

APRIL 30, 1954

SUBJECT: Annual Report for 1953/1954

TO : Board of Trustees, Public Library, St. Joseph, Missouri

FROM : James D. Meeks, Library Director

Submitted herewith the Annual Report for the year 1953/1954

1. STATISTICS
2. PHYSICAL IMPROVEMENTS AND SERVICES
3. BUDGET
4. PUBLIC RELATIONS
5. TRUSTEES
6. PERSONNEL
7. GIFTS
8. RECOMMENDATIONS

## ANNUAL REPORT--1953/1954

## PUBLIC LIBRARY

## 1. STATISTICS

## CIRCULATION REPORT

## ADULT FICTION

✓ Central.....	78,335	
✓ C. B.....	9,608	
✓ W. P.....	<u>10,813</u>	
Total	98,756	98,756

## ADULT NON-FICTION....

✓ Central.....	27,871	
✓ C. B.....	2,691	
✓ W. P.....	<u>2,733</u>	
Total	33,295	33,295

## PERIODICALS

✓ Central.....	1,586	
✓ C. B.....	431	
✓ W. P.....	<u>676</u>	
Total	2,693	2,693

PHONOGRAPH RECORDS...(5 months).....	641
FRAMED PICTURES...(for month of April..1954).....	13
JUVENILE BOOKS	

Central.....	58,444	
C. B.....	16,474	
W. P.....	<u>15,095</u>	
Total	90,013	90,013

SCHOOL CIRCULATION.....	82,722
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## INTERLIBRARY LOAN

Borrowed .....	76 books	
	11 magazines	
Loaned.....	10 books	
	<u>2 microfilms</u>	
Total loaned	12	12

TOTAL CIRCULATION	308,145
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## ANNUAL REPORT--1953/1954

## PUBLIC LIBRARY

## 1. STATISTICS--Continued

## REGISTERED BORROWERS

## Borrowers cards in force April 30, 1953

Central Adult	8,252
Central Juvenile	4,452
C. B.	1,795
W. P.	1,615
Total	<u>16,114</u>

Borrowers cards added April 30, 1953-April 30,  
1954

Central Adult	2,739
Central Juvenile	1,780
C. B.	484
W. P.	613
Total	<u>5,616</u>

Borrowers cards expired April 30, 1953-April 30,  
1954

Central Adult	3,035
Central Juvenile	1,627
C. B.	605
W. P.	575
Total	<u>5,842</u>

## Borrowers cards in force April 30, 1954

Central Adult	7,956
Central Juvenile	4,605
C. B.	1,674
W. P.	1,653
Total	<u>15,888</u>

## ANNUAL REPORT--1953/1954

## PUBLIC LIBRARY

## 1. STATISTICS--Continued

## COMPARATIVE STATISTICS

## CIRCULATION:

	Central Adult	Central Juvenile	Carnegie Branch	Washington Park	Schools	Total
1935/1936	186,066	52,873	75,236	76,568	59,909	450,652
1936/1937	159,370	45,313	62,878	66,112	51,601	385,274
1937/1938	163,157	44,300	65,681	72,047	52,835	398,020
1938/1939	180,178	40,573	69,741	79,403	59,548	435,443
1939/1940	184,666	46,486	72,847	78,641	61,110	443,750
1940/1941	183,440	45,070	71,779	76,977	63,689	440,955
1941/1942	164,827	40,829	62,884	69,873	61,275	399,398
1942/1943	134,662	35,836	55,067	53,583	60,342	339,490
1943/1944	117,510	37,080	41,335	43,836	57,038	296,799
1944/1945	123,562	42,591	38,206	40,554	57,931	302,841
1945/1946	127,965	46,669	38,418	37,783	61,797	312,632
1946/1947	135,197	47,253	37,742	40,939	62,267	323,398
1947/1948	129,900	46,683	33,961	35,157	63,275	308,976
1948/1949	123,264	45,553	37,260	35,442	67,028	308,547
1949/1950	128,573	48,183	37,230	35,452	71,157	320,595
1950/1951	120,710	49,627	33,107	37,463	78,413	319,320
1951/1952	117,270	51,432	33,854	33,998	85,336	321,890
1952/1953	107,534	52,306	28,270	29,952	83,444	301,506
1953/1954	108,458	58,444	29,204	29,317	82,722	308,145

54-55

55-56

56-57

57-58

58-59

59-60

60-61

61-62

62-63

1964-65

1965-66

1966-67

1967-68

1968-69

1963-64

440 380

442,599

434,053

455 854

Total circ 464,407

468,465

343 632

348 523

326 644

367 162

375 485

404 043

419 276

410 181

413 845

431 177

## ANNUAL REPORT--1953/1954

## PUBLIC LIBRARY

## 1. STATISTICS--Continued

## BOOK STATISTICS

## SUMMARY OF TOTAL VOLUMES IN LIBRARY

Central Adult	81,212
Central Juvenile	19,856
Carnegie Branch	16,372
Washington Park Branch	20,158
Wyatt Park Branch	2,786
South Park Branch	1,067
Total	<u>141,451</u>

