

Minutes of Library Board Meeting.

January-12-1960

Cedar City Library Board met in the Library Jan. 12-1960 at 7:30 P.M. with the following present: Chairman, Fern Amend, Claudia Forsyth, Hazen Cooley, George Croft, Robert Loer, Librarian, Elene Jenson and Secy. Annette Betenson. Minutes of meeting held Dec. 8-1959 were read and approved.

Mrs. Jenson presented the current bills. One set of books purchased was prepared by the Government called "Advancement of Science" and consisted of twenty volumes. These books will be a valuable addition to our Library.

Again, it was stressed that requisition sheets for purchase of maintenance supplies must be signed by Geo. Croft who is in charge of this Dept. Mr. Croft offered to take care of minor electrical repairs without cost.

Discipline in the Library has improved but some little girls, too young to be out alone at night, still make some disturbance. Mrs. Jenson called one mother and suggested that the girls come to the Library in the afternoons, but if they must come in the evenings, they be brought and taken home by parents. Mrs. Forsyth suggested that children below Jr. High not be admitted to the Library after 6 o'clock except in special cases. Jr. Dept. closes 6 P.M.

A file on Lib. policies has not been completed, as yet. This includes disciplinary problems and unpaid fines on overdue books. Before the list of offenders is turned over to the City Attorney, all claims against them must contain name, date and offense. The Librarian was instructed to prepare a list of offenders and Chairman of the Board will compose a letter to be signed by the Librarian. Parents must stand by their children's fines.

Mrs. Amend reported that she met with Mr. Wright, Superintendent of Schools, in regards to the High School Library. He will refer the problem to Mr. Bethers, Principal, to see if that Library can be open two hours in the evening. He will make a report to Mrs. Amend by next Board meeting. Members of the Board wondered if the High School Library was adequately supplied with books for their required reading. The supply of such books is exhausted at the Public Library most of the time. Mrs. Forsyth will confer with School Librarians and English Instructors on this matter.

The custodian fixed the shelves in the Jr. Dept. at nominal cost to be paid out of the desk fund.

Mr. Loer has investigated several styles of drinking fountain that could be installed in the Library entrance. If one is installed, the Board preferred a refrigerator style. Mr. Lagerberg and Demion Jones can furnish sketches of proposed installation by next meeting.

Meeting adjourned

Annette W. Betenson-Secy.

Special Board Meeting

Jan. 18th 1960

This special meeting was called by Clarence Miller, Chairman of County Commissioners, to discuss with the Cedar City Public Board problems in regards to the Bookmobile which has been in operation in the outlying areas of Iron Co. for the past six months or more.

Those present were: Mr. Miller, Chairman Fern Amend, Claudia Forsyth, Hazen Cooley, Sen. Librarian, Elene Jenson, Jr. Librarian, Blanche Dotson, and Secy. Annette Betenson.

Mr. Miller reported that the \$500.00 paid by the County for six months Bookmobile services in the County was now expended. Instead of \$1000.00 per year on that basis, the request is now \$2910.00 per year to be dispensed as follows:

Processing of books.....	\$ 300.00
Operations.....	300.00
Depreciation of Bookmobile.....	210.00
Salaries.....	1,100.00
New books.....	1,000.00
Total.....	2,910.00

Need for further study---no action taken.

Meeting adjourned

Annette W. Betenson- Secy.

## LIBRARY EXPENSES

### Expenses

Thompson Office Machine (repairing and cleaning typewriter)	\$ 16.25
California Pacific Utilities	29.50
Evelinn Adams (labor for circuit breakers)	21.14

### Supplies

Iron County Record, book cards	\$ 13.20
Cedar School & Office, mending tape	17.42
Gaylord, post cards	76.00
Hiller Book Binding, mending supplies	3.34

### Books

Jr. Library	\$101.53
Main Library	2.90
Total Books	\$104.43

### Magazines

House Beautiful (three years)	\$ 10.00
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TOTAL EXPENSES

\$291.28

Minutes of Library Board Meeting.

