

HISTORY OF THE LAKEWOOD PUBLIC LIBRARY, LAKEWOOD, OHIO  
THE FIRST TWENTY-FIVE YEARS, 1913-1938

by

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## FOREWORD

I wish to acknowledge with gratitude the opportunity granted me by Dr. William B. Edwards, Superintendent of the Lakewood Public Schools, to study the original records of the Board of Education during the years when the Lakewood Public Library was founded and administered by it. I also wish to acknowledge gratefully the generous assistance given me by Mrs. Mary B. Bloom, Librarian of the Lakewood Public Library, in placing at my disposal original documents and records pertaining to the period covered by this history and in editing the manuscript.

I feel a deep regret that the conventions of this exercise, requiring as they do the maintenance of an objective viewpoint and reliance on measured data and documented facts, have deprived the history of much of its living quality. This record contributes to the understanding of the events described, it seems to me, little more than an ornithologist's anatomical sketch contributes, say to fathoming the flight of a swallow. The essential questions remain. Where is the "measure" of the tangible and intangible influence of one sentence out of the nine million or so books borrowed by the people of Lakewood from their library during these twenty-five years? And who can "document" with footnotes the motivation of a network of human relationships?

HISTORY OF THE LAKEWOOD PUBLIC LIBRARY, LAKEWOOD, OHIO  
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I. INTRODUCTION

The object of this study is to discover and record the data relating to the founding and development of the Lakewood Public Library, a typical Ohio school district library located in a metropolitan area, built with the help of a Carnegie grant, and supported by public funds.

It is limited to the twenty-five year period from 1913 to 1938. It was necessary to go back at least three years before 1916, the opening date, in order to include the purchase of the site, the negotiations with the Carnegie Corporation, the building of the physical plant and other pertinent data.

It is assumed that the public library is a social institution, as defined by Lowell Martin when he says, "a social institution is an integrated pattern of human relationships established by the common will and serving some vital human need".<sup>1</sup>

It is also assumed that the library may be regarded

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<sup>1</sup>Lowell Martin, "The American Public Library as a Social Institution," Library Quarterly, VII (October, 1937), 547-548.

as a cultural agency, as interpreted by Jesse H. Shera when he says, "The library is an agency of the entirety of the culture; more specifically it is one portion of the system of graphic communication through which that culture operates . . ."<sup>2</sup> Its historical emergence and development needs to be viewed in this framework, he goes on to say, as the "processes by which society as a whole seeks to achieve a perceptive or understanding relation to the total environment - the physical, the social, and the intellectual."<sup>3</sup>

This study will, however, limit itself for the most part to discovering and recording objective data for a case history of one small local library, leaving the interpretation and larger implications of these data to future historians and scientists with a wider perspective than the history of a single library affords and a background in the social sciences adequate to discovering the significance of these findings. It is hoped, merely, that this case history, if combined with thousands of other similar studies, may form a factual basis for the investigation and better understanding of the whole.

The restriction of the history to objective and documented facts is undertaken with full awareness that these reveal only one aspect of reality -- in the history of a social institution probably the least important aspect.

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<sup>2</sup>Jesse H. Shera, "On the Value of Library History," Library Quarterly, XXII (July, 1952), 250.

<sup>3</sup>Ibid.

John Dewey once observed that, "'Fact', physically speaking, is the ultimate residue after human purposes, desires, emotions, ideas and ideals have been systematically excluded. A social 'fact' is a concretion in external form of precisely these human factors."<sup>4</sup>

The limitations of objective and measurable data, when used to describe social findings, are generally recognized. Leaders in the library field are asking penetrating questions concerning the significance of standards, for example, derived from such sources. But so far it has been difficult to discover acceptable qualitative standards.

Edward Lee Thorndike, the well known psychologist and social scientist, in his study of American cities,<sup>5</sup> (reference to which is made in the historical sketch of Lakewood in this paper) did use masses of measurable data, checked and counter checked by elaborate mathematical procedures, to arrive at "social facts". But even so his standards, as he readily admits, are still subjective values.

Of course, it is obvious also that in recording the history of a social institution, the range and mass of even the objective and measurable data must result in a radical selectivity which can hardly escape some bias, or, at best,

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<sup>4</sup>Quoted in "The Fruitful Errors by Elton Mayo," Fortune, 34 (November, 1946), 180.

<sup>5</sup>Edward L. Thorndike, Your City (New York: Harcourt, Brace and Co., 1939).

the emphasis of some phases at the expense of others. In this case, since the paper is addressed to librarians, a background of professional knowledge is assumed and administrative and professional developments are stressed.

Frequently, in order to convey some of the quality of the events described without departing from the objective method, direct quotations from contemporary records have been included, the character and value of which the reader may judge for himself.

The primary sources used in this history are original documents in the possession of the Lakewood Board of Education and the Lakewood Board of Library Trustees. These sources are supplemented by unpublished material, photographs, newspaper clippings, scrap books, and annual reports in the historical collection and the files of the Lakewood Public Library, as well as the three published histories of Lakewood and other similar material.

The paper covers, besides a brief historical sketch of the community, the Library's form of government and sources of income, both of which changed during this period, and the development of the Library's resources, organization, and functions in the community, under the librarianship of Roena A. Ingham. It ends shortly after her death in 1938, which marks the end of an era for this institution.



## II. THE COMMUNITY BACKGROUND: A HISTORICAL SKETCH

A traveler, approaching the mouth of the Cuyahoga River on a Lake Erie sailing vessel, as Moses Cleaveland and his party did in 1796, could easily have observed the gentle slope of the shore line to the east of the River as contrasted with the high embankment which rose along the lake front as one skirted the shore to the west.<sup>1</sup> This high embankment barred ships from landing along a three or four mile front, from near the Cuyahoga to the mouth of the Rocky River, and influenced profoundly the development of the two regions. The dynamic growth, based on shipping and manufacturing, which characterized the metropolitan center of Cleveland, scarcely touched its more isolated neighboring area. From the time the west bank of the Cuyahoga was first surveyed for the Connecticut Land Company in 1796 until the building of the Rocky River Railroad about 1869, all access to the region which was to become Lakewood, was on foot, on horseback, or by ox or horse-drawn vehicle.

In fact, the development of its main street, now Detroit Avenue, on which the Lakewood Public Library is located, epitomizes in many ways the history of the community. This highway, as described by Margaret Manor Butler in her

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<sup>1</sup>Margaret Manor Butler, The Lakewood Story (New York: Stratford House, 1949), p. 6.

history of Lakewood, was originally an Indian trail through dense primeval forests and swamps.<sup>2</sup> It has passed through the successive stages of a rough, blazed path, a wagon trail, a dirt and plank road skirting lonely, newly cleared farms and scattered settlements, and a part of the first pony express and stagecoach route from Cleveland to Detroit. When this history opens it was an avenue of homes with spacious, tree shaded lawns.<sup>3</sup> Twenty-five years later, these were just beginning to yield to the encroachments of metropolitan traffic and commercial enterprises, as gas stations, growing shopping centers, and residences converted to professional offices, rooming houses, and funeral parlors began to appear.

The original settlers came for the most part from New England and New York State, transplanting the culture they had known to their new homes in the Western Reserve or what some called the "New Connecticut" in the wilderness.<sup>4</sup> James Nicholson, for example, the first permanent settler on Detroit Road, was the son of a minister in Chatham, Massachusetts.<sup>5</sup> He helped build the first log school house on his own property and the New Church Temple (Swedenborgian) -- the first church

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<sup>2</sup>Ibid., p. 14.

<sup>3</sup>National Society of the Daughters of The American Revolution, Lakewood Chapter, Early Days of Lakewood (Lakewood, Ohio: National Society of the Daughters of the American Revolution, 1936), pp. 58-64.

<sup>4</sup>Butler, p. 28.

<sup>5</sup>Ibid., pp. 36-40.

on Detroit Road.<sup>6</sup>

During its first seventy years, Lakewood's development paralleled in many ways that of thousands of small communities along the borders of the Midwest. There were, perhaps, more truck farms and orchards, due not only to the favorable climate near the Lake, but also to the fact that a farmer could hitch up a wagon and take his produce through a couple of toll-gates to the Cleveland market. But by 1831, when the building of the Ohio Canal caused land speculation and a real estate boom, some of the forces which were changing this isolated community and relating its pattern to that of the nearby city could be observed. In 1835 the population on both banks of the Cuyahoga River doubled and land values skyrocketed.<sup>7</sup> New settlers were moving into the area from New York State and New England, some directly from England.<sup>8</sup> Wealthy Clevelanders were also beginning to discover the region, first as a summer resort along the Lake front, later as a site for permanent homes with carriage houses along Detroit, Franklin, and Clifton Boulevard.

This development received an enormous impetus from the building, about 1869, of the Rocky River Railroad, popularly

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<sup>6</sup>Ibid., p. 56.

<sup>7</sup>Ibid., pp. 41-43.

<sup>8</sup>Ibid., p. 110.

known as the "Dummy Railroad", which ran excursion cars to the west boundary of what is now Lakewood and helped to make the whole area accessible to Cleveland.

The political development of the region paralleled closely its population growth. Originally identified simply as township 7, range 14, of the three million acres of the Western Reserve, it became the Township of Rockport in 1819. This included much of what is now Rocky River, Fairview and West Park. In 1903 it became the Village of Lakewood, with a population of 3,500, and eight years later was incorporated as a city with its present form of government under a mayor and city council.

The population growth was slow until about 1890. In the forty years from 1890 - 1930, it was phenomenal. The exact figures in the City's annual Report for 1954 are:

<u>Year</u>	<u>Population</u>
1890 .....	450
1900 .....	3,358
1910 .....	15,181
1920 .....	41,372
1930 .....	70,509
1940 .....	69,056
1950 .....	68,071 <sup>9</sup>

It is apparent that Lakewood reached its population peak in the decade after World War I, between 1920 - 1930, about the time when automobiles first came into the price range of the middle class family. The building development during this period (which coincided with the major expansion

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<sup>9</sup>Lakewood, Ohio., "Annual Report of the City of Lakewood, Ohio, for the Fiscal Year 1954," (Lakewood, Ohio, 1955), p. 73.

period of the Library to be described later) is even more striking. Census figures show a total of 22,625 dwelling units in Lakewood in 1950. Of these:

9,575	were built in 1919 or earlier
10,460	" " " 1920 - 1929
1,215	" " " 1930 - 1939
470	" " " 1940 - 1944
405	" " " 1945 or later <sup>10</sup>

The latest zoning map of Lakewood (published in 1925 and revised only in minor respects since then) shows the major part of the area restricted to dwelling houses.<sup>11</sup> Retail stores and commercial establishments were limited almost entirely to lots bordering the main highways running east and west through the city. Heavy industry was confined to a few acres in the southeast sector, popularly known as "the Carbon District" because the National Carbon Company plant, erected in 1892 on Madison Avenue at West 117th Street, dominates this part of town. This factory, now a division of the Union Carbide and Carbon Company, attracted the only sizable foreign born population in Lakewood. Thousands of recently arrived Hungarian, Slovak, Polish and Ukranian immigrants settled in frame houses built within walking distance of the plant on short streets named Plover, Lark, Robin, Quail and Thrush. This section was called the Pleasant Hill

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<sup>10</sup>U. S., Bureau of the Census, Seventeenth Census of the United States; 1950. Housing...Ohio, General Characteristics, pp. 35-43.