## Total Volumes:

Adult	110,905
Juvenile	<u>30,546</u>
Total	141,451

<u>Additions</u>		<u>Withdrawals</u>		<u>Gain</u>	<u>Loss</u>
Central		Central			
Adult	2,995	Adult	6,220		3,225
Juvenile	667	Juv.	703		36
Schools	646	Schools	529	117	
Carnegie Branch	782	C. B.	1,353		571
Washington Park	395	W. P.	287	108	
Wyatt Park		Wy. P.	68		68
South Park		S. P.	48		48
Total	5,485	Total	9,208	225	<u>3,948</u>

## Total Additions:

## Total Withdrawals:

Adult	3,660	Adult	7,726
Juv.	<u>1,825</u>	Juv.	<u>1,482</u>
Total	5,485	Total	9,208

Net Loss 3,723

NUMBER OF RECORDS IN THE ALTRUSA MEMORIAL COLLECTION  
ALBUMS 123

## SUBSCRIPTIONS

Periodicals and newspapers having paid subscriptions	278
Periodicals and newspapers that are gifts	130

ANNUAL REPORT--1953/1954

PUBLIC LIBRARY

2. PHYSICAL IMPROVEMENTS AND SERVICES

MAIN LIBRARY

Sign placed on the southeast corner of library building at 10th and Felix Streets "Public Library"

Use of Plasti-Kleer book jackets on new books

Venetian blinds placed on windows in stacks, workrooms, office and reading rooms

Building rewired and new fixtures installed in office and lobby

New circulation desk

New card catalog

Shelving added to office and library

Clocks placed in reference room and lobby

Staff room moved and enlarged

Sign for Children's Room

Reserve system reestablished

Microfilming of all newspapers completed

Three lounge chairs placed in main lobby

Young Adult department established

Rental collection established

Reference department painted and six new chairs added

200 new telephone directories added to collection

Pocket book collection enlarged

Newspaper and periodical racks changed

Restoration of Mobidoux's portrait and the landscape paintings in the Reference Room

New front doors installed by School Board

New floors in lobby, Toothaker room, Art Room

Air conditioning equipment added in Toothaker Room and Art Room

ANNUAL REPORT--1953/ 1954

PUBLIC LIBRARY

2. PHYSICAL IMPROVEMENTS AND SERVICES-Continued

CARNEGIE BRANCH

Front steps repaired

Assembly room painted and redecorated

WASHINGTON PARK

New shelving added



## ANNUAL REPORT--1953/1954

## PUBLIC LIBRARY

## 3. BUDGET

## GENERAL ACCOUNT

1953 - 1954

RECEIPTS

City Apportionment

\$78,600.00

EXPENDITURES BY CITY TREASURER'S WARRANTS

	<u>CENTRAL LIBRARY</u>	<u>CARNEGIE BRANCH</u>	<u>WASHINGTON PARK BRANCH</u>	<u>TOTAL</u>
Books	\$ 5,177.85	\$ 754.85	\$ 257.23	\$ 6,189.93
Periodicals	1,054.51	103.60	167.57	1,325.68
Salaries - Staff	49,720.98	3,259.75	3,198.75	56,179.48
Salaries - Custodian	2,414.78	1,800.00	1,715.00	5,929.78
Binding	632.78			632.78
Microfilming	1,701.37			1,701.37
Rent	1,311.96			1,311.96
Heat		346.29	437.27	783.56
Insurance	201.30			201.30
Printing & Stationery	201.74	24.54	85.12	311.40
Repairs	468.35	287.60	4.94	760.89
Telephone	509.76	141.69	126.50	777.95
Electricity	944.44			944.44
Catalog Cards	228.75			228.75
Supplies	635.11	50.20		685.31
Water		11.87	13.20	25.07
Equipment	802.49	34.36	44.94	881.79
Miscellaneous	<u>255.48</u>	<u>      </u>	<u>      </u>	<u>255.48</u>
Total	\$66,261.65	\$6,814.75	\$6,050.52	\$79,126.92

\$526.92 allotted over \$78,600.00



## ANNUAL REPORT--1953/1954

## PUBLIC LIBRARY

## 3. BUDGET--Continued

## CASH RESERVE FUND

1953 - 1954.

RECEIPTS

Petty cash in hands of Librarian April 16, 1953	\$ 75.00
Brought forward in hands of Treasurer April 16, 1953	.50
Received from penalties	3,300.61
Received from rentals	321.87
Received from miscellaneous: gifts, fees, lost books, lost cards, sale of dup. periodicals, scrap metal, etc.	2,577.34
	<u>\$6,275.32</u>

EXPENDITURES

## By Librarian:

Contingent funds	\$ 73.00
Postage & express	190.03
Books & periodicals	67.29
Carfare	49.96
Lost books returned	6.48
Supplies	117.38
Laundry	36.73
Repairs	66.22
Miscellaneous	411.49
	<u>\$1,018.58</u>

## By Treasurer:

Books	\$760.68
Periodicals	455.94
Special services	313.75
Supplies	529.94
Repairs	17.33
Conventions	600.00
Flowers	93.54
Equipment	1,485.60
Car Expense	400.00
Miscellaneous	524.15
	<u>5,180.93</u>

Balance in hands of Treasurer April 15, 1954

5,180.93  
.81

Balance in hands of Librarian April 15, 1954

75.00  
\$6,275.32

# ANNUAL REPORT--1953/1954

## PUBLIC LIBRARY

### 3. BUDGET--Continued

#### STATE AID FUND

1953 - 1954.