Feb. 8th, 1960

Cedar City Public Library Board met in the Library Feb. 8th-1960 at 7:30 P.M. with the following present: Chairman Fern Amend, Hazen Cooley, George Croft, Robert Loer, Librarian, Elene Jenson and Secy. A. Betenson. Minutes of meeting held Jan. 12-1960 were read and approved.

The first item of business was a thorough discussion of the proposed drinking fountain to be installed in the Library; the paramount question being "where is the best location for the fountain". Members of the Board and Mrs. Jenson left the room to look over proposed sites and all agreed that the best place would be near the east wall of the foyer. Here it will not interfere with the line of traffic. A motion was made by Mrs. Amend that Mr. Croft and Mr. Loer proceed with the business of selection of style and installation of the fountain. This motion was seconded by Mr. Cooley.

Mrs. Jenson presented the monthly bills. Mr. Cooley made the motion that all bills, except one from Evelinn Adams for electrical repairs, be paid. This motion was seconded by Mr. Croft.

Mrs. Jenson also presented a sample of the letter form which has been set up to be sent to patrons who disregard notices of over-due books and fines due.

A request from the High School that the Library be open to students-classes- for a two weeks period for research was granted, providing instructors accompany classes at all times. Extra service can be provided.

Mrs. Amend reported that the "High School Library problem" report was not available at the time of this meeting.

Meeting adjourned,

Annette W. Betenson-Secy.

