

1957

Bangor Public Library Annual Report 1957

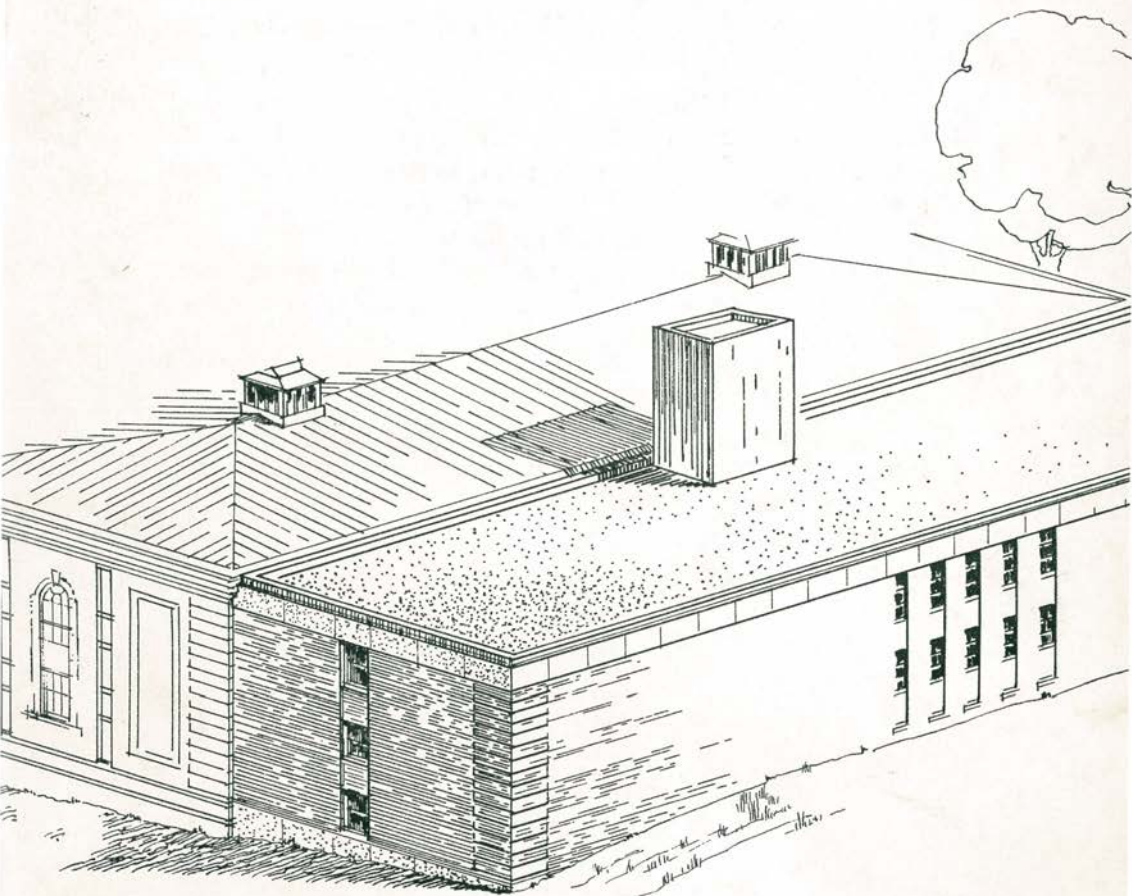
Bangor Public Library

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Bangor Public Library

Annual Reports 1957

Our Purpose

The purpose of the Bangor Public Library is to preserve and disseminate knowledge and thought as recorded in print; to provide recreation through print; and to provide a maximum of assistance to its clients in the use of its collections. We are a general library yet we are also a library of record. We aim to provide printed material on all subjects likely to be of concern or interest either to present or potential users of whatever age or education. We recognize the scholarly resources of our neighbor library of the University of Maine and are interested that each library shall complement the other. Within the library building the use of the collections of the Bangor Public Library is free to all comers. The home-use privileges are free to all residents of Bangor and to whoever, regardless of place of residence, works, goes to school, or pays taxes in Bangor. To others they are available for a fee.

*Cover drawing of stack room addition to be erected by the
Bangor Public Library in 1958*

WADSWORTH & BOSTON—ARCHITECTS—PORTLAND, MAINE

The box-like structure on the addition is the elevator housing. The sketch shows only the addition and part of the present stack room. It omits the forward, or main part of the building.

BANGOR PUBLIC LIBRARY ANNUAL REPORTS

FOR THE FISCAL YEAR

JANUARY 1, 1957 - DECEMBER 31, 1957

PREPARED FOR PUBLICATION JANUARY 28, 1958



BANGOR PUBLIC LIBRARY
BANGOR, MAINE
1958



BANGOR PUBLIC LIBRARY PERSONNEL

(See page 19 for full names and positions)

Seated, left to right: Marquis, Smythe, Tartre, Cluff, Bowler, Mayo, Wheeler, Dole.

Standing, first row, left to right: Rebstock, Cust, Wilks, Staples, Giberson, Wetzler, Tozier, Sclair, Remington, Flagg, Boutilier, Lichtenstein, Gibbs, Jordan, C. L. Snyder, Tesseo, Ladd.

Standing, behind, left to right: Ranlett, Byrnes, Moore, Foley, Tardiff, Nadeau.

Absent when photograph was made: Bernard, Davis, Delano, Fowler, Hurd, Kelley, McDonough, Roach, C. R. Snyder.