<sup>11</sup>Lakewood, Ohio. Official District Zoning Maps and Ordinances (City of Lakewood, Ohio, 1925).

allotment, but was nicknamed "the Birds' Nest". Zoning in this sector requires from 625 to 1250 square feet per family. The economic and social extremes on "different sides of the railroad track", typical of American communities, is most apparent here, when contrasted with the Clifton Park and lake front areas where the zoning law often requires 5000 or more square feet per family. But the vast majority of the homes in Lakewood fall in the middle class, between these extremes, with 2500 square feet allotted per family.

About the time the history of Lakewood Public Library begins, on January 20, 1914, D. G. Jaeger, President of the Lakewood Board of Education, in a letter to the Carnegie Corporation of New York, applied for money for a library building. He described Lakewood as follows:

It is a community of homes, with a permanent progressive citizenship, the largest part of which earns its living in the City of Cleveland. It covers a territory of 7-1/2 square miles, within which area there is no library to which the public has access.<sup>12</sup>

He goes on to show that the population increased in the decade between 1900 and 1910 approximately 352 percent and that the Board of Education had difficulty in providing buildings for the growing school population.

No attempt can be made, in this brief sketch, to do any more than mention some superficial phases of the institutional growth of the community. The number of school

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<sup>12</sup>Appendix I.

building grew, for example, from the simple log cabin on James Nicholson's farm to a total of ten elementary schools, three junior high and a senior high school, besides a number of parochial schools. The first church was made up of a group of settlers meeting in James Nicholson's home. One hundred years later there were more than thirty organized churches in the city.

A great variety of other formal and informal groups, civic, cultural, education, fraternal, commercial, political, and social were formed or became very active during the period covered by this history.

It is impossible to trace here the underlying power structure and inter-relationship between these groups or to outline the pattern of dominance in the community. But it is obvious that the suburban character of the area with the center of interest and power located in the nearby city; the limitations placed by the Lakewood council through its zoning ordinance upon industrial development; the influence of real estate interests; and the growing use of the automobile; as well as the cultural conditioning of the early pioneers and those who followed are all factors which would have to be taken into account in such a study.

The most complete and objective survey and characterization of Lakewood during the latter part of this period is contained in a study made by the well known psychologist, Edward L. Thorndike, and financed by the Carnegie Corporation.

Dr. Thorndike recorded the results of his findings in a Memoir of the New York Academy of Sciences, entitled American Cities and States, to which he refers those of his readers who are expert in the social sciences.<sup>13</sup> He also wrote a book, entitled Your City, in which he presents the findings of this survey in simple non-technical language.<sup>14</sup> It is based on recorded facts concerning 310 American cities with populations of 30,000 and over. Lakewood is one of these. The conclusions about the quality of life in these cities are, Dr. Thorndike says, "the outcome of the treatment of nearly a million items by modern quantitative methods."<sup>15</sup> The methods used to arrive at certain indices or composite scores and correlation coefficients are too complex to describe here. The reader is referred to Dr. Thorndike's memoir and book for these details.

On the basis of his study, Dr. Thorndike arrives at an I, P, and G score for each of the cities studied. The I score is derived from the city's relative income, estimated on the basis of such items as the percentage of the population making income tax returns, the average wages of workers in schools, stores, and factories, the average amount paid for rent and other items of expenditure which are indicative

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<sup>13</sup>Thorndike, p. 6.

<sup>14</sup>Ibid.

<sup>15</sup>Ibid., p. 5.



of income. The score parallels closely the actual per capita private income for each city.<sup>16</sup>

The P score is an index of "the personal qualities -- mental and moral facts about a city's residents".<sup>17</sup> For example, it employs the number of persons graduating from public high schools per 1000 inhabitants, the percentage expended for public libraries in relation to the total expenditure of public money, the percentage of literacy, the per capita number of deaths from syphilis (reversed), etc.

The G score is the most comprehensive one, computed by subtracting the number of features (297 items in all) in which a city was below the median for the 310 cities studied from the number of features in which it was above the median, after the complex series of measurements, correlations and corrections mentioned above, had been made.<sup>18</sup>

The cities with a high G score are characterized by Thorndike as ranking very high in care of health, education and recreation, the presence of creature comforts, and the absence of poverty, vice and vulgarity.<sup>19</sup>

Lakewood has a G score thirteenth from the top of

<sup>16</sup>Ibid., p. 60.

<sup>17</sup>Ibid., p. 63.

<sup>18</sup>Ibid., p. 156.

<sup>19</sup>Ibid., p. 135.

the listing of 310 cities.<sup>20</sup>

Dr. Thorndike notes that the twenty-four cities scoring highest in G are all residential suburbs and that they have a number of features in common. He makes a separate study of these twenty-four cities. Lakewood is named as one of them.<sup>21</sup> He finds that they are all much above the average in G, I, and P. He goes on to characterize them as follows:

They are in some ways parasitic upon the larger cities which they adjoin for the income of many of their residents, for entertainment of certain sorts, and for higher education, hospitals, and special services. They can keep their own territory free from vice, and still have convenient opportunities to indulge in heterodox, vulgar, or vicious propensities. Residential suburbs are asylums or retreats for good people to live good lives in, so long as the big city is there too, rather than centers of urban life. On the other hand, they are in some ways the supporters and benefactors of the central city. They supply it with much of its professional and managerial talent which enables it to earn its living. They patronize its theatrical, musical and literary ventures.<sup>22</sup>

Since this survey is based on data available between 1930 and 1939, it seems reasonable to assume that, within the limits set by the study, it is as reliable a description as can be found of Lakewood during the last decade covered by this history.

<sup>20</sup>Ibid., p. 33, Table 2.

<sup>21</sup>Ibid., p. 138, footnote.

<sup>22</sup>Ibid., pp. 137-138.

### III. THE LIBRARY'S GOVERNMENT

Robert D. Leigh in his report on the Public Library Inquiry describes the public library in the United States as primarily a local institution, characterized by a wide variety of governmental patterns: "The initiative for instituting and maintaining a library, plans for its detailed organization, financial support and management are matters for local action and authority".<sup>1</sup> He goes on to say that in some states "the legislative authority has provided a general governmental pattern for public libraries created through local initiative." This was true in Ohio when the Lakewood Board of Education first undertook the establishment of a public library. The State legislature had provided for the organization of public libraries in a variety of ways, including by resolution of the board of education of any school district. (In Lakewood's case the school district boundaries happened to coincide with those of the city.) The board of education was authorized to establish, control, and maintain such a library.<sup>2</sup>

At a meeting of the Lakewood Board of Education one

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<sup>1</sup>Robert D. Leigh, The Public Library in the United States (New York: Columbia University Press, 1950), p. 110.

<sup>2</sup>Ohio. Library Laws of Ohio in Force January 1, 1940, compiled by Paul A. Noon (Akron, Ohio: Danner Press, Inc., 1940), sec. 7635, p. 27.

winter evening early in 1914, definite action leading to the establishment of the Lakewood Public Library was taken.<sup>3</sup>

D. G. Jaeger, President of the Board, read a letter he had written to the Carnegie Corporation of New York requesting a grant of \$40,000 for a library building. The letter and the reply from Carnegie are reproduced in full in Appendices I and II of this paper. The Carnegie reply mentions a previous promise of \$15,000 made on May 2, 1907. This was apparently an earlier attempt to establish a library, but the effort must have proved abortive. At least there is no reference to it to be found in the brief minutes, written in a spidery nineteenth century script, of the Board of Education's Proceedings for that year nor in any of the histories of Lakewood.

Mr. Jaeger's letter reveals that the Board had on hand \$6600.00 for investment in a site and \$4959.43 had been appropriated for library purposes. He also states that Lakewood's tax duplicate for 1913 was \$24,787.105 and that the Board had asked for a levy based on this tax.

The site for the proposed library was undecided. A lot fronting on Warren Road south of Detroit Avenue and immediately north of the old high school was purchased for the library in 1913. But it was later decided that a site fronting

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<sup>3</sup>Board of Education of the School District of the City of Lakewood. "Official Proceedings" (Lakewood, Ohio, January 27, 1914), pp. 448-449. Note: In this paper, future citations of these "Proceedings" will be: Board of Education, with date and page references.

on Detroit Avenue would be better. A tract fronting on Detroit and Manor Park was one of several sites being considered when Mr. Otto F. Leopold, chairman of a committee of Arthur Avenue residents, came before the Board with a proposal that the library be located on Detroit and Arthur Avenues. Residents of the area were, he said, "keenly interested and have pledged themselves to contribute \$1690.00 toward the purchase of the southeast corner of Arthur Avenue as the site for the Carnegie Library". The proposal was signed by O. F. Leopold, W. F. Ulrich, F. D. Macbeth, George W. Confort and C. H. Hackathorne.<sup>4</sup> This contribution was later increased to approximately \$1800. The proposal met with the approval of the Board and determined the site of the Library.<sup>5</sup>

The Board, which consisted in 1914 of D. G. Jaeger, President; Benjamin D. Fuller, Vice-president; P. T. Harrold, Clerk, Louis R. Smith, Treasurer; Mrs. Belle T. Graber; F. M. Barton; and W. F. Ulrich, enlisted support for the proposed library from the Lakewood Chamber of Commerce and Mayor Clayton T. Tyler. In December of that year, Mr. Jaeger and Mr. Fuller, who was chairman of the building committee, reported on a trip they had made to New York to consult with Mr. James

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<sup>4</sup>Ibid., February 24, 1914, p. 475.

<sup>5</sup>Ibid., February 24, 1914, p. 481 and June 9, 1914, p. 570.

Bertram, Secretary of the Carnegie Corporation, and Mr. Edward L. Tilton, the architect they had engaged.<sup>6</sup> They discussed methods of securing additional funds for the building and changes in the plans and specifications recommended by the Ohio State Building Department. More details about the architect and construction of the building will be found in a later chapter on the physical plant.

It was the original intention of the Board to have the Library operated by Mr. William Erett, Librarian of the Cleveland Public Library, under a contract with the Library Board of the City of Cleveland.<sup>7</sup> But the enabling legislation which would have made this possible was not passed by the Ohio law makers.