#### RECEIPTS

Brought forward in hands of Treasurer April 16, 1953	\$6,250.09
Checks from State Treasurer 1953 & 1954	<u>2,759.97</u>
	\$9,010.06

#### EXPENDITURES

Books	\$2,519.83
Periodicals	10.46
Repairs	883.35
Equipment	4,705.38
Supplies	28.80
Binding	193.45
Heat -- W. P.	87.00
Miscellaneous	<u>45.13</u>
Total	\$8,473.40

Balance on hand in the hands of the Treasurer April 15, 1954	\$ 536.66
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## ANNUAL REPORT--1953/1954

## PUBLIC LIBRARY

## 3. BUDGET--Continued

## TOOTHAKER FUND

1953 - 1954

RECEIPTS

Balance on hand with Treasurer May 22, 1953	\$2,329.83
From Rent of house and interest from bonds	
June 1953 - April 15, 1954	<u>4,165.00</u>
	\$6,504.83

EXPENDITURES

Books	114.98
Repairs	1,083.59
Equipment and Lights	4,863.41
Insurance	34.06
City Taxes on house	70.98
County Taxes on house	122.70
Services at Bank	<u>117.11</u>
	\$6,406.83
Balance in hands of Treasurer April 15, 1954	\$ 98.00

## ANNUAL REPORT--1953/1954

## PUBLIC LIBRARY

## 3. BUDGET--Continued

## FINANCIAL SUMMARY

1953 - 1954.

RECEIPTS

City Apportionment	\$ 79,126.92
Cash Reserve Fund	6,275.34
State Aid Fund	9,010.06
Toothaker Fund	6,504.83
	<u>\$ 100,917.15</u>

EXPENDITURES

Books	\$ 9,585.42 ✓✓
Periodicals	1,792.08 ✓✓
Microfilming	1,701.37 ✓✓
Binding	826.23 ✓✓
Salaries - Staff	56,179.78 ✓✓
Salaries - Custodians	5,929.78 ✓✓
Taxes - County & City	193.68 ✓✓
Car Expenses for J. D. Meeks	400.00 ✓✓
Bank Services	117.11 ✓✓
Rent	1,311.96 ✓✓
Heat	870.56 ✓✓
Insurance	235.36 ✓✓
Printing & Stationery	311.40 ✓✓
Telephone Services	777.65 ✓✓
Electricity	944.44 ✓✓
Catalog Cards	228.75 ✓✓
Repairs	2,730.35 ✓✓
Supplies	1,244.05 ✓✓
Equipment	12,137.18 ✓✓
Special Services	313.75 ✓✓
Travel	600.00 ✓✓
Miscellaneous: Christmas dec., flowers, dues, laundry, cont. funds, etc.	832.20 ✓✓
Incidental Expenses: Postage, carfare, etc.	1,018.58 ✓✓
Balance in hands of Treasurer April 15, 1954 Cash Reserve	.81
Balance in hands of Treasurer April 15, 1954 State Aid	536.66
Balance in hands of Treasurer April 15, 1954 Toothaker Fund	<u>98.00</u>
	<u>\$ 100,917.15</u>



# ANNUAL REPORT--1953/1954

## PUBLIC LIBRARY

### 3. BUDGET--Continued

#### COMPARATIVE BUDGETS

1935/1936	\$36,991.42
1936/1937	\$42,000.00
1937/1938	\$45,000.00
1938/1939	\$45,000.00
1939/1940	\$45,000.00
1940/1941	\$45,000.00
1941/1942	\$44,000.00
1942/1943	\$40,000.00
1943/1944	\$40,000.00
1944/1945	\$40,000.00
1945/1946	\$42,500.00
1946/1947	\$46,800.00
1947/1948	\$52,000.00
1948/1949	\$59,000.00
1949/1950	\$59,000.00
1950/1951	\$65,000.00
1951/1952	\$78,000.00
1952/1953	\$78,000.00
1953/1954	\$79,126.92

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PUBLIC LIBRARY

4. PUBLIC RELATIONS

SPEECHES BY LIBRARIAN

Sept. 27, 1953

Y. W. C. A. - Book review of "Too Late the Phalarope"  
by Alan Paton

Oct. 5, 1953

Runcie Club - "Services of Your Public Library"

Oct. 28, 1953

Twentieth Century Club - "What Your Library Does For You"

Nov. 2, 1953

St. Joseph Ministerial Alliance at the Y. M. C. A. -  
"The Public Library"

