumber storage room and the door from the lumber storage room to the paint shop shall be replaced with class A doors.

15. All exits shall be clearly marked with illuminated signs.

16. All fire extinguishers shall be painted red and clearly marked for location.

17. The metal gutters and roof flashings are old and disintegrated and should be replaced to prevent damage to the structure by the elements.

Chief Librarian (Con't.)

18. The slate roof is of such an age and condition as to be in its last stages of usefulness. Consideration should be given in the matter of replacement with a metal roof to insure a reasonable amount of protection for the structure from the elements. Portions of the exterior stone and brickwork are in need of pointing to preserve the stability of the structure.

Generally it was observed that the housekeeping was excellent and the building maintenance was superior. These are favorable factors in prolonging the usefulness of the building and maintaining safety standards insofar as the limits of the physical structure allow.

It is the purpose of this report to bring to your attention the general conditions with a view to having a complete and detailed investigation and study made by library authorities to determine what measures can and shall be taken to correct the existing hazards.

Very truly yours,

(Sgd.) James D. Ostrow, Chief Inspector  
Department of Buildings

(Sgd.) Rufus L. Palmer, Inspector  
Fire Prevention Bureau

Note: Since the reports from the two departments were identical, we have duplicated only the one.

C O P Y

CITY OF MINNEAPOLIS  
DIVISION OF PUBLIC HEALTH

December 3, 1952

Report on the Sanitary Survey  
of the Minneapolis Public Library  
Located at 1001 Hennepin Avenue

This sanitary survey was made at the request of Glenn M. Lewis, Chief Librarian, and came about through a meeting of the Library Board held November 13, 1952.

Toilet Facilities

The employees have private toilet rooms located on the several floors in the building. Public toilets are provided at the basement level with an entrance to them from the street on Tenth Street.

All toilet room appear to be reasonably well ventilated and the plumbing fixtures maintained in a clean condition. Some of the older design fixtures, such as the urinals in the public toilets, are difficult to maintain in a clean condition because of their construction. Exposed hot and cold water piping lines in the public toilet rooms make it somewhat difficult to maintain sanitation around these pipes.

The number of private toilets is inadequate for the number of persons employed. The second floor has but two toilets for approximately 80 employees.

Likewise, these toilets are not well distributed so as to be convenient to the different working areas in the building. Toilet facilities also are not convenient to the cafeteria, for cafeteria personnel use.

Plumbing Fixture Designs

Only one of the water closets in the building is equipped with a siphon breaker. (This device is a means of preventing waste water from being drawn back into the city water supply in the event of a suction or negative pressure developing in the city water line.)

Several of the hand lavatories have the ends of the faucets extending below the rim of spill level of the fixtures.

At least two of the drinking fountains are of the bubbler type. This design permits the orifice to become contaminated and may contribute to the spread of disease. Streptococcus organisms have been recovered from the orifice of drinking fountains of a similar design.

Employees' Cafeteria

The cafeteria serves one noon meal and coffee and rolls in mid-morning and mid-afternoon. Patronage is almost exclusively library employees.

All pots and pans and eating utensils are hand washed and then rinsed by pouring hot water over them or permitting water from the faucet to run over them. At the time of this investigation, the water temperature used for the sanitizing operation was probably about 110 degrees. A small water heater located in the kitchen serves for all kitchen hot water purposes.

### Sanitary Survey (Con't.)

Refrigeration facilities, space for the storage of utensils and food appears to be suitable for the limited operations carried on. The gas range used in food preparation is not equipped with a canopy.

The space in this library allotted to this activity is somewhat limited and with the necessary kitchen equipment needed, somewhat larger facilities would be required.

Foodstuffs are not protected from handling and droplet contamination as persons pass along the serving line.

### Lighting

The building engineer informed me that they are aware of lighting deficiencies and that corrections are to be made in the near future.



## Sanitary Survey (Con't.)

### Recommendations

1. All tank closets and all flushometer valves should be equipped with siphon breakers.
2. When hand lavatory faucets are replaced they should be of a design that would not permit back siphonage.
3. Every drinking fountain should be of the protected angle jet type so as to protect every fountain user.
4. Additional water closets are needed in the building and especially on the second floor and near the cafeteria. At least three additional water closets are needed on the second floor.
5. The public rest rooms should be available from the library proper both from a standpoint of convenience and safety. Both of these rest rooms should be completely remodeled and the old fixtures and valves replaced.
6. A canopy should be installed over the range. This canopy should be of a design acceptable to the Building Department who have laws covering this type of installation.
7. A mechanical dishwasher should be installed and a sufficient volume of hot water of 170 degrees F. or over should be available at all times during operation to insure proper sanitization of all drinking and eating utensils. Pending such installation all eating and drinking utensils should be immersed in water 170 degrees F. or higher for a period of at least 30 seconds. All utensils should be permitted to drain dry with no toweling.
8. Food protection shields should be installed so as to protect prepared food from customer handling and droplet contamination.