Endowment

of the

Bangor Public Library

Administered by the Trustees of the Bangor
Public Library

Frederick W. Hill and Marianne Hill Fund— Bequeathed in 1920 by Frederick W. Hill "for the purpose of purchasing books . . . and no part . . . for the erection or repair of any building." Added to in subsequent years by reinvestment.	
	\$880,013.75
John F. Patten Fund— Bequeathed in 1900 by Grace D. Patten (Mrs. John F. Patten) in memory of her husband for "the purchase of books to make, or help make, entire, some important department of the Li- brary."	
Augmented by the	\$4,000.00
Thomas Upham Coe Bequest— Bequeathed in 1927 by Thomas Upham Coe "to be added to the Patten Fund, so-called."	
	2,000.00
Total of Patten Fund	\$6,000.00
Stodder Fund— To a nucleus of \$36,000.00 be- queathed in 1924 by George Tyler Stodder and added to in subsequent years by rein- vestment, the termination in 1942 of life trusts set up by George Tyler Stodder and James Chesterman Stodder for Anne E. Stodder added a balance received in 1942, 1943, and 1946. Of the income of this fund, designated as the "Stodder Fund," one-half is for the purchase of books and the other half "may, if needed, be used by the Library for administration expenses."	
	\$1,501,810.18

Trustees Fund consisting of:

Luther H. Peirce Fund—Bequeathed in 1915 by Luther H. Peirce, the income for “the purchase of books or for any other purpose within the walls of said Library building.” Added to in subsequent years by reinvestment.	\$200,072.33
Frances A. Stetson Fund—Bequeathed in 1918 by Frances A. Stetson “to be used as may seem to them (the Trustees) best.”	1,000.00
Ernestine Thompson Fund — Bequeathed in 1945 by Ernestine Thompson without conditions either as to use of principal or income.	1,000.00
Charles E. Adams Bequest without conditions either as to use of principal or income, received in 1949.	10,000.00
Clarence C. Stetson Fund—Bequeathed in 1950 by Clarence C. Stetson, the income “to be used for the general administration expenses of said Library.”	4,334.24
Other monies from unexpended gifts and reinvestment, upon which there is no restriction as to use.	63,316.24
Total of Trustees Fund	<hr/> \$279,722.81
Louise Baldwin Thompson Fund—Bequeathed in 1944 by Louise de Hauteville Bell (Mrs. Jaffray de Hauteville Bell née Louise Baldwin Thompson) in memory of her mother, Louise Baldwin Thompson (Mrs. Arad Thompson), “all books purchased with this fund to bear a bookplate in her name.”	\$2,000.00

Administered by the Trustees of the Hersey Fund

Hersey Fund—Bequeathed in 1875 by Samuel F. Hersey and its income now, by provision of the City Ordinances, unalterably fixed at \$4,000.00 and devoted “to the perpetual maintenance of the Bangor Public Library.” \$100,000.00

Administered by the City of Bangor

Bangor Mechanic Association Fund — Conveyed by the Bangor Mechanic Association (founded 1828) to the City of Bangor in various years, beginning in 1867 and continuing until 1883, and administered in accordance with an agreement with the Trustees of the Hersey Fund “for the purpose of establishing and perpetually maintaining a Public Library in the City of Bangor.” \$12,000.00

Administered by the Bangor Mechanic Association

Edward Ellison Fund—Bequeathed in 1918 by Mary Harris Ellison Curran (Mrs. Nicholas F. Curran), in memory of her father, Edward Ellison, “for the purchase of books, other than works of fiction” of which only one copy is to be bought and that “may never be taken from the Library.” \$10,000.00

Total Endowment (principal) \$2,791,546.74

Report of the Trustees of the Hersey Fund

Bangor, January 28, 1958

To the City Council of the City of Bangor:

The Trustees of the Hersey Fund submit their annual report. They have received from the City Treasurer the sum of four thousand (\$4,000.00) in quarterly payments, which have been paid to the treasurer of the Board of Managers of the Bangor Public Library.

They also submit, herewith, the annual reports of the librarian of the Bangor Public Library, the treasurer of the Trustees of the Bangor Public Library, and the treasurer of the Board of Managers of said library.

DONALD S. HIGGINS

W. P. NEWMAN

MARTYN A. VICKERS, M.D.

RALPH L. WAYMOUTH

Trustees of the Hersey Fund

Report of the Librarian

January 28, 1958

*To the Board of Managers and Trustees of the
Bangor Public Library:*

The long necessary book-storage addition to the library building was assured for 1958 by the unanimous action of the City Council on July 22, 1957 whereby was authorized a library bond issue of \$100,000 and tax levy therefor. The bonds were dated November first. They are to be paid at the rate of \$10,000 a year for ten years. The net proceeds of the issue was the face value, plus \$149.00 of premium paid, less \$390.90 as cost of issue, a total of \$99,758.10. Also available for the construction is the elevator fund of \$17,397.16 that has been budgeted and saved out of appropriate trust fund income, plus earnings, over the past seven years. The instructions to the architects are to keep the entire cost of the project within the sum of these amounts.

The bond issue was preceded by the acceptance by the City Council on June 24, 1957 of the conveyance to the city from the Trustees of the Bangor Public Library of the land at the rear of the present building necessary for the construction of the addition.

The Building Committee of the library boards is the standing Committee on Building and Grounds; William P. Newman, chairman, Donald S. Higgins, and Martyn A. Vickers, M.D. Wadsworth & Boston, Architects, of Portland, Maine, are the architects. It is expected that the final plans and specifications will be ready early in April of 1958. Test borings on the site were made on June 26 and 27. Construction is to take place during the spring and summer of 1958.

The addition will be a cube 100' x 30' x 30', with flat roof, directly at the rear of the present book-storage section of the library building. But three walls are required, as the fourth will be the rear wall of the present building. To save

heat window area will be kept at a minimum. The new construction will provide one complete floor of shelving, at the level of the present main floor, with the necessary supporting columns below. The remaining floors of shelving, for which space is provided, may be added in later years as need requires and means permit. In the new building will be an automatic elevator, 3'6"x4'8", to serve all levels of both buildings. There has never been any elevator in the present book-storage area of four floors. This has been a conspicuous lack.