Nov. 11, 1953

Elementary School Principals meeting at the  
Everett School - "Your Public Library"

Nov. 13, 1953

Westminster Presbyterian Church, Men's Club -  
"Hobbies"

Nov. 17, 1953

Benton High School Y-Teens - "Reading in your Life"

Dec. 5, 1953

Pen Women - "Trends in Reading and Publishing"

Jan. 11, 1954

Junior League at the Y. W. C. A. - "Services of  
Your Public Library"

Jan. 21, 1954

Phi Theta Kappa - Book review of White's "Second  
Tree from the Corner"

Feb. 9, 1954

Noyes Parent Teacher Association - "Better Books for  
your Children"

ANNUAL REPORT--1953/1954

PUBLIC LIBRARY

4. PUBLIC RELATIONS-Continued

SPEECHES BY LIBRARIAN-continued

Feb. 22, 1954

Daughters of the American Revolution at the  
Y. W. C. A. - "America in Books"

Feb. 24, 1954

Musser Parent Teacher Association - "How to  
Improve Your Children's Reading"

Feb. 28, 1954

Women's Division of the Chamber of Commerce at  
the Hax Art Center - "Recent and Readable"

Mar. 4, 1954

Women's Business and Professional Club at the  
Westminster Presbyterian Church - Book  
review of "Too Late the Phalarope" by Paton

Mar. 9, 1954

Hall Parent Teacher Association - "How to Select  
the Best Books for Your Children"

Mar. 10, 1954

Buchanan County Medical Auxiliary - "The Doctor  
in Fiction"

Mar. 12, 1954

Wyatt Park Christian Church - "Hobbies"

Mar. 17, 1954

American Association of University Women - panel  
discussion on adult education

Mar. 18, 1954

South Park Parent Teacher Association - late books  
of interest to parents and teachers

April 6, 1954

Central High School Teachers Association - "The  
Teacher and the Library"

ANNUAL REPORT--1953/1954

PUBLIC LIBRARY

4. PUBLIC RELATIONS-Continued

SPEECHES BY LIBRARIAN-Continued

April 15, 1954

Lions Club - "Your Public Library"

April 25, 1954

Temple Adath Joseph's Young People's Group -  
Review of "God's Country and Mine", by Barzun

SPEECHES BY MISS ETHEL TADLOCK

Jan. 1954

Pre-School Section, Musser P. T. A. -  
"Is Your Child Normal?"

Mar. 26, 1954

Sherwood School P. T. A. - "What the Library  
Has to Offer the Children"

SPEECHES BY MISS LORENE WALLIN

Oct. 1953

Spoke on the children's department of Carnegie  
Branch Library before all grades of the  
McKinley School  
Hosea School  
Hyde School  
St. James School

SPEECHES BY MRS. ISABEL EVANS

Oct. 21, 1953

Cathedral School P. T. A. - "New Books at the  
Library of Interest to Parents and Teachers"

April 26, 1954

Philippine Duchesne Study Club - Discussion of  
current books including "Flower of May" (O'Brien),  
"Modern Painting" (Raynal), and "Desperate  
Hours" (Hayes)

SPEECHES BY MISS ERMA PATRICK

Oct. 1953

Humboldt Student Body - distributed vacation  
reading certificates



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PUBLIC LIBRARY

4. PUBLIC RELATIONS-Continued

SPEECHES BY MISS ARMA PATRICK-Continued

Oct. 1953

St. Mary's Student Body - The Uses of the Library

Nov. 1953

Lindbergh Student Body - Books of Interest to  
Children and Young People

SPEECHES BY MRS. MARIE LIBEL

April 28, 1954

Humboldt P. T. A. - Panel discussion on the subject,  
"Matter for Young Minds"

GREAT BOOKS

The 1st Great Books Study Group started on Oct. 7, 1953. Mr. Wendell Wilson, vice-principal of Central High School, is co-leader. The group meets every two weeks with an average attendance of 20.

A 2d Great Books Study Group was started on January 12, 1954. Mr. and Mrs. E. S. Juda, Jr., are leaders.

On March 24 the two sections met with Mrs. Carolyn Benton Cockefair, head of Kansas City's great books program, to discuss "Hamlet".

STORY HOUR

The Children's Story Hour at Central Public Library was held each Saturday afternoon beginning Oct. 24, 1953 and ended Apr. 17, 1954. The average attendance was 40.

The Carnegie Branch story hours ran each Saturday from the third week in October to May 1, 1954, with an average attendance of 34.

The Washington Park story hours ran each Saturday from March 27, 1954 to Apr. 24, 1954, with an average attendance of 35.

VACATION READING CLUB

Children's Department at Central Public Library

242 certificates issued

Carnegie Branch Vacation Reading Club --49 certificates issued

Washington Park Branch Vacation Reading Club--59 certificates  
issued

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PUBLIC LIBRARY

4. PUBLIC RELATIONS--Continued

LIBRARY VISITED BY THE FOLLOWING GROUPS

CENTRAL PUBLIC LIBRARY

18 schools brought their classes and were conducted on a tour of the library. These schools included  
Gower, Mo., High School  
Troy Kans., Grade School  
Faucett, Mo., Grade School  
Cosby, Mo., Grade School  
Neely School, St. Joseph, Mo., 5th Grade

CENTRAL PUBLIC LIBRARY--CHILDREN'S DEPARTMENT

Girl Scout groups visit the library regularly

The second grade of Everett School visits the children's room one day a month. The first visit was in October of 1953. Various grades of Hall and Everett Schools have also made visits.