In the fall of 1915, Mrs. Belle T. Graber, chairman of the education committee, reported to the Board that she and Mr. Jaeger had conferred with Mr. Brett and Miss Linda Eastman of Cleveland Public Library. They had visited the Lakewood Library, which was under construction, and made suggestions about the location of shelving, furniture, etc. They had agreed that since the necessary legislation had not been passed, the Lakewood Library would have to be run as an independent unit. Mr. Brett told them that he had "rather anticipated that the committee might take one of their good librarians from them, and upon the request of the committee

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<sup>6</sup> Ibid., December 22, 1914, p. 714.

<sup>7</sup> Appendix I.

he had mentioned the names of the following persons: Miss Ingham, Miss Houp, Miss Sims, whom he considered very good Librarians".<sup>8</sup>

The Board offered the position to Miss Keens A. Ingham. She had had twenty years experience with the Cleveland Public Library and was, at the time, head of its Carnegie West Branch. Her home was at 1460 Lakeland Avenue, Lakewood.

At the next meeting on September 28, Miss Ingham's letter of acceptance was made a matter of record and she and Mr. Hopkins, the supervising architect, attended the Board meeting to discuss changes in the interior fixtures of the Library. In the meantime "the back part of the bakery of Mr. Jensen on Detroit between Lakeland and Westwood" was rented as an office and work room until the completion of the Library building.<sup>9</sup> Here most of the 10,000 books owned by the Library, when it opened on May 19, 1916, were cataloged and processed. An undated and unidentified newspaper clipping in the Library's earliest scrap book describes a reception given by the Board of Education to celebrate the opening of the Library. In the receiving line were five members of the Board and the Librarian, Miss Ingham.

During the period from 1915 to 1921 the Board of

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<sup>8</sup>Board of Education, September 7, 1915, p. 260.

<sup>9</sup>Ibid., September 28, 1915, p. 289.

Education was preoccupied with its rapidly expanding school system. It made no less than ten additions, ranging from four to eight rooms, to its elementary schools, built a new million dollar high school and projected two new junior high schools completed in 1922.<sup>10</sup> The administration of Library affairs appears in the records sandwiched between legal bids and building contracts, bills of repairs and maintenance, the employment of teachers, and the mass of other matters the operation of such a system entails. So when the General Assembly of Ohio, in 1920, passed enabling legislation which encouraged boards of education to appoint a board of trustees to administer school district libraries, Lakewood was one of the first cities in the State to act under this law.<sup>11</sup> A resolution, the text of which appears in Appendix III of this paper, was passed providing for a Board of Trustees to administer the Lakewood Public Library. Under the terms of this resolution seven trustees appointed by the Board of Education serve without compensation for a term of seven years. Management and control of the Library rests with them. The Board of Education relinquished all policy making powers, but it continued to appoint Library Trustees to fill vacancies on the Board and remained its tax levying agent, the annual budget and any special levies being submitted to it by the Board of Library Trustees.<sup>12</sup>

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<sup>10</sup>Butler, pp. 205-209.

<sup>11</sup>Ohio. Library Laws of Ohio in Force January 1, 1940, sec. 7635-40, pp. 27-31.

<sup>12</sup>Ibid., sec. 7639, p. 31.



During the first seven years, the Trustees' terms were staggered so that one member would retire each year.

The new Library Trustees held their first organization meeting on September 20, 1921.<sup>13</sup> Cleveland H. Cross and Mrs. Bernice Pyke, members of the Board of Education, attended this meeting. Mr. Cross called it to order and presided until the group elected its own officers. The first seven Trustees were Mrs. Howard A. Byrns, Mrs. L. A. Corlett, Mrs. A. N. Dawson, Charles C. Dibble, H. E. Hackenberg, D. G. Jaeger and Judge Willis Vickery. George W. Grill, Clerk of the Board of Education, was also present.

Mr. Dibble was elected President and Mr. Jaeger, Vice-president. Mr. Grill was appointed Secretary-Treasurer. A budget of \$50,000 for operating expenses was adopted and the Board of Education was asked to levy this amount. The transition to government by the Library Trustees was effected smoothly, apparently, and the relationship between the public school system and the Library, both formal and informal, continued to be a close one. Mr. Grill, who, as Clerk of the Board of Education and Secretary-Treasurer of the Library Board, trans-

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<sup>13</sup>Lakewood Public Library, Board of Library Trustees. "Official Proceedings" (Lakewood, Ohio, September 20, 1921). Note: Since the paging of these documents is intermittent and incomplete, brief citations in the rest of this paper will be made with the word, Trustees, and the exact date of the "Proceedings".

acted much of the business for both organizations, served them both during most of the period covered by this history.

The Board of Library Trustees proceeded, at their next two meetings, to adopt rules for the conduct of their business and approve the sale to them by the Board of Education, for the nominal sum of \$1.00, the Library site, building, furnishings, and other property. Six standing committees were appointed, responsible for building and supplies; finances and business management; employees; books and magazines; gifts and bequests; and library extension. These committees continued to function with changing personnel but without any change in organization during the next seventeen years.

In fact the Board of Library Trustees showed marked stability both in its structure and membership. Mr. Dibble was reelected President for the next twelve years. Mr. Isaac S. Metcalf, who succeeded him as President, was still in office when this history closes.<sup>14</sup>

Its operations, however, were anything but static. The appointment of the Library Trustees ushered in a period of rapid expansion. The financial support given the Library by the local community and the County increased more than fourfold, exclusive of the bond issues for \$180,000 approved by the voters for the enlargement of the main building. The physical plant more than

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<sup>14</sup>See Appendix V. for a list of the Library Trustees, 1921-1938.

doubled in size and capacity, a branch building, costing \$47,000 was constructed and, by 1938, branch libraries and stations were operating in most of the elementary schools, all of the junior high schools and in the hospital. The book collection showed an eight fold increase over the original collection. The number and activities of the staff were greatly increased and a pattern of close relationship with the Board of Education, the public and parochial schools and the educational, cultural, and civic groups in the community was developed. These will be described more in detail later.

Apparently no constitution or statement of objectives was deemed necessary by the Trustees besides what already existed in the State statutes, and no formal statement of this kind is found in the Official Proceedings. But the Librarian, as will appear later in her reports to the Trustees, frequently expressed informally some of her concepts of the Library's functions and aims.

#### IV. THE SOURCES OF FINANCIAL SUPPORT

At the beginning of this history, the Lakewood Board of Education was the sole governing authority for the Library and, under Ohio Law, its source of revenue was the same as that of the public school system, that is primarily the levy on real estate. It was noted in the preceding chapter that Lakewood's Board of Education, when forming a library was first contemplated, appropriated \$6600.00 for investment in a site and \$4959.43 for library purposes. The Board also asked for a levy, based on Lakewood's tax duplicate of \$24,787,105 for 1913, "in such amount as to insure the maintenance of the library".<sup>1</sup> The expenditures for the Library from this source, plus the Carnegie gift which is included in the figures for 1914-1916 were:

<u>Year</u>	<u>Amount</u>
1913-1914 .....	\$8,912.30
1914-1915 .....	18,063.95
1915-1916 .....	43,346.65
1916-1917 .....	12,949.82
1917-1918 .....	13,636.31
1918-1919 .....	20,088.60
1919-1920 .....	20,298.93 <sup>2</sup>

Approximately a year later, in 1921, the Ohio Legislature passed an act allowing a separate levy for library purposes. Boards of education were permitted to levy a tax, not to exceed

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<sup>1</sup>Appendix I.

<sup>2</sup>Trustees, September 9, 1924.

one and one half mills for library purposes "which tax", the law specified, "shall be in addition to all other levies authorized by law, and subject to no limitation on tax rates except as herein provided".<sup>3</sup> This relieved the public libraries of direct competition with the public schools for taxes with set limitation upon them. Miss Ingham mentioned this improvement in the financial outlook of the Library to the Board in her annual report that year.<sup>4</sup> She went on to say that the Library had had an increase in circulation of 25% over the previous year, a per capita circulation of six volumes and the greatest increase in the book collection since the Library opened its doors. She ends her report with this recommendation:

With present building and equipment, there is no opportunity for advancement . . . . Without an adequate plant for housing books and carrying on the work, we must fall short of the maximum of service due this community . . . . I do recommend most earnestly that you give immediate consideration to this problem.<sup>5</sup>

In addition to the levy described above, the Trustees, by submitting the matter for a vote by the residents of the district, could secure a bond issue for library building and improvement.<sup>6</sup> Acting on Miss Ingham's recommendation, the Trustees did this, requesting an issue of \$150,000 for enlarging

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<sup>3</sup>Ohio. Library Laws of Ohio in Force January 1, 1940, sec. 7639, p. 31.

<sup>4</sup>Trustees, January 31, 1922.

<sup>5</sup>Ibid.

<sup>6</sup>Ohio. Library Laws of Ohio in Force January 1, 1940, sec. 4005 - 1 to 5, pp. 36-39.

the Library. When this proved to be inadequate, an additional bond issue of \$30,000 was submitted. With the support of the Board of Education, the Chamber of Commerce, and many other organized groups, both bond issues were approved.

No other bond issues were requested by the Trustees for the next thirty years. Funds totaling \$47,000 for the construction of Madison Branch in 1929 were saved out of Library funds. Of this approximately \$10,000 was money saved from the bond issue for the enlargement of the Main Building and the rest was saved from annual tax receipts.<sup>7</sup>

A change in the source of tax support was made by the Ohio Legislature during the depression, early in the 1930s. Under the provision, which was passed in its present form in 1934, libraries in the State were no longer permitted to obtain operating funds from real estate taxes. Instead their entire support was to be derived from the proceeds of the classified property tax fund, a levy on the income from stocks, bonds, etc., popularly known as the "tax on intangibles".<sup>8</sup>

This tax was distributed on a county wide basis by the local County Budget Commission and it required that libraries receiving intangible tax support extend their services to residents of the entire county. Accordingly the Trustees of the Lakewood Public Library voted:

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<sup>7</sup>Suburban News and Herald, May 3, 1929.

<sup>8</sup>Ohio. Library Laws of Ohio in Force January 1, 1940, sec. 5625 - 20, pp. 47-49.

That the benefit of the library service of the Lakewood Public Library shall be extended on equal terms to all the inhabitants of Cuyahoga County, Ohio, excepting to the inhabitants of subdivisions maintaining a public library which is participating in the proceeds of the classified property tax.<sup>9</sup>

In practice the Library extended its service to all residents of the County, regardless of whether or not they were being served by a subdivision that maintained a public library.

The immediate effect of this change in source of revenue was to reduce and limit the income of most libraries, including the one in Lakewood. Serious additional hardship was suffered by all of them, due to uncertainty and delay in the distribution of the tax. This was caused in part by litigation during the first few years. Miss Ingham in her report for 1933 refers to weeks when there was no money for the payroll.<sup>10</sup> She said that the staff numbered six less than two years before and the book supply had remained numerically static, since scarcely enough new purchases were made to offset cancellations and losses. Staff members had their salaries cut back and delayed. Retrenchments included the closing of branches and stations. It was not until 1936 that Miss Ingham asked for the restoration of their former salaries to staff members.<sup>11</sup> At the lowest point in 1933, the Library's operat-

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<sup>9</sup>Trustees, October 10, 1933.