The library now contains a total of 318,282 books (10.09 volumes per capita) of which 262,703 are assigned to the central library building. Of this number an average of about 22,400 are constantly out in use.

Home use of books from the entire library system totalled 356,064 (11.28 volumes per capita) during 1957. This is an increase of 10% since 1956 and of 22% since 1955. The children's department of the central library, with 16%, showed the largest percentage of gain in 1957. The adult department gained 10%; the extension department, 6%.

In the reference department there was a gain of 20% in the number of questions other than Tello-Test radio program questions. The 1957 total, omitting Tello-Test, was 14,848, an average of 49 a day for each of the 303 open days. The addition of several exchanges to the local service dial telephone area appears to explain much of this increase. The Tello-Test total was 12,847. Besides inquiries from Bangor and vicinity we have answered by mail 152 questions from 68 other towns in Maine and questions from 46 places in 20 states, two provinces of Canada, and one town in England. To meet the demand for short histories of Bangor institutions the reference department compiled during the year, to add to its series begun previously, histories of Symphony House, the Bangor City Hospital, the Bangor Osteopathic Hospital, St. Joseph's Hospital, and the Bangor Public Library.

Thirty-eight percent of the total home use of books was by children, 135,869 books. Of this number 75,062 were issued from the children's department at the central library and 60,807 from the many school-library, school-room, and institution collections of the extension department. One important part of the work with children is the class instruction in the

use of the library that is given at the library itself. Twenty-five Bangor classes from grades one through six, with 708 pupils, visited the library for this instruction. Ten groups, with 199 members, from neighboring towns also visited the library through the children's department. One hundred and sixty-five special subject boxes of books, called units, were prepared and issued from the children's department for classroom use. They covered 29 subjects, such as Bangor, Canada, cotton, firemen, food, lumber, Maine, Switzerland, and weather. Our chapter of the Library Club of America, founded in June, has 450 juvenile members.

The Bangor Mechanic Association gave to the library a book return box which is open at all times when the library building is closed, a Verifax (Eastman) photocopy machine, and eight Liberty chairs, all of which have proven extremely useful and are much appreciated. A microcard reader and a microprint reader were acquired and put in use. Our principal holdings for the former are the complete genealogical column of *The Boston Transcript*, 1904-1941, and, for the latter, the now partially complete Early American Imprints Series which is gathering all books printed between 1639 and 1800 in what is now the United States.

In the field of improvements and repairs special jobs included replacing a section of the concrete flooring of the south porch, pointing the heavy stone steps and platform at the main entrance, blacktopping the walk to the south porch, rebuilding the roof of the north porch, constantly repairing the freight elevator, and installing new ceiling lights in the fiction room and the children's room alcove. A section of 65 new trays was added to the public card catalog, increasing the total of the catalog to 764 trays. New shelving was built in the reference room and the extension department.

Fifty individuals, in all categories of employment, provided the full-time equivalent of 32.93 persons. Staff hours with pay lost because of illness, family emergencies, or funerals, amounted to 61% of the time of one library assistant. Seven staff members are to be congratulated on avoiding any such absences.

Respectfully submitted,

L. FELIX RANLETT, *Librarian*

Report of the Treasurer

*To the Board of Trustees and the Board of Managers
of the Bangor Public Library:*

On the following seven pages are presented the financial statements of the Bangor Public Library. Copies of the detailed statements, which include a list of investments, are available for inspection at the library (library call numbers 027.4. B 224a. 1957 and 027.4. B 224an. 1957) or at the office of the city clerk of the City of Bangor.

The report of Arthur Andersen & Co., independent public accountants, is shown on page 17.

ERWIN S. ANDERSON

Treasurer.

Bangor, Maine, January 28, 1958.

Trustees of the Bangor Public Library
Statements of Income and Expenditures
General Operating and Book Funds
For the Year Ended December 31, 1957

	General Operating Fund	Book Fund
INCOME:		
Endowment income received from—		
Frederick W. Hill and Marianne Hill Fund....	\$ 	\$37,662.16
Stodder Fund	37,480.20	37,480.21
Trustees Fund	5,074.00
Hersey Fund (Note 2).....	4,000.00
Bangor Mechanic Association Fund (Note 2) ..	600.00
Edward Ellison Fund (Note 2).....	514.32
Contributions from Bangor Mechanic Association	543.87
Interest and dividends	5,915.09
City of Bangor appropriation, including \$200 of State Aid	40,900.00	200.00
Received from librarian—		
Registration fees, fines, etc.....	5,672.09
For music record fund.....	250.00
For lost or damaged books.....	439.04
Other	1.00
	<u>\$94,270.16</u>	<u>\$82,461.82</u>
EXPENDITURES:		
Salaries—		
Operating	\$72,890.24	\$
Acquiring and processing new books.....	24,659.00
Books and pamphlets	30,138.30
Periodicals	7,258.47
Maps, prints and music.....	923.38
Binding	10,422.98
Employees' retirement plan, less refund of \$606.85	6,665.43
Heat	3,713.12
Electricity	1,441.44
Water	172.10
Postage and office supplies.....	2,471.27
Repairs and improvements	1,283.35
Furniture and furnishings.....	1,664.94
Printing and publicity	1,174.11
Janitor's supplies	964.02
Telephone	676.23
Library of Congress catalog cards.....	440.90
Transportation	304.94	57.05
Miscellaneous	19.60
	<u>\$93,881.69</u>	<u>\$73,459.18</u>
Excess of income over expenditures for the year	<u>\$ 388.47</u>	<u>\$ 9,002.64</u>

The accompanying notes are an integral part of these statements.