REFERENCE DEPARTMENT SPECIAL SERVICES

Program committees for various clubs meet in the reference room to plan their yearly programs

Special projects for high school classes are prepared and special books are placed on reserve

Total number of questions answered by the reference department from Apr. 30, 1953 to Apr. 30, 1954 is 14,225

OTHER SERVICES

Column "Your Public Library" every Sunday in the St. Joseph News-Press from April to Nov. 1953

Arrangement has been made with the Boy Scout Council for the librarian to sign certificates for Merit Badges for Reading and Bookbinding

On KRES Sunday, 12:45 P. M., ends with the statement:  
"The material used in the broadcast is to be found in the St. Joseph Public Library"

A monthly collection of books is prepared by the reference department for the Buchanan County Mental Hygiene Society that meets at the Y. W. C. A.

Special list of Catholic books prepared for the Knights of Columbus

EXHIBITS

Special exhibits have been prepared at Central Library on

Notable Books of 1952

United Nations Day in Oct., 1953

National Children's Book Week, in Nov., 1953

ANNUAL REPORT--1953/1954

PUBLIC LIBRARY

4. PUBLIC RELATIONS--Continued

EXHIBITS--Continued

Christmas books in Dec., 1953  
Notable Books of 1953  
The Lissim Art Exhibit in Jan., 1954  
Books on Lenten reading in Mar., 1954  
"How Does Your Garden Grow?" in Apr., 1954

The Pony Express Picturalists Camera Club exhibit their prize prints in the main lobby each month

300 copies of the list, "Notable Books of 1953" were mailed to potential patrons

CARNEGIE BRANCH PUBLIC RELATIONS

4 city elections held in Carnegie Branch building:

Dec. 8, 1953  
Feb. 9, 1954  
Mar. 2, 1954  
Apr. 6, 1954

March 12, 1954--Travel pictures shown by Mr. Harvey F. Krogman of the Krogman Travel Service

April 9, 1954--Travel pictures of the Holy Land shown by the Rev. Robert A. Thomas

April 19, 1954--Hobby and Craft demonstration by Mrs. Louise Sleezer of the Do It Craft Shop

WASHINGTON PARK PUBLIC RELATIONS

4 city elections held in Washington Park building:

Dec. 8, 1953  
Feb. 9, 1954  
Mar. 2, 1954  
Apr. 6, 1954

1 Parent Teacher Meeting held--Oct. 16, 1953

Junior Girl Scout Council meets once each month

3 Brownie Troops meet weekly

6 public school classes visited Washington Park including the 1st grade of Washington School, Humboldt and Lindbergh

# ANNUAL REPORT--1953/1954

## PUBLIC LIBRARY

### 5. TRUSTEES

#### BOARD OF TRUSTEES

	<u>Term expires</u>
Dr. E. B. Whitecomb	1954
Rabbi Myron M. Meyer	1954
Monsignor Leo J. Ruggle	1954
Mr. Robert G. Clayton	1955
Judge G. L. Zwick	1955
Mrs. Lawrence D. Wickham	1955
Mrs. Philip Strop	1956
Mr. Alva F. Lindsay	1956
Mr. Arthur V. Burrowes	1956

Mrs. Philip Strop.....President

Mr. Arthur V. Burrowes.....First Vice-President

Mr. Robert G. Clayton.....Second Vice-President

Rabbi Myron M. Meyer.....Treasurer

Mrs. Lawrence D. Wickham.....Secretary



## ANNUAL REPORT--1953/1954

## PUBLIC LIBRARY

## 6. PERSONNEL

James D. Meeks.....Library Director.....Apr. 16, 1953-Apr.30, 1954

Harriet Arthur.....Juv. Asst.....Sept. 1, 1953-Apr.30, 1954

Ernie Bellis.....Custodian, W. P.....Apr. 16, 1953-Feb. 6, 1954

Violet Brown.....Ref. Asst.....Apr. 16, 1953-June 20, 1953

Arthur F. Burrell..Custodian, C. B.....Apr. 16, 1953-Apr. 30, 1954

Grace Denton.....Page, Ref. Dept.....Sept. 1, 1953-Apr. 30, 1954

George Thomas Eblen..Page, Circ. Dept.....Nov. 30, 1953-Apr. 30, 1954

Isabel Evans.....Ref. Libn.....Apr. 16, 1953-Apr.30, 1954

Elda Floyd.....Branch Libn., C. B.....Apr. 16, 1953-Aug. 31, 1953  
Ref. Asst., Main.....Sept. 1, 1953-Apr. 30, 1954