<sup>10</sup>Trustees, February 13, 1934.

<sup>11</sup>Trustees, April 14, 1936.

ing funds were reduced by more than \$32,000 compared with funds in 1929. It was unfortunate, too, that during this depression period the Library was compelled to pay from about \$17,000 to \$15,000 annually into its building bond retirement fund and that a fire at Madison Branch in 1932 placed an extra strain on the budget.

For more details on the Library's finances, the reader is referred to the annual reports of the Secretary-Treasurer in Official Proceedings of the Board of Library Trustees.

The full effect of the change in the source of library revenue from the real estate tax to the classified property tax is beyond the scope of this paper. The popular assumption is that the move was prompted by the depression and intended to relieve real estate tax payers of some of their tax responsibility by providing a different source of income for the public libraries. It is clear, however, that the act also had the effect of broadening the base of support from the subdivision to the county and removing the library's operating expenditures from immediate local control to the county level.



## V. THE PHYSICAL PLANT

The original Library building was constructed on a lot 147 x 200 feet on the southeast corner of Detroit and Arthur Avenues, at 15425 Detroit Avenue. This was on Lakewood's main street and near the geographic and population center of the city at the time. The site was purchased by the Board of Education out of school tax funds from John C. Hall and Clara I. Murray.<sup>1</sup> Mr. Hall had received it from Collins French and his wife, early settlers in the area. The site cost \$8,885.00, about one third of which was contributed by Arthur Avenue and near-by residents.<sup>2</sup>

The Carnegie Corporation of New York contributed approximately \$45,000 toward the construction of the building. The original grant was increased to this sum when the lowest bid on the building indicated at least that much would be required. Miss Ingham reported that the total cost of the building was approximately \$50,000.<sup>3</sup> This sum may have included some of the furnishings.

The Board of Education consulted the Carnegie Corpora-

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<sup>1</sup>Board of Education, March 17, 1914, p. 502.

<sup>2</sup>This differs from later newspaper and historians' accounts which report the cost of the property to have been \$9,728. The record states the Board of Education accepted the gift of the Arthur Avenue residents, placed it in the Library Fund and then appropriated \$8,885 for the purchase of the site. Board of Education, March 17, 1914, pp. 501-502.

<sup>3</sup>Trustees, October 4, 1921.

tion about the selection of an architect. Mr. James Bertram, Carnegie's executive secretary, suggested that Mr. William Brett, Librarian of Cleveland Public Library, would be well qualified to recommend one. How the Trustees arrived at their decision is not recorded, but they retained Edward L. Tilton of 32 Broadway, New York, as architect.<sup>4</sup> and 5

Mr. Tilton was, at the time, beginning to make a name for himself in library architecture. The American Dictionary of Biography says of him:

The Public library at Mount Vernon, N. Y., built in 1910, was the first of a long series of buildings with which Tilton's name is especially connected, and the modern public library form (with ground-floor stack space and reading-room above), is in no small measure due to his logical analysis of library problems. His views on control of books and readers, efficiency and directness of service, and open cheerfulness of effect are fully expressed in his "Library Planning" (Architectural Forum, Dec. 1927) and "Library Planning and Design" (Ibid., June 1932).<sup>6</sup>

His designs for the McGregor Public Library (1925) of

<sup>4</sup>Board of Education, April 28, 1914, p. 530.

<sup>5</sup>Mr. Hopkins is credited with designing the building in some later accounts. But the consultation Mr. Jaeger and Mr. Fuller of the Board of Education had in New York City with Mr. Bertram, Secretary of the Carnegie Corporation and Mr. Tilton, reported in the "Official Proceedings" of the Board of Education for December 22, 1914, p. 714, and the correspondence with Tilton entered in the "Proceedings" for February 17, 1915, p. 56, and the letter from Tilton regarding his architect's fee of six per cent in the "Proceedings" for September 7, 1915, p. 259, indicate conclusively that Tilton was retained as architect.

<sup>6</sup>Dictionary of American Biography (New York: Charles Scribner's Sons, Inc., 1936), vol. XVIII, p. 549.

Highland Park (Michigan) and the Wilmington (Delaware) Library (1930), which was awarded the gold medal of the American Institute of Architects, are more recent examples of his work. He was also architect or consultant architect for the Emory University Library of Atlanta, Girard College Library of Philadelphia, and the Enoch Pratt Free Library of Baltimore.<sup>7</sup>

His design for the Lakewood Public Library was to determine the outward form of the structure for more than forty years. The building has been enlarged twice, but most of the original structure has been retained and the additions harmonized with it.

According to contemporary photographs and newspaper clippings, describing the opening of the Library on May 19, 1916, it was a rectangular structure of Indiana limestone, set well back from the road.<sup>8</sup> Unlike many of the ornate, Victorian structures built with Carnegie funds in the Nineties, the lines were simple and the windows large. Two Greek columns, recessed in the facade on each side of the front entrance, suggest the waning influence of the Greek revival. The interior, with the exception of a mezzanine extending across the front, was one story and about 20 feet high. Book shelves were arranged around the sides and in the center of the main floor.

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<sup>7</sup>Ibid., p. 550.

<sup>8</sup>Scrapbook of newspaper clippings dated 1916, in the files of the Lakewood Public Library, Lakewood, Ohio.

By the end of 1921, a little over five years after its opening, Miss Ingham reported to the recently appointed Board of Library Trustees that the library building was inadequate.<sup>9</sup> Money to enlarge it was secured, as described in the chapter on finance, through bond issues amounting to \$180,000. Charles W. Hopkins designed the new structure. The building was increased to more than twice its original size with the addition of the second floor reading room, housing the reference, fine and applied arts, science, and the magazine collections. The new auditorium, seating 200 people, another smaller meeting room and the staff room were also located on this floor. On the first floor the adult circulation department and the boys' and girls' room were enlarged and an administrative office was added at the rear. Space for processing and additional stacks, was provided in the basement. The enlarged Library held an open house for the community on June 3, 1924. This building continued to serve as the Main Library, with little change, during the rest of the period covered by this history.

A branch to serve residents in the southeast section of Lakewood, especially the recent immigrants near the National Carbon Company factory, was opened in 1921. Established first in a rented second floor that had been a dance and meeting hall at Madison and Newman Avenues, it moved later to the corner of

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<sup>9</sup>Trustees, January 31, 1922.

Clarence and Madison Avenue.<sup>10</sup>

In 1929 a new building designed by Walker & Weeks, Architects, was constructed on the northwest corner of Madison Park, 13229 Madison Avenue. The land, at the request of the Trustees, was donated for this purpose by the City. Funds for its construction, totaling \$47,000, were provided by a surplus of \$10,000 from the 1923 bond issue for the Main Library and savings from the annual tax receipts, as noted earlier in this paper.

A one-story, brick structure with stone trim, it measured 80 x 50 feet and was designed to shelve a collection of 10,000 books. It provided adult and children's reading rooms, and space for circulation desk and work room on the main floor; space for meetings and stacks in the basement and a staff room on the second floor to the rear over the work room. It was formally opened May 3, 1929.<sup>11</sup>

The extension of the Library system to the schools at all levels began in 1918, under cooperative agreements with the Board of Education. The decade from 1918 to 1928 saw a tremendous expansion of the public school system. The new million dollar high school was opened, three new junior high schools and three new elementary schools were built. Most of the other elementary schools were greatly enlarged. Provision was made by the Board of Education for a library in most of the new buildings and in some of the existing elementary schools. By 1928 the Public

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<sup>10</sup> Butler, p. 197.

<sup>11</sup> Trustees, May 14, 1929.

Library's children and schools department had branches and stations in seven public schools and in St. Lukes parochial school. The pattern of joint administration by the Board of Education and the Library will be described more fully later in this paper. For the present it should be noted that drastic reductions in staff time and library hours had to be made during the depression in the Thirties and some elementary school libraries were closed temporarily. But most of these were opened again when funds permitted and by 1938 there were school libraries jointly administered by the Library and the Board of Education in:

Emerson Junior High School, 13439 Clifton Boulevard  
 Harding Junior High School, 16600 Hilliard Road  
 Horace Mann Junior High School, 13700 West Clifton Boulevard  
 Franklin Elementary School, 13465 Franklin Avenue  
 Garfield Elementary School, 13114 Detroit Avenue  
 Madison Elementary School, 16601 Madison Avenue  
 Roosevelt Elementary School, 14237 Athens Avenue

and school branches maintained by the Library in rooms lent by the Lakewood Board of Education were operated in:

Hayes Elementary School, 16401 Delaware Avenue  
 Taft Elementary School, 13700 Clifton Boulevard<sup>12</sup>

The High School library branch was maintained jointly from 1918 until 1936 when relations between it and the Public Library were severed.<sup>13</sup>

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<sup>12</sup>"Report of the Lakewood Public Library for the year 1938," no paging, (in the files of the Lakewood Public Library, Lakewood, Ohio). Note: In this paper, future citations of the annual reports will take the form, "Report . . .", with year and page references, when the latter are available.

<sup>13</sup>"Report . . . 1936," p. 5.

Stations were also maintained during part of the period covered by this history in McKinley Elementary School, Harrison Night School, the Cleveland Yacht Club Cadet Summer School, and the Y. W. C. A. Camp. A number of parochial schools had permanent class room collections or branches for a part of this time.

The Library's station for the patients and staff of Lakewood Hospital, 14519 Detroit Avenue, was established in 1926 and maintained through 1938. Stations for employees of the Lakewood Telephone Exchange, Detroit and Marlowe Avenue, and for the employees of the National Carbon Company, 11709 Madison Avenue, were established early in the Library's history. The latter was closed when Madison Branch was opened to serve that area in 1921. But the Bell Telephone Exchange station was maintained, with the exception of a brief interval during the depression, until 1938 when automation of the exchange made it unnecessary.

The Lakewood Public Library's physical plant, then, expanded during this twenty-five year period from one building and a branch to a main library double the size of the original structure, a branch building and eleven other branches and stations maintained in cooperation with other local institutions at the end of 1938.

## VI. THE BOOK COLLECTION AND OTHER GRAPHIC RESOURCES

Out of the vast body of printed and graphic materials flowing from the presses of the world during the twenty-five years covered by this history, a selected stream of books, periodicals, pamphlets, portfolios, pictures, music scores, maps, etc., found its way into the Lakewood library collection.