Trustees of the Bangor Public Library
Statements of Income and Expenditures
Endowment Funds
For the Year Ended December 31, 1957

	Trustees Fund	Frederick W. Hill and Marianne Hill Fund	Stodder Fund	John F. Patten Fund	Louise Baldwin Thompson Fund
INTEREST AND DIVIDEND INCOME....	\$14,256.15	\$37,662.16	\$74,960.41	\$286 90	\$62.70
EXPENDITURES:					
Transfers to other funds—					
General operating fund..	\$ 5,074.00	\$	\$37,480.20	\$	\$
Elevator fund	2,300.00
Book fund	37,662.16	37,480.21
Salaries	2,100.00
Auditing services	1,500.00
Insurance premiums	1,528.75
Conventions and travel....	362.14
Books purchased	275.88	63.59
Custody of securities.....	391.36
Furniture and fixtures....	989.30
Property improvements....	337.00
Miscellaneous	18.00
	<u>\$14,600.55</u>	<u>\$37,662.16</u>	<u>\$74,960.41</u>	<u>\$275.88</u>	<u>\$63.59</u>
Excess or deficiency* of in- come over expenditures for the year.....	<u>\$ 344.40*</u>	<u>\$</u>	<u>\$</u>	<u>\$ 11.02</u>	<u>\$.89*</u>

The accompanying notes are an integral part of these statements.

Trustees of the Bangor Public Library
Statement of Income and Expenditures of the Building Fund
For the Year Ended December 31, 1957

INCOME received from the City of Bangor (Note 3).....	\$99,758.10
EXPENDITURES for test borings and other preliminary costs.....	387.55
Excess of income over expenditures for the year.....	<u>\$99,370.55</u>

Trustees of the Bangor Public Library
Statements of Changes in Fund Capital
For the Year Ended December 31, 1957

PRINCIPAL (see statements of changes in endowment fund capital):	Combined Funds	General Operating Fund	Elevator Fund	Building Fund	Book Fund	Combined Endowment Funds
Gifts and bequests	\$1,676,253.12	\$	\$	\$	\$	\$1,676,253.12
Net gains on sales of investments	993,293.62	993,293.62
Total principal at December 31, 1957 (\$2,594,230.54 not expendable)	\$2,669,546.74	\$	\$	\$	\$	\$2,669,546.74
INCOME:						
Expendable only for books—						
Balance at December 31, 1956	\$ 195,112.45	\$	\$	\$	\$195,028.29	\$ 84.16
Add—						
Net gains on sales of investments in 1957	13,501.78	13,501.78
Excess of income over expenditures	9,012.77	9,002.64	10.13
Balance at December 31, 1957	\$ 217,627.00	\$	\$	\$	\$217,532.71	\$ 94.29
Appropriated for elevator—						
Balance at December 31, 1956	\$ 14,671.24	\$	\$14,671.24	\$	\$	\$
Add—						
Transferred from Trustees Fund	2,300.00	2,300.00
Interest on savings account	425.92	425.92
Balance at December 31, 1957	\$ 17,397.16	\$	\$17,397.16	\$	\$	\$
Not restricted—						
Balance at December 31, 1956	\$ 3,048.03	\$2,626.29	\$	\$	\$	\$ 421.74
Add or deduct*—Excess or deficiency* of income over expenditures	44.07	388.47	*344.40
Balance at December 31, 1957	\$ 3,092.10	\$3,014.76	\$	\$	\$	\$ 77.34
BUILDING FUND, expendable only for a building addition (Note 3):						
Balance at December 31, 1956	\$	\$	\$	\$	\$	\$
Add—Excess of income over expenditures	99,370.55	99,370.55
Balance at December 31, 1957	\$ 99,370.55	\$	\$	\$99,370.55	\$	\$
Total fund capital at December 31, 1957	\$3,007,033.55	\$3,014.76	\$17,397.16	\$99,370.55	\$217,532.71	\$2,669,718.37

The accompanying notes are an integral part of these statements.

Trustees of the Bangor Public Library
Statements of Changes in Endowment Fund Capital
For the Year Ended December 31, 1957

	Trustees Fund							
	Combined Endowment Funds	Luther H. Peirce Fund	Clarence C. Stetson Fund	General Trustees Fund (Not Restricted)	Frederick W. Hill and Marianne Hill Fund	Stodder Fund	John F. Patten Fund	Louise Baldwin Thompson Fund
PRINCIPAL:								
Gifts and bequests (no change during the year)—								
Balance at December 31, 1956	\$1,676,253.12	\$ 75,000.00	\$4,334.24	\$27,303.03	\$543,010.90	\$1,018,604.95	\$6,000.00	\$2,000.00
Net gains on sales of investments—								
Balance at December 31, 1956.....	\$ 832,895.16	\$124,108.21	\$	\$48,013.21	\$309,466.31	\$ 351,307.43	\$	\$
Add—Net gains during 1957	160,398.46	964.12	27,536.54	131,897.80
Balance at December 31, 1957.....	\$ 993,293.62	\$125,072.33	\$	\$48,013.21	\$337,002.85	\$ 483,205.23	\$	\$
Total principal at December 31, 1957 (\$2,594,230.50 not expendable)	\$2,669,546.74	\$200,072.33	\$4,334.24	\$75,316.24	\$880,013.75	\$1,501,810.18	\$6,000.00	\$2,000.00
INCOME:								
Expendable only for books—								
Balance at December 31, 1956	\$ 84.16	\$	\$	\$	\$	\$	\$ 83.50	\$.66
Add—Excess or deficiency* of income over expenditures.....	10.13	11.02	.89*
Balance at December 31, 1957	\$ 94.29	\$	\$	\$	\$	\$	\$ 94.52	\$.23*
Not restricted—								
Balance at December 31, 1956	\$ 421.74	\$	\$	\$ 421.74	\$	\$	\$	\$
Add—Excess or deficiency* of income over expenditures.....	344.40*	344.40*
Balance at December 31, 1957	\$ 77.34	\$	\$	\$ 77.34	\$	\$	\$	\$
Total endowment fund capital at December 31, 1957.....	\$2,669,718.37	\$200,072.33	\$4,334.24	\$75,393.58	\$880,013.75	\$1,501,810.18	\$6,094.52	\$1,999.77

The accompanying notes are an integral part of these statements.