Elizabeth Gleason..Circ. Asst.....Apr. 16, 1953-Apr. 30, 1954

Bryan Hatfield.....Page, Circ. Dept.....Apr. 16, 1953-Apr. 30, 1954

Orlando Hazley.....Custodian, Main.....Aug. 1, 1953-Aug. 31, 1953

Orville C. Hazley..Custodian, Main.....June 1, 1953-July 31, 1953

Mary Ann Heuertz...Page, Circ. Dept.....Apr. 16, 1953-Aug. 29, 1953

Mary Alta Hopkins..Page, W. P.....Nov. 2, 1953-Apr. 30, 1954

Verna Howard.....Page, Juv.....Apr. 16, 1953-Apr. 30, 1954

Mabel Hull.....Acquisition Libn.....Apr. 16, 1953-Apr. 30, 1954

Gladys Keys.....Circ. Libn.....Apr. 16, 1953-Apr. 30, 1954

Shirley Kohnke.....Page, W. P.....Apr. 16, 1953-May 15, 1953

Marie Libel...Circ. Asst. & Y.A. Libn.....Apr. 16, 1953-Apr. 30, 1954

Gale Logan.....Juv. Asst.....Apr. 16, 1953-Apr. 30, 1954

Rose McNeill.....Branch Libn., W. P.....Apr. 16, 1953-Aug. 31, 1953  
Circ. Asst., Main.....Sept. 1, 1953-Apr. 30, 1954

Audrey Manion.....Page, Ref. Dept.....Apr. 16, 1953-Aug. 31, 1953

Beverly Martin.....Page, C. B.....Apr. 16, 1953-Apr. 30, 1954

Mary Miller.....Secretary.....Apr. 16, 1953-Apr.30, 1954

Elizabeth Myers....Acquisition Asst.....Apr. 16, 1953-Apr.30, 1954

# ANNUAL REPORT--1953/1954

## PUBLIC LIBRARY

### 6. PERSONNEL-continued

Dennis O'Connor.....	Custodian, Main.....	Apr. 22, 1954-Apr. 30, 1954
Erma Patrick.....	Juv. Asst.....	Apr. 16, 1953-Aug. 31, 1953
	Branch Libn., W. P.	Sept. 1, 1953-Apr. 30, 1954
Josephine Plummer....	Juv. Asst.....	Apr. 16, 1953-Apr. 30, 1954
Elsie Poage.....	Ref. Asst.....	Apr. 16, 1953-Apr. 30, 1954
Esther Ray.....	Acquisition Asst. & Music Libn.	Apr. 16, 1953-Apr. 30, 1954
Winona Rose.....	Juv. Asst.....	Apr. 16, 1953-Apr. 30, 1954
Susan Stams.....	Page, W. P.....	May 18, 1953-Oct. 31, 1953
Ethel Tadlock.....	Juv. Libn.....	Apr. 16, 1953-Apr. 30, 1954
Wade Thuston.....	Custodian, Main.....	Feb. 16, 1954-Apr. 22, 1954
Mok Tokka.....	Page, Circ. Dept.....	Sept. 1, 1953-Apr. 30, 1954
Pat Tunnell.....	Page, Juv. Dept.....	June 22, 1953-Apr. 30, 1954
Wayman Waldron.....	Custodian, Main ,.....	Apr. 16, 1953-Feb. 15, 1954
	Custodian, W. P.	Feb. 16, 1954-Apr. 30, 1954
Lorene Wallin.....	Juv. Asst.....	Apr. 16, 1953-Aug. 31, 1953
	Branch Libn., C. B.	Sept. 1, 1953-Apr. 30, 1954
Sue Walter.....	Page, Acquisitions.....	Apr. 16, 1953-Apr. 30, 1954
Mary Webster.....	Page, Circ. Dept.....	Apr. 16, 1953-May 30, 1953

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6. PERSONNEL-Continued

PROFESSIONAL ACTIVITIES

James Meeks, Librarian, attended the Regional Conference of the Missouri Library Association at Moberly in April, 1953.

Mr. Meeks attended the ALA Conference in Los Angeles in June, 1953.

In October, 1953, the following members of the staff attended the Missouri Library Association meeting in Kansas City: James Meeks, Miss Mabel Hull, Miss Esther Ray, Miss Gladys Keys, Miss Lorene Wallin, Miss Erma Patrick, Miss Ethel Tadlock, Miss Gale Logan, Mrs. Marie Libel, and Mrs. Isabel Evans.

Mr. Meeks attended an American Library Association Conference in Chicago, Feb. 2 to 6, 1954.

Mr. Meeks was a member of the panel discussion entitled "How Free is Your Library and Your Librarian?" in a regional conference of the trustees and citizens division of the Missouri Library Association in Chillicothe, Mo., on April 20, 1954.

The college and university division of the Missouri Library Association spring meeting at Kirksville, Mo., April 24, 1954, was attended by Mrs. Elizabeth Myers and Mrs. Elsie Poage of the Central Library Staff.