Measured in purely quantitative terms, the collection comprised 10,000 volumes when the Library opened in 1916. At the close of this history, in 1938, there were, in the collection, approximately 80,000 volumes plus files of over 300 periodicals and quantities of other graphic materials. The reference collection, in 1938, comprised over 3,000 volumes, exclusive of the reference books in the boys' and girls' room and in the nine school libraries. The rate of growth is suggested by the following statistics, showing the number of volumes in the book collection:

<u>Year</u>	<u>Number of Volumes</u>
1916 .....	10,000
1928 .....	57,283
1938 .....	79,533

Satisfactory objective qualitative standards for describing and evaluating a public library's book collection are difficult to establish. The traditional comparison of the library's holdings with the American Library Association's



Standard Catalog and similar reference works requires modification, in each case, by a survey of the particular community in which the library operates and the needs of its users and potential users. This is beyond the scope of this history.

In practice, as Dr. Leigh points out in his study of the public library in America, "resources, in terms of books and other graphic materials, are determined to a large extent by the concept of the public library's functions held by the librarian and the library board."<sup>1</sup>

Miss Ingham's concept of the Library's functions, as well as her idea of the role of its resources in relation to the metropolitan community as a whole, is revealed in part when she explained her book purchasing policy to the Trustees in her annual report for 1924. She says:

The purchase of expensive and rarely used books is not necessary in a community so near large libraries like the Cleveland Public Library, Cleveland Law Library, and the Medical Association Library . . . . It must also be remembered that the function of the public library is first and foremost educational and cultural -- that the recreational demand should be secondary, thus it will never be possible to supply the demand for all new "best sellers".<sup>2</sup>

She goes on to describe the selective procedures employed in choosing books for the Library's collection.

Since such procedures obviously have some bearing on the quality of the book collection, this description is inserted here. Miss Ingham says book reviews and publishers' lists are

<sup>1</sup>Leigh, p. 76.

<sup>2</sup>Trustees, February 10, 1925.

consulted and new books examined in the book stores:

The Librarian . . . attends Cleveland Public Library's fortnightly meetings held by the heads of departments of the library, at which all the new books come up for discussion. Children's librarians and those in charge of schools attend similar meetings in their fields.<sup>3</sup>

It was also customary, before books were purchased, for the Lakewood librarians to examine the new books with the evaluating comments made on them in writing by from two to six Cleveland Public Library reviewers. These books were held in "the new book room" of the Cleveland Library for about a week after the fortnightly meetings to permit heads of branch libraries to examine them before ordering books for their units. The suburban librarians had a standing invitation to do the same. This permitted a personal examination of the books and their content.

The advantage to the suburban library of access to the evaluation of newly published books by specialists in the different fields of knowledge at the Cleveland Public Library is obvious. The communication of the information obtained from these sources, together with the individual evaluation and discussion of books by Lakewood Library staff members in their monthly meetings, made it possible for the staff to become acquainted with and evaluate a wide range of the current books.

In these Lakewood Library staff meetings, the evaluation of non-fiction for adults, as revealed by the "criticism card" used by reviewers, provided for a note indicating briefly the

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<sup>3</sup>Ibid.

subject and scope of the book, its special merit or distinguishing quality, if any, and, where possible, a comparison of this work with other books on the same subject. The following items were also noted: use for reading, reference, study, practical directions; treatment; style; age group for which the contents is suited; format; reference aids; and recommended purchase for main, branch, etc.

The fiction "criticism card" included a classification by type: adventure, mystery, romance, etc.; comment on its literary merit; character delineation; ethical implications; the age and sex of readers who, in the opinion of the reviewer, would be interested in it; as well as a brief outline of the plot, recommendations for purchase, rejection, or duplication, and other notes.

A statement of policy governing book selection in the children and schools department appears in the annual report for 1936:

This is, of course, the foundation stone of the work and cannot be arrived at by haphazard methods. There is much talent and charm going into the writing and making of books for children, but there is still (an) appalling number of worthless so called juveniles. Checking new titles in various book catalogs and in review magazines, as well as book store examination is the first step in selection. Almost every title that is added, and many that are not, is read by at least two members of the staff, and is reviewed at the monthly book meetings . . . The library must still buy some books of ephemeral value, but the best policy for a children's department is to buy many duplicates of titles which seem of permanent value. Then to bend every effort to

getting those into circulation.<sup>4</sup>

Though Miss Ingham frequently included lists of donors to the Library in her reports, there is no record of the Library, during this period, inheriting any historic, society, or special book collections, except the Lynch Memorial Library. This collection of books on religious education was presented to the Library in memory of Charles F. Lynch, Superintendent of the Lakewood Schools from 1911 until his retirement in 1927. Dr. Lynch was also Superintendent of the Lakewood Methodist Sunday School, one of the largest in the country, and his books on religious education, given to the Library by his wife after his death, formed the nucleus of this memorial to which his friends and co-workers contributed.<sup>5</sup>

An experiment with a special collection of medical books was short lived. A group of physicians and surgeons, who organized themselves into the Lakewood Medical Library Association, asked the Public Library to assume responsibility for the medical books and magazines they wished to secure. The original request, addressed to the Trustees, appears under the letterhead of Dr. Horace Erwin Mitchell. Started in 1924, the collection consisted of 122 books and 24 magazines acquired with the cooperation of the Cleveland Medical Society.<sup>6</sup>

In 1929, however, the books lent by the Cleveland Medical

<sup>4</sup>"Report...1936," pp. 6-7.

<sup>5</sup>"Report...1935," p. 6.

<sup>6</sup>Trustees, February 10, 1925.

Society were recalled because not enough use was made of them to warrant continuance of the special collection.<sup>7</sup>

For the numerical record of the books in the Library collection in each Dewey classification, the reader is referred to some of the Librarian's annual reports in the early years of this period. But since the records are incomplete and the conclusions drawn from such figures are often open to question, they are not included here.

The book collection of the Lakewood Public Library showed an eight-fold increase in the twenty-two year period from 1916 to 1938. Book selection was apparently influenced by access to the evaluation standards of Cleveland Public Library's specialists in different fields of knowledge and adapted to the metropolitan nature of the community where other library facilities were available. A general selection of books adapted to different age and interest groups in a residential city, rather than a high degree of specialization, characterized the collection.

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<sup>7</sup> Trustees, February 11, 1930.

## VII. THE ORGANIZATION STRUCTURE AND PERSONNEL

The major activity of the Lakewood Public Library at the beginning of this history was, of course, the traditional one of selecting, processing, and administering a general collection of books made freely available to individuals in the community who desired to use them. When the Library first opened in 1916, little distinction was made between reference and circulation services or between technical processes and professional, non-professional, and administrative duties. As in many small libraries, the Librarian performed any or all of these duties at times. Specialization obviously could develop only with an increase in library size and staff.

Miss Ingham herself selected the original 10,000 books. One of the first additional employees mentioned in the record on January 3, 1916 was a page employed at fifteen cents an hour. On that same date, Miss Ingham requested that the Trustees employ two assistant librarians and a person for the children's room.<sup>1</sup>

By 1921, when the Trustees took office, Miss Ingham reported a full time personnel of ten. Besides herself, she listed a First Assistant, Miss Hazel Caldwell; a Children's Librarian, Miss Lesley Newton; a Cataloger, Miss Gladys Keller; an Assistant, Miss Dorothy Wood; and a Student Assistant in the

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<sup>1</sup>Board of Education, January 6, 1916, p. 412.

children's room, Miss Bonnie Elliot. There were four Clerical Assistants, Ruth May, Alice Eberman, Winifred Christy, and Emma Howard. Mrs. Belle Sealand and Miss Elizabeth Fishell were part time Assistants. Pages, a mender, and a janitor completed the roster.

By 1931 the staff had more than tripled numerically. But the depression years showed a drop to twenty-nine in 1933, when circulation was near its peak. Some assistance was supplied by the Federal Government through the Works Progress Administration and similar agencies. The last year of Miss Ingham's librarianship the staff numbered forty-five full time employees, a numerical increase of 450 per cent in the 1921-1938 period.

Special services developed gradually. For example, Miss Ingham and Miss Caldwell were responsible for the supervision of all adult services and there was at first, little differentiation between circulation and reference service. With the enlargement of the building in 1924, a separate reference and reading room, which also housed circulating books on fine and applied arts, science and technology, was opened. A Reference Librarian, Mrs. Belle Sealand, succeeded by Mrs. Gladys Keller Smith, was responsible for this collection. Miss Caldwell headed the adult department on the first floor. But the reference room was not staffed continuously and services in the two departments overlapped.

Speaking of the reference work and its goals, Miss

Ingham said:

. . . We have tried to make of our Reference Department a laboratory of factual information ready to answer any question which came by telephone or by word of mouth. Sometimes it is a simple direct question, sometimes it is for an elusive bit of information that may take hours to unearth. It may be gathering together materials for a comprehensive study, the planning of a club program, or assembling material for a debate. . . .<sup>3</sup>

Cataloging became a specialized operation relatively early in the organization's growth. Miss Emily Cornell, who joined the staff when the Library first opened in 1916, but left to attend college and library school, later returned to the Library and became Head of the catalog department. She was responsible for the main catalog, which was a systemic one, listing all books in the Main Library and its branches, with separate departmental, branch, and school catalogs set up on location. These activities, as well as other processing operations, were centralized from the first.

As services to juveniles expanded, Miss Lesley Newton, who came to the Library as Children's Librarian, was appointed Director of Work with Children and Schools in charge of the growing activities and personnel in this department.

Miss Florence Cottrell was Head of Madison Branch when it opened and continued in this position through the nine years covered by this history.

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<sup>3</sup>"Report...1934," p. 5.



Miss Winifred Christy was in charge of the circulation desk at the Main Library for a major portion of this period.

Professional standards for librarians and library education in the United States were in the process of formation during the years covered by this history. Dean Shera of the School of Library Science, Western Reserve University, characterizes library education as apprentice type instruction until after World War I.<sup>4</sup> Miss Ingham's attitude toward the educational qualifications of her staff appears in her first report to the Trustees in which she details the educational and professional background of each assistant. She also mentioned, in her reports to the Trustees each year, the staff members engaged in part or full time college, professional, or graduate study. In 1936, she described the staff as including seventeen professionals, six sub-professionals, six clerical assistants, two mending, and three janitorial employees, in addition to the pages.<sup>5</sup> In this same report the three Junior High School Librarians are described as being qualified teachers with college degrees and an additional year and degree in library science.

Miss Ingham herself established an apprentice course for six employees in 1922. She describes this later as being conducted one morning a week by herself, Miss Caldwell, Assistant Librarian; Mrs. Belle Sealand, Reference Librarian; and Miss Lesley Newton,

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<sup>4</sup>Jesse H. Shera, Lecture on "Library History", Western Reserve University, July 31, 1956.

<sup>5</sup>"Report...1936," p. 12.