(Sgd.) J. J. Handy, Director  
Bureau of Environmental Hygiene

December 3, 1952

MINNEAPOLIS CHAPTER  
THE AMERICAN INSTITUTE OF ARCHITECTS  
MINNEAPOLIS, MINNESOTA

March 2, 1953

Mr. Archie D. Walker, President  
Minneapolis Public Library Board  
1001 Hennepin Avenue  
Minneapolis, Minnesota

Re: Request from Library Board for Survey of the Main Library Building

Dear Mr. Walker:

In a letter dated November 18, 1952 from Mr. Glenn M. Lewis, the cooperation was requested of the Minneapolis Chapters of American Institute of Architects and Minnesota Society of Professional Engineers in naming appropriate individuals to a committee for investigating as a public service the problems of the present main library building relative to its general condition and its

adequacy as a public library building from a standpoint of sanitation, fire prevention and the safeguarding of the valuable collection of library material which it houses. In our discussions with Mr. Lewis we were asked for various other items of information regarding the building.

Accordingly, the presidents of the Minneapolis Chapters, A.I.A. and M.S.P.E., named the following persons:

Donald P. Setter, A.I.A.  
G. Clair Armstrong, A.I.A.  
S. L. Stolte, A.I.A. P.E.

Lyman C. Gross, P.E.  
Milan A. Johnston, P.E.  
James A. Lang, P.E.

Obviously, the work of this committee could only be a superficial thing, as a more detailed investigation of the building would have to be done by private practitioners engaged for such purpose. We are, however, glad to provide the information enclosed herein in a spirit of public service and hope that it will be of some value to you.

After several preliminary meetings, the above committee, with all members present, inspected the main library building, on Tuesday, December 30, 1952, under the guidance of Mr. Lewis and his building superintendent. The findings of this examination are included in the report attached hereto. This report has been examined and approved by all members of the committee.

While it is difficult to determine the exact direction such a report should take, we have tried to divide the survey into the several component parts indicated with a general summary of our feelings concerning the building included as the last item. While some of the ideas mentioned in this last item may not have been in the request for our survey, it was impossible for the members of the committee to examine the building without coming to some conclusions of these kinds as to the use of the building and we felt it our responsibility to submit these thoughts to you as enclosed.

Library Survey -- American Institute of Architects (Con't.)

We trust that we have complied with your request and we do appreciate the opportunity of being of service to you in this matter.

Very truly yours

Joint Committee  
MINNEAPOLIS CHAPTERS, A.I.A. & M.S.P.E.

G. Clair Armstrong, A.I.A.  
Donald P. Setter, A.I.A.  
S. L. Stolte, A.I.A. P.E.  
Lyman C. Gross, P.E., Mechanical  
Milan A. Johnston, P.E., Structural  
James A. Lang, P.E., Electrical

By G. Clair Armstrong, A.I.A.

GCA:mo

enc.

cc - Charles St. Denis  
Glenn M. Lewis

SURVEY REPORT  
of the  
MAIN PUBLIC LIBRARY BUILDING  
1001 Hennepin Ave., Minneapolis, Minn.  
By a Joint Committee of the  
Minneapolis Chapters of the  
AMERICAN INSTITUTE OF ARCHITECTS  
and the  
MINNESOTA SOCIETY OF PROFESSIONAL ENGINEERS

Before making the survey as requested of the Minneapolis Library building, the committee was provided with reports previously made by the Chief Inspector of the Department of Buildings, the Inspector of the Fire Prevention Bureau, and the Director of the Bureau of Environmental Hygiene, Division of Public Health, all of the City of Minneapolis. In general, the reports from these departments were directed at safety code requirement deficiencies in the building and the following report will deal with these reports only as they apply to the conditions which this committee was asked to evaluate.

The examination of the building by this committee was a purely superficial one and it might be pointed out that there may be conditions present which are not apparent to such a superficial examination. The committee recommends that if further detailed examination of the building is required by the possibility of a long term usage of the building, it should be done on a professional basis by a firm engaged for that purpose.

Our comments from our examination will be classified by design branches as follows:

1. Structural:

The building appears to be structurally safe and we find no evidence that it will not remain so for a considerable number of years, providing that normal maintenance and repair procedures are followed, especially at roof, to retain the building in its present condition. There is evidence of some moisture entering thru roof areas and thru defective gutters, which probably should be remedied, and some of the bearings of the roof trusses appear to have brick masonry disturbed too close to the bearing plates. These should be repaired or rebuilt to prevent damage.

There is evidence towards the Hennepin Avenue side of some settling of foundations in the past which has caused pronounced vertical cracks in the masonry. This condition does not seem to be a current one, however, and it seems apparent that the settling has stopped some years past. It would be desirable to point up the masonry where these cracks have occurred.

The wood sash throughout the building are in bad condition and have deteriorated generally. It is our feeling that the only remedy to this situation would be replacement of the sash. This condition is not critical, however.

It would be desirable to institute a program of repointing of all of the masonry wherever it is in need of such pointing throughout the building, if the building is to be used for any great period of time.

Our general opinion is that structurally the building is safe and there appears to be no appreciable sagging of floor construction which would indicate any structural failure. We recommend that normal maintenance procedures be followed, and if this is done, we anticipate the building would remain structurally sound for a great number of years.