Trustees of the Bangor Public Library Statements of Cash, Investments and Fund Capital

December 31, 1957

ASSETS	Combined Funds	General Operating Fund	Elevator Fund	Building Fund	Book Fund	Combined Endowment Funds
CASH:						
Principal	\$ 137,570.50	\$	\$	\$10,034.90	\$	\$ 127,535.60
Expendable only for books	141,475.10	141,380.81	94.29
Not restricted	3,092.10	3,014.76	77.34
INVESTMENTS (Note 1):						
Not expendable (market value \$2,707,850)	2,473,234.10	2,473,234.10
Expendable only for books (market value \$84,429)	76,151.90	76,151.90
Appropriated for elevator—Cash in savings account.....	17,397.16	17,397.16
Not restricted (market value \$74,566)	68,777.04	68,777.04
Expendable only for a building addition	89,335.65	89,335.65
	<u>\$3,007,033.55</u>	<u>\$3,014.76</u>	<u>\$17,397.16</u>	<u>\$99,370.55</u>	<u>\$217,532.71</u>	<u>\$2,669,718.37</u>
FUND CAPITAL						
PRINCIPAL:						
Gifts and bequests	\$1,676,253.12	\$	\$	\$	\$	\$1,676,253.12
Net gains on sales of investments	993,293.62	993,293.62
Total principal (\$2,594,230.50 not expendable)	<u>\$2,669,546.74</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$2,669,546.74</u>
INCOME:						
Expendable only for books	217,627.00	217,532.71	94.29
Appropriated for elevator	17,397.16	17,397.16
Not restricted	3,092.10	3,014.76	77.34
	<u>\$2,907,663.00</u>	<u>\$3,014.76</u>	<u>\$17,397.16</u>	<u>\$</u>	<u>\$217,532.71</u>	<u>\$2,669,718.37</u>
BUILDING FUND, expendable only for a building addition (Note 3)	99,370.55	99,370.55
	<u>\$3,007,033.55</u>	<u>\$3,014.76</u>	<u>\$17,397.16</u>	<u>\$99,370.55</u>	<u>\$217,532.71</u>	<u>\$2,669,718.37</u>

The accompanying notes are an integral part of these statements.

Trustees of the Bangor Public Library
Notes to Financial Statements
December 31, 1957

- (1) Investments are carried at cost or, in the case of gifts or bequests, at the market value at the date received.
- (2) In addition to the funds administered by the Trustees, the Library is beneficiary of the income of the following funds:
 - Income not restricted—
 - Hersey Fund, administered by the Trustees of the Hersey Fund, principal \$100,000, income fixed at \$4,000 per annum by contractual agreement with the City of Bangor which holds the principal.
 - Bangor Mechanic Association Fund, administered by the City of Bangor, principal \$12,000.
 - Income expendable only for books—
 - Edward Ellison Fund, administered by the Bangor Mechanic Association, principal \$10,000.
- (3) The Building Fund contains unexpended construction funds appropriated by the City of Bangor for an addition to the existing library building. Preliminary estimates indicate that these funds are substantially adequate to cover construction costs. If necessary, the Trustees also intend to use the Elevator Fund for this purpose.

Report of the Independent Public
Accountants

*To the Board of Trustees and the Board of Managers
of the Bangor Public Library:*

We have examined the statements of cash, investments and fund capital of the funds administered by the TRUSTEES OF THE BANGOR PUBLIC LIBRARY (a Maine corporation) as of December 31, 1957, and the related statements of income and expenditures and changes in fund capital for the year then ended. Our examination was made in accordance with generally accepted auditing standards, and accordingly included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances.

In our opinion, the accompanying statements present fairly the cash, investments and fund capital of the funds administered by the Trustees of the Bangor Public Library as of December 31, 1957, and the income and expenditures and changes in fund capital for the year then ended.

ARTHUR ANDERSEN & Co.

Boston, Massachusetts,
January 11, 1958.

1957 Organization

Board of Managers and Trustees

of the

Bangor Public Library

Consisting of the

Trustees of the Hersey Fund

William P. Newman, term expires January 1961

Donald S. Higgins, term expires January 1963

Boutelle Savage, term expires January 1959

Martyn A. Vickers, M.D., term expires January 1961

Ralph L. Waymouth, *ex officio* as City Treasurer

and the

Officers of the Bangor Mechanic Association

Charles F. Bragg, 2nd

F. Drummond Freese

Erwin S. Anderson

Horace S. Stewart, Jr.

Officers

President, Donald S. Higgins

Vice-President, Charles F. Bragg, 2nd

Treasurer, Erwin S. Anderson

Secretary and Clerk, L. Felix Ranlett

Standing Committees

Auditing, Mr. Higgins

Finance, Mr. Freese, Mr. Bragg, and *ex officio*, Mr. Anderson

Purchasing, Mr. Savage, Mr. Stewart, and Mr. Waymouth

Building and Grounds, Mr. Newman, Mr. Higgins, and Dr. Vickers

Insurance and Property Values, Mr. Higgins, Mr. Savage, and Dr. Vickers

1957 Organization

Library Personnel

(Who worked at any time during 1957)

Librarian and Staff

(In order of first appointment to staff)