# Director of Work with Children and Schools.<sup>6</sup>

The staff members who carried on the functions of the Library during this twenty-five year period were predominantly Lakewood residents with roots in the community and a knowledge of its people that would be difficult for an outsider to acquire. Miss Ingham herself was born near Franklin Circle on Cleveland's West Side. She was a graduate of Hiram College and the Library School of Western Reserve University. She joined the staff of the Cleveland Public Library in 1896. When she accepted the Librarianship in Lakewood, she was living in Lakewood and employed as head of Cleveland Public Library's Carnegie West branch.<sup>7</sup>

Her ties in the community were manifold. At the time of her death, she was a charter member of the Lakewood Woman's Club and was on its board of management. She belonged to the Lakewood College Club, the Lakewood Business and Professional Women's Club and the Lakewood Christian Church.

An interview with her, published in the Lakewood Post in 1923, reveals the impression she made on the reporter of that newspaper.

Miss Ingham's personality fairly radiates as she swings about the Lakewood library, helping here and suggesting here . . . The instant a reader approaches her, she is on her feet, listening to his request. In the next few

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<sup>6</sup>Trustees, June 19, 1928.

<sup>7</sup>Cleveland Plain Dealer, March 15, 1938.

seconds she is hustling to some corner of the library to fill his need. Volumes come from all parts of the library and are laid before him with pages marked in them. The table is literally jammed with every book in the library which may carry some point on his subject . . .

Busy years have kept Miss Ingham young and mentally alert. Her streaming white hair is finely contrasted with a ruddy complexion. Her eyes sparkle with activity . . . <sup>8</sup> 123

Though the characterization of Miss Ingham, in this paper, is necessarily very limited, the impressions gained from informal conversation with a few of the people who worked with her, in the Lakewood Library may round out the picture somewhat.

"One sensed something of the gracious lady about her," Mrs. Martha Folsom said. "Night after night, when Lakewood people used their Library most and the place was busiest, Miss Ingham would stand at the desk nearest the main entrance, greeting everyone who came, as a hostess greets her guests."<sup>9</sup>

"Most of them were her friends or neighbors," Miss Emily Cornell explained. "She took a personal interest in them and what they wanted, helping them to find it, or sharing with them her knowledge and enthusiasm for a great range of books and reading."<sup>10</sup> 89 12

"Her energy was amazing. She was always on the go," Mrs. Josephine Bienstadt, said. "She worked hard and expected others

<sup>8</sup> Lakewood Post, July 5, 1923.

<sup>9</sup> Interview with Mrs. Martha Folsom, May 8, 1958.

<sup>10</sup> Interview with Miss Emily Cornell, May 8, 1958.

to do the same. This just seemed natural to her."<sup>11</sup>

Several staff members described how she called a person on the carpet if she felt it was deserved.

"She had firm convictions and high standards. She would lay you low and then, a moment after, you would feel her arm about you and she would be saying: 'Now, Joe, you know I didn't mean to hurt your feelings,' and before you knew it you would be completely disarmed," Mrs. Bienstadt said.<sup>12</sup>

Mrs. Ruth Malling Angell, who was Miss Ingham's Secretary and Head of the office staff during some of the busiest depression years and later, added:

She could be as generous as she was impulsive. She could fire a person just like that, but a moment after she would be all concern. "Now, do you have enough money saved to take care of yourself and your family? I can lend you some to tide you over until you get started in another job, if you need it."

She loved a party. Even a trip to the bank on Library business was likely to end with Miss Ingham bringing candy or something for a staff party. And she and her sister, Mrs. William F. Brandt, were always finding occasions for parties or entertaining friends from the Library and community.

Miss Ingham's fondness for flowers and gardening was well known. Flowers from her own garden and from those of her friends and neighbors created in the Library the atmosphere of a home in which beauty is cherished. The most appropriate and satisfying memorial her friends on the

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<sup>11</sup>Interview with Mrs. Josephine Bienstadt, May 6, 1958.

<sup>12</sup>Ibid.

Board of Trustees, in the Library, and in the community could think of was a gift of a collection of beautiful books on flowers and gardening, called "The Roena A. Ingham Collection".<sup>13</sup>

This memorial still, at this writing, has an honored place in the Library.

Miss Winifred Christy, who worked with her for eighteen years, speaking of her warm personal interest in her staff, said

We were her girls. She gave me and some of the other young staff members at the time a thorough grounding in library work. But she also took an interest in each of us, our personal affairs, our families and our friends. She invited us to her home and arranged excursions and picnics for us. No matter how busy she was she would drop everything to greet our out of town guests, for example, and drive them about the city. And no one could be a better friend in need.<sup>14</sup>

Miss Christy went on to describe how in times of illness or bereavement, Miss Ingham would be the first to offer her generous sympathy and practical assistance.

Again and again her warmth, her personal friendliness, her generosity, and the maternal affection she felt for people were mentioned by those who knew her well. These qualities with her abundant energy and spontaneous zest in life were apparently a constant source of wonder to her associates.

Most of the responsible posts in the Library were filled

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<sup>13</sup>Interview with Mrs. Ruth Malling Angell, May 6, 1958.

<sup>14</sup>Interview with Miss Winifred Christy, May 1, 1958.

by staff members who, like Miss Ingham, lived in the community, had studied at Western Reserve University, and had worked in the Cleveland Public Library system. This was true of Mrs. Hazel Caldwell Hoag, First Assistant, Mrs. Belle Sealard, Reference Librarian, Miss Florence Cottrell, Librarian of Madison Branch, and Miss Emily Cornell, Cataloger. Mrs. Gladys Keller Smith, who succeeded Mrs. Sealard as Reference Librarian, had a similar background. Of course most of the loan desk, the secretarial, and the clerical assistants and all the pages were drawn from the local community.

There were some exceptions to this generalization. The Director of Work with Children and Schools, Miss Lesley Newton, whose home was Titusville, Pennsylvania, came to Lakewood with a background of library training in Carnegie Library School and six years experience in the Carnegie Library of Pittsburgh.<sup>15</sup> A number of the School Librarians came from outside the State. But on the whole, the staff was recruited locally and had much in the way of educational and professional experience in common.

There was a radical change in this respect after Miss Ingham's death in 1938. The administrative post of Librarian was held by three different persons in that year: Miss Ingham, January 1 to March 4; Mrs. Hazel Caldwell Hoag, Assistant Librarian, March 15 to July 31; and Miss Mary

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<sup>15</sup> Trustees, October 4, 1921.

Parsons who became Librarian August 1, 1938. Mrs. Hoag resigned on July 31. Miss Parsons came from New York State, originally. Her educational background included a degree from the University of Vienna and she had had experience in the New York Public Library; as resident director of the American Library Association's Library School in Paris; and as Assistant Professor in McGill University and in the University of Michigan. Before the end of that year she had employed a Reference Librarian from Kentucky, with a Master's Degree in Library Science from Michigan University and a Business and Technology Librarian from Virginia. Other changes were to be introduced by Miss Parsons later.

In the professional field, Miss Ingham participated in a great many activities on the metropolitan, regional and national levels and apparently encouraged her staff to do the same. She was president of the Library Club of Cleveland (1927), and vice-president of the Ohio Library Association (1925-1927), representing it on the Council of the American Library Association (1927) and entertaining the State Association in the Lakewood Public Library for its convention that year. She became president of the Ohio Library Association (1934-1935) and was a member of its executive board until the year of her death.

Miss Lesley Newton, Director of Work with Children and Schools, was also very active on all professional levels.

She served as president of the Library Club of Greater Cleveland (1935-1936), chairman of the Ohio Library Association district meeting (1926-1927), and vice-chairman of the children's section of the American Library Association (1938). She conducted a summer course in Library Work with Children at Western Reserve University (1927) and at Yale summer school (1938).

Some of the other members of the staff who served as officers in local, state, and national professional organizations included Mrs. Hazel Caldwell Hoag; Miss Frances Grim; Miss Florence Cottrell; Miss Jeanette Reisser, Assistant in the school libraries; and Miss Mary Cutter, Assistant at Madison Branch.

Miss Margaret Holmes, School Librarian, distinguished herself by receiving an award from the Ohio Poetry Society in 1935.

It is not possible in this brief study to describe the contributions to the development of the Library made by the many people who served on the staff during the twenty-three years from 1915 to 1938 nor to do more than suggest the influence which Miss Ingham, as Head of the organization during the entire period, must have had on the Library and the community.



## VIII. THE INTEGRATION OF THE LIBRARY IN THE COMMUNITY

The dynamics of a social agency like a library may be regarded as coming to a focus in its relationship to its clients. The history of such a relationship is difficult, if not impossible, to record objectively. A few facts are known: the number of people who were registered at the Library each year, for example, and the number of books they took home with them. Most of the rest of the relationship has to be inferred or deduced from contemporary accounts.

The number of registered borrowers each year at the Lakewood Public Library shows an upward curve from the opening of the Library in 1916 to 1934, with a peak of 25,836 or 36 per cent of the population reached during this depression year. This was followed by a slight decline in 1935 and 1936. The upward curve is resumed in 1937 and reaches an all time peak in 1938. Adult gains are much more marked than juvenile gains, which appear relatively stable and reach their peak in 1934.

The complete statistical record of the circulation of books for home use may be found in Appendix VI. Figures, by decades, indicate the growth:

<u>Year</u>	<u>Circulation</u>
1918 .....	148,907
1928 .....	456,400
1938 .....	517,803

Actually, circulation reached its peak in the depression year of 1932 when 610,661 books were borrowed. It declined gradually through 1937 and began to rise again in January of 1938. By the close of 1938 the total number of books borrowed in the twenty-two year period from 1916 to 1938 approached nine million.

Among the clients or potential clients of a public library in a city the size of Lakewood there are many individuals, groups, and interests represented. That Miss Ingham believed the library had a responsibility to every individual in the community is revealed by her statement to the Trustees in her report for 1930, when she said, " . . . Effort must be made to let the community as a whole know that there is something to interest every man, woman, and child in the modern library."<sup>1</sup> She did not consider this responsibility a passive one. In her 1934 reports, she says:

That the public is conversant with the resources of the library cannot be taken for granted . . . A business firm whose books show a yearly turnover of nearly \$100,000 would have expenditures for publicity. The alert librarian must seek every opportunity for contacts of every kind, through the newspapers, through prepared book lists . . . through close contact with clubs and organizations.<sup>2</sup>

Various media of communication were used. News stories and book lists were sent to the three local newspapers and occasionally to the Cleveland papers. Monthly lists of new books and other similar lists were distributed by mail and at the

<sup>1</sup>Trustees, February 10, 1931.

<sup>2</sup>"Report...1934," p. 4.

Library. Members of the staff gave book reviews and talks before adult audiences in and outside the Library.