It is our feeling that the replacement of the roofing as suggested in another report is not warranted at this time, as the condition of the shingles appears to be relatively good.

## 2. Heating:

In general, the heating system appears to be in good condition, and while some of the radiators are of an older type, most of this kind of equipment was replaced some time during the '30's and are in reasonably good condition.

The boilers and burners appear to be in good repair and to be operating satisfactorily. They should require only the normal amount of maintenance to maintain the heating plant in good operating condition for a long while.

There is one deficiency which might be pointed out, which is a lack of adequate combustion air to the boiler room. If the recommendations of the fire inspector are followed and all fire doors are closed as is recommended, there would not be adequate air to the boiler room for combustion. This situation should be remedied by the installation of an outside air supply to the boiler room.

## 3. Ventilating:

The survey of the building indicates a complete lack of adequate ventilation throughout. This situation has, of course, been present since the building was constructed.

One of the recommendations of the Fire and Building Inspectors was the closing up of the openings in the wall between the stack space and the rest of the building for fire prevention reasons. If this were done, it would create a much more difficult ventilating situation, as all of the ventilation to the stack area is now provided through these openings in the wall. If it is necessary to adopt this recommendation of the Fire Inspector, it will be necessary to provide some new kind of ventilating system, particularly for the stack area. This would be a very complicated thing to do and would be quite costly.

The balance of the building is ventilated apparently entirely through the operation of windows and, while this is not the most desirable method, it has been obviously used in this building since its construction and the situation is probably no worse at this time than at any other time in the past.

4. Plumbing:

The general conclusions of the committee was that the number of plumbing facilities in the building were quite inadequate. There is a very noticeable lack of toilet facilities for the employees and the number provided do not in any way meet the recommended minimum.

There are apparently no toilet facilities provided for the public except those which can be reached only from the outside. The committee feels that these toilet facilities have no relation to the library operation and cannot be included as part of the library facilities.

5. Electrical:

The electric wiring throughout the building is generally in safe condition, as it appears to have been enlarged in recent years and the work that has been done seems to be quite adequate and generally in accordance with code requirements.

The greatest deficiency seems to be in the number of convenience outlets, requiring the use of a great number of extension cords which constitutes a fire hazard.

If the building is to be used for any considerable length of time, the lighting of the reading areas should also be improved.

There are present a number of minor items which do not comply with the present electrical ordinance and it is suggested that the electrical inspector make recommendations as to remedying these situations. However, it is the feeling of the committee that any extensive and costly rehabilitation work on the electrical system would not be justified.

6. Elevators:

None of the elevators in the building meet modern standards for safety. However, the book stack and freight elevators are in reasonable operating condition, particularly considering the fact that they are not used by the public but are designed for use only by employees.

The passenger elevator in the front stairwell, however, is completely antiquated and is deficient from almost any standpoint. The committee feels that this elevator should be abandoned at the earliest opportunity and, either replaced by a new modern elevator in a properly fireproofed shaft, or the building should be allowed to serve without such elevator.

7. Architectural:

The building contains a great number of glaring architectural deficiencies, most of which the board would not be justified in trying to correct unless the building were to be used for a long period of time. The large monumental front stairway represents a great waste of space, particularly when compared to the crowded conditions of the working parts of the building.

The loading dock facilities at the rear are completely inadequate and should be reconstructed to allow use of modern truck loading and unloading techniques.

The architectural deficiencies are inherent with the design of the building, however, and the Library Board has apparently been coping with them by a succession of changes within the building. This committee can offer no ready remedy to them at this time without a great deal of further study.

This committee also agrees with the other reports pointing out the lack of proper fire cut-offs.

8. General Comments Regarding Use of the Building:

It was the feeling of the committee that the building is in better condition than had been expected for a building of the age of this structure. This fact is undoubtedly due to a good maintenance program, particularly to the interior of the building, although the exterior seems to have been neglected.

It was pointed out to the committee and was very apparent that a number of the facilities of the library are extremely crowded and storage space for volumes seems to be at a premium. The committee is of the opinion after this inspection that some of this crowded condition could well be remedied by a curtailment of some of the activities of the library which might be considered to be taken care of at other locations. If it is considered to be the prime function of the library to be a center for the receipt, storage, repair and distribution of books and other periodicals, we suggest that the Library Board might consider the curtailment of such activities as Natural History Exhibits, making of models, the planetarium, and even the employees' lunchroom. While these activities and facilities might be highly desirable, it is our feeling that they should not be carried on to the extent that they conflict with the primary use of the building. We also believe that consideration should be given to the possibility of an examination of the volumes now stored in the library with the possibility of removing some of them to a space which might be purely a storage space.

We further recommend that if it becomes apparent that the building will have to be occupied by the library for any considerable period of time, that the Board engage competent professional services to make a thorough detailed study of the building with a list of recommendations of possible restudy of the uses of the various parts of the building and the remodeling and repairing that might be necessary to make the best use of the space of the present building. We believe that the money spent for such a detailed planning report would be a good investment at this time.

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