Olive M. Smythe, *Reference Librarian*
 Pauline E. Tartre, *Chief, Accessions and Classification Department*
 H. Eola Mayo, *Librarian's Secretary*
 Marion C. Cluff, *Chief, Catalog Department*
 L. Felix Ranlett, *Librarian*
 Ruth E. Dole, *Chief, Extension Department*
 Freda M. Wilks, *First Assistant, Catalog Department*
 Charlotte C. Bowler, *Chief, Circulation Department*
 Rossa W. Giberson, *First Assistant, Accessions and Classification Department*
 Thelma A. Rebstock, *Assistant, Catalog Department*
 Helen H. Wheeler, *Children's Librarian*
 Dorothy H. Foley, *Assistant, Accessions and Classification Department*
 Jeanette Staples, *First Assistant, Reference Department*
 Dorrice T. Wetzler, *Assistant, Circulation Department*
 Joan M. Tesseo, *First Assistant, Children's Department*
 Doris M. Lichtenstein, *Assistant, Children's Department*
 Lillian Y. Marquis, *Chief, Periodicals and Binding Department*
 Barbara B. Byrnes, *First Assistant, Circulation Department*
 Marjorie A. Moore, *Assistant, Circulation Department*
 Marie C. McDonough, *First Assistant, Extension Department*
 Helen A. Remington, *Assistant, Reference Department*
 *Kay J. Doebener, *Assistant, Circulation Department*
 Evelyn K. Jordan, *Assistant, Children's Department*
 Dorothea Q. Flagg, *Assistant, Circulation Department*
 Benita D. Davis, *Assistant, Children's Department*
 *M. Evelyn Fall, *Assistant, Circulation Department*
 Faith H. Kelley, *Assistant, Periodicals and Binding Department*
 Judith M. Ladd, *Assistant, Office*
 Mary Jane Tozier, *Assistant, Circulation Department*
 Sheila M. Roach, *Assistant, Circulation Department*
 Patricia M. Cust, *Assistant Office*

Part-time and Probationary Assistants

Jeanette A. Bowles	Ruth Sclair
Ardene R. Delano	C. Louise Snyder
*Elaine P. McManus	*Eileen Tardiff
*Mary J. Murray	Louise C. Tardiff

Care of Building

Omer J. Nadeau, *Superintendent of the Building*
 Elmer W. Gibbs, *Janitor*

C. S. Barchard, <i>Engineer</i>	*Edward L. McCann, <i>Asst. Jan.</i>
Sherman Bernard, <i>Asst. Jan.</i>	*Martin W. Perry, <i>Asst. Jan.</i>
Melvin C. Fowler, <i>Asst. Jan.</i>	Clarence R. Snyder, Jr., <i>Asst. Jan.</i>
*Lester R. Goodell, <i>Asst. Jan.</i>	*John R. Tolman, <i>Asst. Jan.</i>
Warren L. Hurd, <i>Asst. Jan.</i>	*Albert K. Watson, Jr., <i>Asst. Jan.</i>
*Resigned	



LIBRARIAN AND DEPARTMENT HEADS, BANGOR PUBLIC LIBRARY

(See page 19 for positions)

Left to right: Lillian Y. Marquis, Olive M. Smythe, Pauline E. Tartre, Marion C. Cluff, L. Felix Ranlett (standing) Charlotte C. Bowler, H. Eola Mayo, Helen H. Wheeler, Ruth E. Dole.

Statistics of the Library

TABLE A

Books in the Library, 1957

By Class

Class and Class Number	In Library Jan. 1, 1957	Net Additions	In Library Dec. 31, 1957
General works 000-099.....	19,690	691	20,381
Philosophy 100-199	4,261	62	4,323
Religion 200-299	8,394	158	8,552
Social sciences 300-399.....	59,894	866	60,760
Language 400-499	1,495	22	1,517
Pure science 500-599.....	11,699	292	11,991
Useful arts 600-699	28,915	1,950	30,865
Fine arts 700-799.....	39,329	400	39,729
Literature 800-899	21,456	396	21,852
Description 910-919	9,434	273	9,707
History 900-909, 930-999.....	24,928	444	25,372
Biography 920, 929 & B.....	19,778	507	20,285
Fiction	61,350	1,598	62,948
Totals	310,623	7,659	318,282
Gross additions were	12,700		
Removals	5,041		
Making net additions	7,659		

By Location and Kind, December 31, 1957

Location	Adult	Juvenile	Total
Central Library	232,863	29,840	262,703
Music Branch	20,555	20,555
Extension	14,314	20,710	35,024
Totals	267,732	50,550	318,282
Kind	Number	Percent	
Adult non-fiction	225,836	71%	
Adult fiction	41,896	13%	
Juvenile	50,550	16%	
Totals	318,282	100%	

Volumes per capita (population, 1950 census, 31,558).....10.09

TABLE B

Additions and Removals, 1957

<i>Sources of Additions</i>					
	New Titles	Added Copies	Replaces- ments	Binding Serials	Totals
Purchase	4,000	4,871	956	1,228	11,055
Gift	329	634	54	564	1,581
Return after loss.....	64	..	64
Totals	4,329	5,505	1,074	1,792	12,700

<i>Causes of Removals</i>		
Withdrawn:		
Worn out		3,861
Duplicate		15
Obsolete		272
Sold		1
Given away		18
Damaged		52
Exchanged		3
Total withdrawn		4,222
Lost:		
Charged out and not returned.....		26
Missing in inventories.....		230
Missing from classes not inventoried.....		288
Lost and paid for.....		243
Contagion		16
Burned		16
Total lost		819
Total removed		5,041
Net additions (additions less removals).....		7,659

TABLE C

Binding and Repair, 1957

Sent to bindery:		
Previously unbound:		
Volumes of serials, central library		510
Volumes of serials, medical library		141
Volumes not serials
Previously bound:		
Volumes to be rebound		2,163
Volumes to be repaired		563
Maps for mounting		22
		3,399

TABLE D

Registration, 1957

(Principal registration period is three years)