The importance attached by the Trustees, the Librarian, and the staff to extending the Library's facilities to various population segments and age groups and the relation of its activities to other institutions and groups, both formal and informal, appears in a variety of ways. One of the first public acts of the Trustees was the opening of Madison Branch to serve the minority population of foreign born and other residents in the southeast section of the city. In the first year, children of seventeen different nationalities were registered there.<sup>3</sup>

The close relationship between the community's major educational institution, the public school system and the Library has been mentioned several times before in this paper. Though such joint administration of public and school libraries is rare, Robert D. Leigh says:

In some places the public libraries have been invited into the public school to operate the school libraries as branches of the public library system. This practice has created a unified system of libraries for children in the community and has made full use of the reservoirs of experience possessed by the children's librarians in building the school collection. But it frequently has created some administrative problems . . . . .

A more complete formal unification of children's library service exists in some cities where the local board of education is legally constituted as the library board also and in others where the public library board is appointed by the board of

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<sup>3</sup>Trustees, February 11, 1930.

education. In the places we observed, the schools and the public library operated much as if there were no such common overhead contact, so that actually no unification of school and children's library service was achieved.<sup>4</sup>

Since Lakewood still, at this writing, operates under a joint administration system, and is, apparently, an exception, in some respects, to this generalization, a description of the way the cooperative plan worked is included here. The text of the original memorandum of agreement between the Board of Education and the Library for the junior high schools may be found in Appendix IV. For similar agreements for the senior high school and the elementary schools, revised from time to time, the reader is referred to the "Official Proceedings" of the Board of Library Trustees. Briefly stated, the physical equipment is supplied by the schools, the salaries shared, and both schools and Library contribute to the book fund. All purchasing and processing is done at the Main Library. Weekly or bi-weekly deliveries expedite the borrowing of books from the Public Library. A trunk telephone line connecting the two systems makes communication simple.

Some of the advantages and disadvantages of the joint system are described by Miss Florence Harnau, a School Librarian who had worked in independent high school systems before she came to Lakewood. She mentions the relief from the processing routines and the direction of the school libraries by a central

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<sup>4</sup>Leigh, pp. 100-101.

agency which understands library problems. She considered the tendency of the school authorities to place too much of the burden on the Public Library a disadvantage. The major advantage of the cooperative plan, however, was the monthly book evaluation conference at which new books were reviewed and examined. These meetings Miss Harnau found invaluable.<sup>5</sup>

Other School Librarians mention the stimulus of contact with the Public Library specialists at these meetings and the range and vigor of the discussions that took place there. Through these meetings a network of communication was in operation, bringing to the School Librarians a wide range of information and critical opinion in the field of children's literature.

It should be noted that this joint administrative system failed in 1936 in the case of the high school library. This library had a circulation of 36,793 in 1935. Earlier reports gave the average daily attendance as 800. Work was also carried on with extra-curricular groups.

Miss Ingham, in her annual report for 1936, expressed her regret that it seemed best to withdraw the support which the Public Library was giving the high school library and place greater emphasis on the work being done for high school students at the Main Library. The first Young People's Librarian, Miss Frances Grim, was appointed that year.<sup>6</sup>

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<sup>5</sup>"Report...1936," p. 10.

<sup>6</sup>Ibid., p. 6.

The Library, during this period, also established and maintained cordial relations with the parochial schools in the city. Stations were established in several of these for varying lengths of time. Permanent classroom libraries and loans to teachers were extended to others. Classes in both public and parochial schools were visited by librarians from the Main Library and Madison Branch for book talks and groups were invited to the Library for story hours and instruction.

A summary of the activities for this age group in 1938 speaks of "an extensive and well rounded collection of books for boys and girls, personal guidance in children's reading, exhibits and displays, story hours, book talks, . . . and reference service in its field."<sup>7</sup> The school libraries are described in the same report as serving both teachers and children through collections built around school needs, reference services, courses of instruction in the use of the library, reading clubs, poetry hours, guidance in reading appreciation, and the circulation of recreational books for home reading.

The relationship of the Library to institutions and organizations other than the purely educational agencies of the town has been mentioned in the chapter on the physical plant. Stations served such welfare and business institutions as the Lakewood Hospital and the Telephone Exchange for the major part of the twenty-five year period. The provision in the

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<sup>7</sup>"Report...1938," no paging.

enlarged building of an auditorium and two meeting rooms to be used both for Library initiated meetings and exhibits and for community groups served to bring many group activities of a cultural, educational and civic nature into the Library building.

The opening of the new auditorium in 1924 was marked by an exhibit of the work of forty local artists. The Society of Lakewood Artists was organized as an outgrowth of this initial exhibit and the Library continued to provide frequent opportunity for showing their work. Local residents also furnished material for hobby shows related to the Library's book and picture collection. But a major contribution, according to the annual reports, to the exhibits and displays in the Library was made by a cooperative arrangement with the Cleveland Museum of Art which lent objects from its collection for display in the Library.

Lecture series and book reviews, presented by the Library, began even before the opening of the new auditorium. For example, in 1921 Miss Clara Myers of the College for Women, Western Reserve University, was engaged to give a series of three lectures "on literary subjects that have a tendency to stimulate the use of the Library by the people of Lakewood."<sup>8</sup> The Trustees appropriated \$45.00 for Miss Myers' fee. Other lecturers included Judge Willis Vickery on Shakespeare and Mr. Otto Egge of the Cleveland School of Art on "The Art of Printing".

A men's group, one of the pioneer "golden age clubs" in

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<sup>8</sup> Trustees, December 27, 1921.

the country, first met in the Library's rooms. It was called the "Borrowed Time Club". Membership was limited to men seventy years old or older.

In her 1924 report, Miss Ingham describes some of the typical activities in these rooms and her opinion of their pertinence to the Library's goals:

Cooperation with the Board of Education makes it possible for a night school for new Americans to meet here three nights each week. A French class meets here weekly . . . The Lakewood Woman's Club is the organization making the most use of the auditorium. The society, with a membership of over 1200, has held meetings each week open to its full membership while study classes on Current Events, Better English and The Novel have been arranged for smaller groups. As chairman of the Book Review Committee, the Librarian has arranged monthly meetings which linked the work of the club more closely with that of the Library. We feel that it is beneficial to the Library to have this large group of women coming here weekly for the help and inspiration that they receive from lecturers of note.<sup>9</sup>

The Lakewood Woman's Club and the Lakewood College Club used the Library's rooms as their meeting place until 1928 when they moved to a community center on Warren Road. They continued, however, to rely on the Library and the Librarian for program and study material. This involved supplying over thirty study groups in the Woman's Club alone with bibliographic and subject material.

A part of her concept of the function of the Library's

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<sup>9</sup>Trustees, February 10, 1925.



community rooms was described by Miss Ingham when she remarked to the Trustees: "The fact that there is a central meeting place always available increases the opportunity for adult study in the community."<sup>10</sup>

The statistical record shows that 152 meetings were held in the Library in 1921, before the building was enlarged. The number rose to more than a thousand annually, with an all time high reached in 1936, when 1126 meetings took place there.

It is apparent, then, that the Library carried on the traditional and basic functions of a bibliographic, information, and lending center for printed and graphic materials in the community. It is also clear that its educational function, as conceived by the Librarian and her staff, was served by a close relationship and cooperative activities with established local and metropolitan institutions and with formal and informal community groups.

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<sup>10</sup>Trustees, February 8, 1927.

## IX. CONCLUSIONS

This study has recorded some of the data relating to the founding and development of the Lakewood Public Library in the first half of the Twentieth Century. It reveals that the founding was facilitated by the well established pattern of government for school district libraries and support from public funds authorized by the State of Ohio. A Carnegie grant served as an added impetus to the building of the Library.

The character of the Library was apparently determined to some extent by such ecological factors as the suburban nature of the community, one of a complex of units clustering about and forming the metropolis of Cleveland. It was also influenced locally by such cultural factors as the value systems of the early pioneers and later settlers and residents in the area. Its development was closely correlated with the economic and population growth experienced by the region and the expansion of other social institutions, such as the public school system.

Certain changes in the Library's form of government and source of financial support were encouraged or enforced by the State legislature during this period. A Board of Trustees, appointed by the local Board of Education replaced the earlier form of government and concentrated the policy making and administrative functions in a body of laymen especially

selected for this purpose. A change in the source of its operating funds from the real property to the classified property tax broadened the clientele of the Library from school district residents to county residents and transferred control of the operating revenue from the local to the county level.

The Library conformed to the contemporary tradition of the American public library by functioning as a free bibliographic, information, and lending center for printed and graphic material in the community. Its holdings consisted mainly of a general collection adapted to the needs of different age and interest groups in a residential area.

In the twenty-five year span from the purchase of a site in 1913 to the close of this history in 1938, the Main Library was built and later more than doubled in size and Madison Branch was established. In cooperation with the local Board of Education, ten school branches and stations were in operation in 1938. The book holdings increased eight fold, compared with the original collection.

Differentiation of staff function and specialization developed gradually during these twenty-five years. The staff was relatively homogeneous in certain respects. Most members had long established relationships in the community and a common background in professional education and experience obtained in the Library School of Western Reserve University and in the Cleveland Public Library system.

The concept of the public library as an educational institution, which the Librarian held and shared with the Trustees and the staff, and her expressed objective of increasing learning opportunities for all the people in the community led to library initiated programs for both juveniles and adults in the community. It also fostered a pattern of close relationship with other institutions having educational goals, such as the public and private schools, museums, etc., and with a variety of formal and informal groups whose aims were described as civic, cultural and educational.

The personal influence of Miss Roena A. Ingham, who was Librarian of the Lakewood Public Library from 1915 to 1938, may be traced throughout this period.

## APPENDIX I

### LETTER OF D. G. JAEGER TO THE CARNEGIE CORPORATION

January 20, 1914

The Carnegie Corporation,  
576 Fifth Avenue,  
New York.

Gentlemen:-

In re application of the Board of Education of the City School District of Lakewood, Ohio, to the Carnegie Corporation, for a public library building:

The Board of Education of the City of Lakewood, Ohio, under section 7631 of the Ohio General Code is empowered to establish a public library, asks your financial assistance to the extent of supplying the building for same and respectfully submits for your consideration the following information:

1. Lakewood. The City of Lakewood is a suburb of and adjacent to the City of Cleveland. West 117th Street is the boundary line separating the two municipalities. It is a community of homes, with a permanent, progressive citizenship, the largest part of which earns its living in the City of Cleveland. It covers a territory of  $7\frac{1}{2}$  square miles, within which area there is no library to which the public has access.

#### 2. Population

Census of 1910	15181
Census of 1900	3355
Actual increase	11826
Rate of increase	352%
School Census 1913	4431 school children

In the decade 1900-1910, Lakewood led all Ohio municipalities in its rate of increase. There is a tremendous influx each year and the Board of Education has difficulty in supplying school buildings.

A conservative estimate of the present population is between twenty and twenty-five thousand.