The following staff members have Missouri State Life Certificates:

James Meeks  
Miss Mabel Hull  
Miss Gladys Keys  
Miss Ethel Tadlock  
Miss Esther Ray  
Miss Erma Patrick  
Miss Elda Floyd  
Mrs. Rose McNeill

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### 7. GIFTS

#### GIFT BOOKS AND MAGAZINES

Mr. W. Webb Wheeler, Jr.....ARTISTS AND ILLUSTRATORS OF  
THE OLD WEST, 1850-1900, by Taft  
PLAINS AND THE ROCKIES, by Wagner  
In memory of Mr. W. Webb Wheeler, Jr...  
PORTRAIT OF THE OLD WEST, by  
McCracken  
Mr. Frank Cooper.....THE CHEMICAL INDUSTRY FACTS BOOK,  
by the Manufacturing Chemists  
Association  
Miss Dorothy Jones.....Books  
Mrs. W. E. Daeschner.....Books  
Mrs. Naome S. Suesens.....Books  
B'nai B'rith Lodge No. 73, St. Joseph.....Books  
Mr. Albert B. Donworth.....WHY COLUMBUS SAILED, by Donworth  
Mrs. Stella Mays.....Magazines  
Mr. Robert E. Taylor.....LIBRARY OF PRACTICAL ELECTRICITY  
Mrs. Harry Bernard.....THE CHAUTAUQUAN  
Mr. Frank S. Poppelwell.....Medical books  
Mrs. Hamilton Murphy.....Pocket books  
Mr. William N. Wolfe.....Books (donated to Carnegie Branch)  
Mr. George Berchek.....Books  
Mrs. J. Edwards.....PEOPLE AGAINST O'HARA, by Lipsky  
Miss Gertrude Seleeman.....Books  
Mr. G. Kendrick.....UNICORN BOOK OF 1952  
St. Joseph Clearing House Association....Subscription to BANKING  
for the Main Library, Carnegie  
Branch & Washington Park  
Mrs. John Borgman.....RENO CRESCENT, by Zola Ross  
Mrs. Arthur Redmond.....Pocket books  
Rt. Rev. James P. Brady.....THE WAY TO EMMAUS, by O'Brien  
Dr. and Mrs. A. R. Harold.....Periodicals and newspapers  
Mrs. U. Valaria Armstrong.....Books  
Mr. Herbert Brahinsky.....Pocket books  
Mrs. Harriet Moore.....Pocket books  
Miss Cecil Crawford.....PERSONAL MEMOIRS OF U. S. GRANT,  
in 2 volumes  
Miss Olga Mueller.....Book on German poetry  
Girl Scout Association, St. Joseph.....GIRL SCOUT HANDBOOK  
Mrs. Earl K. Roberts.....Pocket books  
Mr. Paul R. Shanahan.....DIRECTORY AND INTERESTING FACTS  
of KANSAS  
Sgt. Harry A. Boehnlein.....Pocket books  
Mrs. Dolly Ibsen.....Pocket books  
Mrs. V. G. Schmidt.....School books and magazines  
Mr. W. Eben Smith.....Book on Missouri history  
Mr. W. Ritchey.....Pocket books  
Mrs. A. L. Moseley.....EBONY MAGAZINE AND Pocket books  
Mr. Ben Lyon.....Pocket books

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### 7. GIFTS--Continued

#### GIFT BOOKS AND MAGAZINES--Continued

Mrs. Agnes Dressman.....	Pocket books
Mr. Fred W. Farris.....	Eight fiction books
Mr. Frederick Westfall.....	Pocket books
Mrs. R. R. Smithers.....	ROAD TO PARADISE, by Owen
Miss Hazel Blackwell.....	Books
Mr. Earl N. Story.....	Pocket books
Miss Jane Pinder.....	INTERPRETATION OF JOHN, by Clymer
Mr. Bartlett Boder.....	ANTOINE ROBIDOUX, by Wallace
Carrier Corporation.....	FATHER OF AIR CONDITIONING, by Ingels
Mr. A. W. Schaeffer.....	IRON ROAD TO EMPIRE, by Hays
Mrs. O. F. Roth and the United Church Women of America....	the magazine "Church Woman"
Mrs. Anna G. Thomber.....	Books
Mr. Carl Castel.....	Manuscript of a song THE WANDERER composed by him with the words by Eugene Field
Dr. Jacob Kulowski.....	Medical books
Mr. and Mrs. Terence Fee.....	Copies of old newspapers including the ST. JOSEPH GAZETTE of 1845
James A. Bennett & Co.....	the periodical, "MONTHLY STOCK GUIDE"
Miss Mary Noel Hastings.....	BOOKS
Mrs. Charley Holler.....	Books
Dr. T. M. Paul.....	Medical books
Mrs. Norma James.....	Pocket books
Mrs. Myrtle J. Trachsel.....	SALLY SUE VISITS OLD NATCHEZ and LINDA AND DICK OF COLONIAL WILLIAMSBURG, by Trachsel
Mrs. E. M. Shores.....	Medical books
Mrs. Harold H. Fried.....	Books on Judaism
Mrs. R. A. Brown, Sr.....	Ada Claire Darby collection
Woman's Division of the Chamber of Commerce...	MACMILLAN WILD FLOWER BOOK, by Johnston & Hylander
Mr. B. V. Gilpin.....	Subscription to THE AMERICAN MERCURY

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7. GIFTS-Continued

PHONOGRAPH RECORD ALBUMS

In November of 1953, the Altrusa Club gave the library money to start the phonograph record album collection to be known as the ALTRUSA MEMORIAL RECORD COLLECTION.