	Adult	Juvenile	Total
Card holders Jan. 1, 1957.....	13,915	2,723	16,638
Less registration removed because of failure to renew, change of address, death, etc.	4,483	578	5,061
	9,432	2,145	11,577
Plus new registrations, 1957.....	2,491	982	3,473
Theoretical total of card holders			
Dec. 31, 1957	11,923	3,127	15,050
Plus discrepancy discovered by actual count of registrations in force Dec. 31, 1957	61	..	61
Card holders Dec. 31, 1957.....	11,984	3,127	15,111
Including registrations renewed in 1957	1,688	211	1,899

TABLE E

Class of Borrowers, 1957

	Adult	Juvenile 3rd-8th Grade	Juvenile Parent's Cards	Total (Juvenile)	Total
A. Bangor residents	9,709	2,241	769	(3,010)	12,719
AS. Army service	538	538
B. Business cards	192	192
C. Non-resident individuals who pay \$1.00 a year (juvenile \$0.50) for over- the-desk service, or \$3.00 a year (juvenile \$1.50) plus postage for mail service	1,468	116	1	(117)	1,585
D. Special borrowers who make a deposit	6	6
E. Libraries outside of Bangor	60	60
I. Visitors who make a de- posit of \$2.00, 29 issued during the year but none in force Dec. 31.....
J. Non-resident groups	11	11
	11,984	2,357	770	(3,127)	15,111

Percent of population registered, counting only classes A, AS, and B....42%

Percent of population registered, counting all classes.....48%

TABLE F

Circulation, 1957

Entire Library

	Adult Non- Fiction	Adult Fiction	Juvenile	Total
Central Library				
General works, 000-099.....	966	1,245	2,211
Philosophy 100-199	3,585	28	3,613
Religion 200-299	3,945	588	4,533
Social sciences 300-399.....	7,223	25,486	32,709
Languages 400-499	615	100	715
Pure science 500-599	3,839	4,145	7,984
Useful arts 600-699	10,583	3,622	14,205
Fine arts 700-799	8,672	1,387	10,059
Literature 800-899	9,863	1,605	11,468
Description 910-919	8,953	1,464	10,417
History 900-909, 930-999.....	3,684	1,965	5,649
Biography 920-929 and B.....	8,658	5,315	13,973
Current periodicals 000.....	16,908	863	17,771
Fiction	105,659	27,249	132,908
Total Central Library.....	87,494	105,659	75,062	268,215
Music Branch—records	3,356	3,356
Music Branch—music	3,528	3,528
Total Music Branch.....	6,884	6,884
Total Central Library and Music Branch.....	94,378	105,659	75,062	275,099
Extension Department	7,410	12,748	60,807	80,965
Total entire library.....	101,788	118,407	135,869	356,064
Percent	29%	33%	38%	100%
Circulation per capita (population 31,558)	11.28
Circulation per registered borrower (15,111)	23.56

Extension Department, 1957

	Adult Fiction	Adult Non- Fiction	Juvenile	Total
Bangor grade schools (public, grades I-VI and parochial, grades I-VIII)	22,990	22,990
Bangor High School.....	4,175	1,253	5,428
John Bapst High School.....	1,010	392	1,402
Fifth Street Jr. High.....	14,249	14,249
Garland Street Jr. High.....	12,596	12,596
Eddington School	618	618

Holden School	1,069	1,069
Orrington Schools	3,289	3,289
Veazie School	1,767	1,767
Bangor Children's Home.....	41	41
Bangor City Hospital	122	122
Bangor Osteopathic Hospital.....	71	33
Bangor Theological Seminary.....	831	38
E.M.G.H. Nurses' Prof. Library...	2,508	2,508
E.M.G.H. Patients' Library.....	6,313	2,297
Hammond St. Church	74	77
Home for Aged Men.....	35	35
Home for Aged Women.....	741	15
King's Daughters Home.....	57	57
Presbyterian Church	90	90
St. Joseph's Hospital	41	29
Summer Camps	3	2
Teachers' Sets	106	6
Totals	12,748	7,410
		60,807
		80,965

Deposits as follows, were also maintained, where books were used for reference only: Bangor Osteopathic Hospital Doctors' Medical Library, City Clerk's Office, City Engineer's Office, City Health Department Office, City Manager's Office, City Purchasing Agent's Office, Community Chest Office, E.M.G.H. Doctors' Medical Library, Penobscot Bar Library, Police Headquarters, Public Welfare Department Office, Water District Office, 99 sets of encyclopedias are on deposit in school rooms or principals' offices.

TABLE G

Books in Library and Circulation, Twenty Years

Year	Books in Library	
	Dec. 31	Circulation
1938.....	195,726	389,785
1939.....	204,928	415,723
1940.....	212,193	416,029
1941.....	218,181	405,323
1942.....	222,249	358,740
1943.....	228,236	310,535
1944.....	230,968	314,317
1945.....	236,562	316,655
1946.....	243,812	310,699
1947.....	251,116	308,058
1948.....	257,860	310,727
1949.....	264,657	308,181
1950.....	271,168	303,096
1951.....	276,144	309,180
1952.....	283,405	297,979
1953.....	290,699	289,062
1954.....	297,788	282,760
1955.....	302,515	292,553
1956.....	310,623	322,642
1957.....	318,282	356,064

TABLE H

Miscellaneous Statistics, 1957

Postal card notices for overdue books.....	15,750
Second notices for overdue books.....	2,211
Reference questions answered, adult (general 14,848; Tello-Test 12,847)	27,695
Reference questions answered juvenile.....	700
Reserves for home use	11,606
Discarded books given away	3,983
Lectures outside library	20
Television appearances	0
Exhibits in lecture hall:	
Offered or invited	15
Public meetings (by 35 organizations).....	234
Mail service to 214 individuals and 37 libraries in 157 cities or towns, total books	7,317
Borrowed from 2 libraries, books.....	49
Lent to 37 libraries, books	957
Newspapers currently received:	
Titles	15
Duplicates	4
Other periodicals currently received:	
Titles	1,076
Duplicates	410
New cards filed in all catalogs and shelf lists.....	20,166
Staff hours lost from illness, funerals, etc.	1,227