3. Building site. Detroit Street is the main thoroughfare extending East and West, and intersects Warren Road, extending North and South, in about the center of the city. In 1913 the Board of Education purchased for library purposes a tract of land South of Detroit Street, immediately North of the High School, with a frontage on Warren Road of 165 feet and a depth of 400 feet, and paid for the same the sum of \$6,600 or \$40.00 per front foot. This tract, however, does not front on Detroit Street, and it seems to be the consensus of opinion that the library should. Also that it should be as near the center of the city as possible. The Board of Education therefore contemplates using the above tract for school instead of library purposes, and it is at the present time considering library sites located on Detroit Street. It has an option on one tract with a frontage 107.7 feet on Detroit Street and 200 feet on Manor Park Road. This site can be purchased for \$5,000.00. Should more land be desired it can be had North of said tract, with a frontage on Manor Park Road of 80 feet, for the further sum of \$1,600.00, making a total of \$6,600.00.

4. Maintenance. In addition to having \$6,600.00 invested in a site, the Board of Education has at the present time available for library purposes the sum of \$4,959.43. The tax duplicate during the past year was \$24,787,105.00, and the Board of Education has asked for a levy in such amount, based on said duplicate, as to assure the maintenance of the library.

5. Remarks. If successful in its efforts to establish a public library, the Board of Education desires to have it operated under the supervision of Mr. William H. Brett, librarian of the City of Cleveland and efforts are being made to have the legislature of the State of Ohio now in session enact laws which will enable the Library Board of the City of Cleveland to enter into a contract with the Board of Lakewood providing for operation.

A rough sketch, showing the present and one of the proposed library site, is enclosed herewith.

We shall be glad to furnish you with any further information you may desire.

Respectfully submitted,

(Signed) The Board of Education of  
the City of Cleveland

by D. G. Jaeger,  
President

Source: Board of Education of the School District of the City of Lakewood. "Official Proceedings," January 27, 1914, pp. 448-449.

APPENDIX II

LETTER OF JAMES BERTRAM, SECRETARY OF THE CARNEGIE CORPORATION,  
TO D. G. JAEGER

Carnegie Corporation of New York  
576 Fifth Avenue  
New York

James Bertram  
Secretary

January 31st, 1914

Mr. D. G. Jaeger, President  
The Board of Education  
Lakewood, Ohio

Dear Sir:

Responding to your communication on behalf of Lakewood, Ohio, if the city agree by resolution of Councils to maintain a Free Public Library at a cost of not less than Four Thousand Dollars (\$4,000) a year, and provides a suitable site for the building, Carnegie Corporation of New York will be glad to give Forty Thousand Dollars (\$40,000) to erect a Free Public Library Building for Lakewood, Ohio.

It should be noted that the amount indicated is to cover the cost of the Library Building complete, ready for occupancy and for the purpose intended.

Before any expenditure on building is incurred, the approval of proposed plans by Carnegie Corporation of New York should be secured, to obtain which please send sketch plans for inspection.

Very truly yours,

Carnegie Corporation of New York

By (signed) Jas. Bertram  
Secretary

P. S. This cancels and takes the place of promise of Fifteen Thousand Dollars (\$15,000) dated May 26, 1907.

(signed) J. B.

Enclosures: Notes on Library Bilding.

Source: Board of Education of the School District of the City of Lakewood. "Official Proceedings," February 10, 1914, p. 465.

Note: The spelling in this letter is that which appears in the original letter under the Carnegie Corporation letterhead.



### APPENDIX III

#### RESOLUTION PROVIDING FOR A BOARD OF LIBRARY TRUSTEES

Whereas the Board of Education of the City School District of the City of Lakewood, State of Ohio, has heretofore established a public library in the City of Lakewood, State of Ohio, free to all the inhabitants thereof, and

Whereas said Board of Education now desires to provide for the management of such library by a Board of Trustees to be elected as herein provided, therefore,

Be It Resolved by the Board of Education of the City School District of the City of Lakewood, State of Ohio:

Section 1. That this Board of Education shall elect on this date a Board of Library Trustees to consist of seven members who must be residents of the School District, and no one of whom has been for a year previous to his election a member or officer of the Board of Education,

Section 2. That the term of office of such Board of Library Trustees shall be seven years, and at the first election the terms must be such that one member retires each year.

Section 3. That the members of said Board of Library Trustees shall serve without compensation, and must serve until their successors are elected and qualified.

Section 4. Said Library Trustees shall be nominated by members of the Board of Education for each term, and shall be elected by a majority vote of said members and, upon their election, shall have the powers and duties conferred and imposed by the Laws of the State of Ohio and from after the 20th day of September, A. D. 1921, such Board of Library Trustees shall have the management and control of the Library heretofore established, and its branches, by the Board of Education in the City School District of the City of Lakewood, and known as the Lakewood Public Library.

Source: Board of Education of the School District of the City of Lakewood. "Official Proceedings," September 12, 1921, pp. 469-470.

#### APPENDIX IV

##### MEMORANDUM OF WORKING AGREEMENT BETWEEN THE BOARD OF EDUCATION AND THE BOARD OF LIBRARY TRUSTEES REGARDING THE ADMINISTRATION OF LIBRARIES IN THE JUNIOR HIGH SCHOOLS OF LAKEWOOD, OHIO

1. The Libraries in Junior High Schools are to be administered as branches of the Lakewood Public Library. The definite needs of the Junior High Schools will be the first consideration. Work with other grades and with the adult public to be undertaken only with the approval of the Board of Education, when in the opinion of the Principal of the School, and the Public Librarian, such demands can be met without curtailing the work actually in hand.

2. Librarian. The Librarian and such assistants as are necessary are to be appointed by the Board of Library Trustees on the recommendation of the Librarian, such appointments to be approved by the Superintendent of Schools and confirmed by the Board of Education.

The Librarian and assistants are to be paid by the Board of Library Trustees from the Library Funds, and the Board of Education is to reimburse such funds for half of the amount paid for service during the school year.

The educational requirements of the Librarian in charge shall be equal, as nearly as possible, to the require-

ments of the English teachers in the same schools. She will rank as a member of the faculty.

3. Assistants. The number of assistants shall be determined by both boards, on recommendation of the Principal of the School and the Librarian. At the opening of the School there shall be one Librarian and necessary page service.

4. Equipment. Permanent equipment, such as shelving, desk, tables, filing cases, etc., are to be furnished by the Board of Education, the same to be selected with the approval of the Public Librarian. All equipment furnished by the Board of Education shall be the property of the Board of Education. All equipment furnished by the Board of Library Trustees shall be the property of the Library.

Room, heat, light, janitor service are to be provided by the Board of Education.

The Library room shall be used primarily for library purposes, but in cases of emergency it shall be subject to the demands of the school Principal for temporary use for school purposes.

5. Supplies. All printed supplies uniform with those used by the Library shall be supplied by the Library. Those uniform with the supplies of the Board of Education shall be furnished by the Board of Education. All supplies for book ordering, accessioning, cataloging, etc., are to be furnished by the Library, but permanent catalog equipment shall be the property of the Board of Education.

6. Book Selection. The choice of books, periodicals, etc., is to be based on the requirements of the course of study, recommendations to be made to the Librarian, approved by the Principal of the School, and the Public Librarian, and referred to the Committee on Educational Matters of the Board of Education for ratification.

a. A budget for book buying will be made from both Library and School Funds, which will be expended in the following manner.

b. Books based on curriculum requirements and all reference books are to be purchased by the Board of Education.

c. Extra-curriculum books are to be purchased by the Board of Library Trustees. General collections of books circulated for home use, and books to be used temporarily are to be supplied by the Library.

d. All books, when received, are to be prepared for the shelves by the Public Library Staff.

e. Magazines, periodicals, and newspapers subscribed for solely for the benefit of the teachers and school children at the request of the Principal of the School, are to be paid for by the Board of Education.

f. Other magazines are to be subscribed to by the Board of Library Trustees.

g. Picture collections, lantern slides, phonograph records, etc., are to be provided by the Board of Education, but are to be cared for by the School Librarian.

7. Book Buying. Except for books needed in emergencies, lists of books for purchase are to be submitted to the Librarian of the Public Library and purchased by her in regular routine.

8. Cataloging. The catalog is to be uniform with that of the Public Library, the work being done by the Public Library, the catalog to be the property of the Board of Education.

9. Mending and Rebinding of Books. The cost of repairing and rebinding of books, etc., will be paid from the funds of whichever Board has the title to the books to be repaired or rebound.

10. Financial. Money received from fines, etc., is to be paid into the Contingent Fund of the Board of Education. Remittance is to be made to the Treasurer of the Board of Education, at least as often as once a month.

11. Routine. The routine of the School Library is to conform as far as possible to branch routine of the Public Library. Where, in the opinion of the Principal of the School, the best interests of the School require variations, these shall be decided upon by the Librarian with the approval of the Public Librarian.

12. Amendment and Cancellation. This memorandum of working arrangement shall be subject to revision, and amendment or modification upon action of both Boards, and subject to cancellation by action of either Board.

## APPENDIX V

### LIST OF TRUSTEES OF THE LAKEWOOD PUBLIC LIBRARY

1921 - 1938

Mrs. H. A. Byrnes .....	1921 - 1938*
Mrs. L. A. Corlett .....	1921 - 1936
J. S. Crider .....	1930 - 1938*
Mrs. A. N. Dawson .....	1921 - 1931
Mrs. C. B. Delano .....	1935 - 1938*
Charles C. Dibble .....	1921 - 1933
Wm. H. Forbes .....	1923 - 1930
H. E. Hackenberg .....	1921 - 1923
Judge Joy Seth Hurd .....	1937 - 1938*
D. G. Jaeger .....	1921 - 1930
Edward W. Leeper .....	1932 - 1935
Isaac S. Metcalf .....	1930 - 1938*
Anthony Poss .....	1931 - 1938*
Mrs. W. E. Roberts .....	1931 - 1935
George H. Thorne .....	1935 - 1938*
Judge Willis Vickery .....	1921 - 1932

\*These Trustees continued in office after 1938.

Source: Lakewood Public Library, Board of Library Trustees. "Official Proceedings", 1921 - 1938.

# APPENDIX VI

## CIRCULATION, LAKEWOOD PUBLIC LIBRARY, 1916 - 1938

<u>Year</u>	<u>Number of volumes Circulated</u>
1916 .....	93,824
1917 .....	153,596
1918 .....	148,907
1919 .....	176,956
1920 .....	198,024
1921 .....	263,364
1922 .....	300,292
1923 .....	318,555
1924 .....	356,592
1925 .....	379,296
1926 .....	416,378
1927 .....	440,203
1928 .....	456,400
1929 .....	475,725
1930 .....	502,920
1931 .....	576,134
1932 .....	610,661
1933 .....	602,824
1934 .....	554,749
1935 .....	551,569



1936 .....	519,321
1937 .....	485,350
1938 .....	517,803

Source: Lakewood Public Library, Board of Library  
Trustees. "Official Proceedings", 1921 - 1938.

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