Other clubs and individuals that have donated records to this collection are:

Fortnightly Music Club  
Mrs. K. B. Clark  
Mrs. Samuel Hicks  
Miss Edna Dawson  
Miss Louise Miller  
Miss Edna Feeney  
Mr. Ed. R. Gillespie  
Mrs. A. W. Hawood  
Mrs. Stuart Campbell  
Miss Linda F. Pertain  
Mrs. V. G. Schmidt  
Mrs. Lyman Fulkerson

PICTURES

Mrs. Frances Calvin Spencer gave one of her paintings to the library.

Mr. Charles H. Adams gave a picture to the Children's Room.

Mr. Purd Wright, of Kansas City, gave a bust of his father.

GIFT OF BOOKMOBILE

\$8,500 given by the Junior League.

GIFT OF \$25.00

Made by Mr. James A. Veasey to the Reference Room, Dec. 1953.

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8. RECOMMENDATIONS

The following recommendations for 1953/1954 were put into effect:

3. Book collection partially checked for discarding and strengthening where it is inadequate.
4. that the following physical improvements be made:
  - b. new front doors installed.
  - f. staff room be set up and furnished.
  - k. that the reference room, reading room, main lobby be repainted.
  - l. that main lobby be rearranged, shelves installed and a reading and browsing area be set up.
5. that a collection of record albums be added to the library for circulation.
6. that the library staff hours be changed from a 42 to a 40 hour week.
8. that discussion groups be formed to encourage the reading of books, such as a Great Books group or an American heritage group.
10. that a collection of framed prints for circulation be added.
15. that the Toothaker Memorial Medical Library be set up in the front reading room, emphasizing lay medical materials.

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PUBLIC LIBRARY

8. RECOMMENDATIONS--Continued

The following points or re-recommendations are recommended for 1954/1955:

1. that the library budget be increased. The present budget of \$78,600.00 is inadequate. Plans should be made to increase the library budget to at least \$1.50 per capita.
2. that professional staff members be hired for:
  - a. the reference department (to have some experience in Medical library work.
  - b. supervision of branches and extension work.
  - c. reader's advisor for main library (with experience in audio-visual and group work)
  - d. catalog department.
3. that the book collection be checked for discarding and strengthening where it is inadequate.
4. that the following improvements be made and new equipment purchased:  
Central Library:

Metal book stacks installed

New doors to be cut in:

Staff room.

Children's Room.

Repainting, reroofing, reflooring and installation of fans in stack area.

Redecorating and relighting children's room.

Installation of hot water system.

Light fixtures need to be installed in:

Stack area.

Reading room

Reference room.

Catalog department.

Children's department.

Three typewriters be added.

Paper cutter.

Children's Room: Blinds and charging desk.

File cabinet.

Microfilm cabinet.

Book stacks to be provided for middle reading room.

Purchasing of a duplicating machine.

Some of the present furniture to be refinished and repaired.

Carnegie Branch:

Paint outside and windows.

Venetian blinds.

Lights.

Shelving.

Surfacing between walks and windows.



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8. RECOMMENDATIONS--Continued

The following points or re-recommendations are recommended for 1954/1955: -continued

4. that the following improvements be made and new equipment purchased:

Carnegie Branch-Continued

Paint.  
Drinking fountain.

Washington Park:

Rewiring of building.  
Venetian blinds.  
Shelving.  
New furnace.  
Drinking fountain.  
Stool.  
Vacuum cleaner.

5. that a larger collection of record albums be added to the library for circulation.
6. that the library begin an audio-visual program, i. e. circulate films, organize discussion groups around film showings, etc.
7. that more discussion groups be formed to encourage the reading of books, such as Great Books group or an American Heritage group.
8. that the government document collection be reorganized.
9. that a collection of framed prints for circulation be added.
10. that specialized booklists and exhibits and collections be prepared to encourage the reading and use of materials.
11. that a procedure manual of rules and standard practices be drawn up.
12. that efforts be made to secure gifts from groups and individuals.
13. that there be cooperation or coordination between the school and college libraries, the museum library, and other related organizations.

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8. RECOMMENDATIONS--Continued

The following points or re-recommendations are recommended for 1954/1955:

14. that the possibility of extending services to rural readers be investigated.
15. that parking facilities be made available to patrons and staff.
16. that a public relations program be organized to acquaint the public with the facilities of the library.
17. that the present staff schedule of salaries be revised.
18. that the present services to schools furnished by the children's department be studied.
19. that a collection of local materials be organized and expanded.
20. that smoking areas be designated.