U. S. Office of Education, Public Library Statistical Report, 1957

Report for fiscal year ending Dec. 31, 1957

General

1. Name of Library, Bangor Public Library. Date of founding, 1883.
2. Name of Librarian, L. Felix Ranlett. Date appointment, January 1, 1937.
3. Chief Librarian appointed by, The Board of Managers of the Bangor Public Library.
4. Governmental unit of support, City.
6. Population served, (1950 U. S. Census, final) 31,558.
7. Size of area legally entitled to service, square miles, 32.9
8. Terms of use: a. Free for lending to residents of Bangor. Lends to others for a fee or deposit.
9. Number of hours central library is open per week: (a) For circulation, 72 for 9 months, 54 for 3 months. (b) For reading and study, same.
10. Number of days central library is open during year, 303. Number of days open per week, 6.

Agencies

11. 1 central library in building owned by library, 1 branch in institution,
183 stations in schools, 15 stations in institutions, 12 other stations.
Total 212.
12. Bookmobiles 0
13. Lends to school classrooms and school libraries.

Book Stock

	Adult	Juvenile	Total
14. Volumes at beginning of year.....	261,463	49,160	310,623
15a. Volumes purchased during year.....	7,137	3,918	11,055
15b. Volumes otherwise added during year.....	1,620	25	1,645
Total	270,220	53,103	323,323
16. Volumes withdrawn from record during year	2,488	2,553	5,041
17. Volumes at end of year.....	267,732	50,550	318,282
18. Titles added during year.....	3,419	581	4,000

Circulation and Use

	Volumes	Percentage of Total Circulation
19a. Number of volumes of adult non-fiction lent for home use	101,788	29%
19b. Number of volumes of adult fiction lent for home use	118,407	33%
20. Number of books for children lent for home use	135,869	38%
21. Total number of volumes lent for home use...	356,064	100%
22. Period of loan for the majority of adult book stock is 28 days.		
23. Number of interlibrary loans:		
Volumes lent		957
Volumes borrowed		49
24. Number of reference questions answered (adult).....		27,695
25. Statistics not kept for uncataloged material.		
26. Number of newspapers currently received excluding duplicates		15
27. Number of periodicals currently received excluding duplicates		1,076

Registration

	Adult	Juvenile	Total
28. Total number of registered borrowers.....	11,984	3,127	15,111
29. Borrowers registered or reregistered.....	4,179	1,193	5,372
30. Number of non-resident borrowers (included above)	1,545	117	1,662
31. Annual fee for non-resident borrowers			
a. Over the desk	\$1.00	\$0.50	
b. By mail	\$3.00	\$1.50	
32. The length of the registration period is 3 years for residents and 1 year for non-residents or service personnel on duty in Bangor.			

Personnel

52.	Full-time equivalent of all employees.....	32.93
53.	Unpaid volunteer workers	0
54.	Regular working hours per week for a full-time staff member	39
55.	Employees under Civil Service	0

Finance

56.	Source of tax support, direct appropriation.	
57.	Total endowment principal—Administered by Trustees (\$2,594,230.50 not expendable).....	\$2,669,546.74
	Administered by others (not expendable).....	122,000.00
		<hr/>
		\$2,791,546.74
	Additions to endowment during the year.....	\$ 160,398.46

Receipts

58.	Unexpended balances from 1956.....	\$212,831.72
59.	City appropriation (includes state grant of \$200.00).....	\$ 41,100.00
65.	Income from endowment, trust, and invested funds.....	152,185.43
66.	Gifts	543.87
67.	Petty cash: Fines, fees, memberships, etc.....	6,362.13
69.	Building Fund	99,758.10
		<hr/>
70.	Total receipts 1957	\$299,949.53
71.	Total balances and receipts.....	\$512,781.25

Expenditures

72.	Salaries: Library staff	\$ 64,008.14
73.	Salaries: Building staff	8,882.10
74.	Books	56,117.20
75.	Periodicals	7,258.47
76.	Binding	10,422.98
79.	Heat, light, and water.....	5,326.66
80.	Insurance (all types)	1,528.75
81.	Other operating expenses	21,362.59
		<hr/>
82.	Total operating expenses	\$174,906.89
84.	Building	387.55
		<hr/>
85.	Grand total expenditures	\$175,294.44
86.	Balances, Dec. 31, 1957	337,486.81
		<hr/>
87.	Total expenditures and balances.....	<u>\$512,781.25</u>

The City of Bangor and The Bangor Public Library

In 1957, 72.6% of the entire operating cost of the library was met by the income of the trust funds described on pages 3-5 of this report, 3.6% was met by fees and fines, 0.3% was met by a gift, and the remaining 23.5% was supplied by appropriation by the City of Bangor under the provisions of section 1.5 of article 32 of chapter II of the city ordinances "For the purpose of maintaining a free public library and hereafter provide for the necessary expense of such maintenance, there shall be annually appropriated by the city council under the title of 'Library Fund' a sum sufficient to meet the estimated current expense of maintaining such library for the benefit of the public; such appropriation to be in charge of and expended under the direction of the trustees of the Hersey Fund." These provisions are the result of the contractual relationship between the city and the library set up in (1) the agreement of the city and the Bangor Mechanic Association ratified June 5, 1883 and (2) the action in 1904 under which the library discontinued membership charges to borrowers to become a free public library and the city assumed the necessary expense of maintaining such a library for the benefit of the public.

1000 copies

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