Library Expenses

Telephone	\$ 10.42
Lights	35.00
Iron Co. Record	10.65

Supplies

Varnish	\$ 2.62
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Books

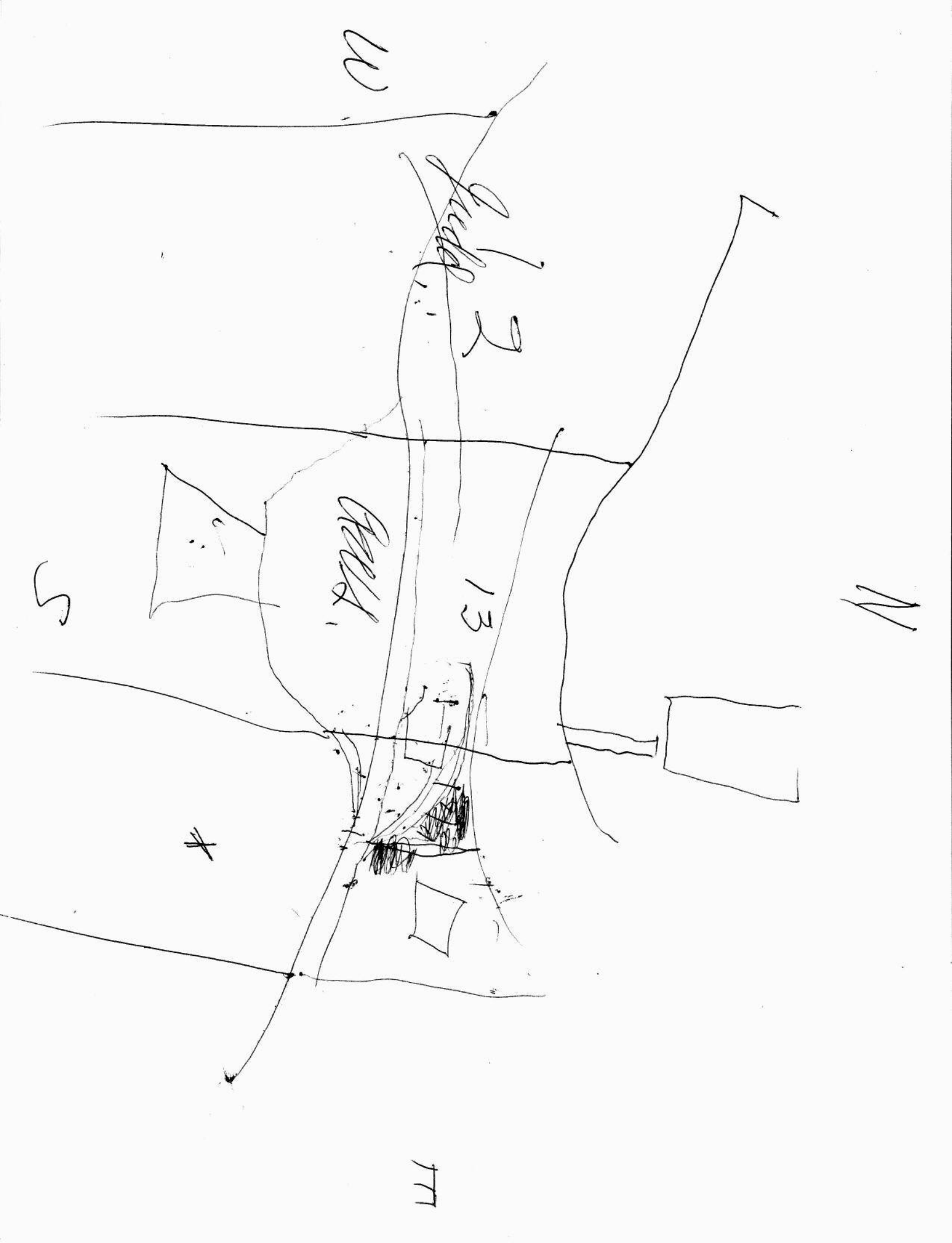
Main Library	\$ 62.92
Jr. Library	8.25

Magazine

Western Humanities Review	\$ <u>3.00</u>
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TOTAL

\$124.61



Minutes of Library Board Meeting.

March 8, 1960

*Library*  
Cedar City Public Board met in the Library March 8-1960 at 7:30 P.M. with the following present: Chairman Fern Amend, Claudia Forsyth, Hazen Cooley, Ruth Gardner, Librarian Elene Jenson and Secy. Annette Betenson. Minutes of meeting held Feb. 9th 1960 were read and approved.

The yearly Library report to be sent to the State Library was presented to the Board by Mrs. Jenson. This report was discussed and approved. The loss in circulation of books for 1959 was due to more stringent regulations regarding books signed out by teachers. Here-to-fore, teachers have been keeping books out for months but the present policy requires that they be brought in after one month. This, evidently, did not meet with the teachers approval. Mrs. Forsyth was asked to check the High School Library in this regard.

The new "letter forms" sent out to patrons who disregard paying fines and who have overdue books, seems to be paying off.

Monthly bills were presented by Mrs. Jenson. Upon motion by Mr. Cooley, seconded by Mrs. Forsyth, the Secy. was authorized to pay same. Other bills for the fountain will be held over for Mr. Croft's approval when he returns from vacation. This motion also by Mr. Cooley, seconded by Mrs. Gardner.

There were sixteen meetings held in the Library meeting room during Feb. and this poses the problem of financing of lights used. Mrs. Amend will talk to the Mayor regarding this problem. These meetings should close at 9 P.M. but in some cases they do not.

Mrs. Jenson reported that she had received a letter announcing the date of the State Library Convention, Mar. 25, 26. After careful consideration, the Board decided to disregard this notice.

During spring school vacation, Mar. 17-18-19 the Library will close one day so as to give the custodian time to wash and wax the floors.

Mr. Cooley met with the County Commissioners and State Librarian, Mr. Davis, to discuss the bookmobile. The outlying areas in the County want this service. Mr. Davis said that the salary is set up for two drivers but only is available at present; \$1000.00 is set up for books but it may eventually reach \$1500.00. Cedar City Public Library rules will be the same for outlying patrons as it is for town patrons if bookmobile serves outlying area. Mr. Davis stated that there have been only two Public Libraries built in Utah in the last forty years and our Library was one of them. He spoke very highly of our Library.

Mr. Croft and Mr. Loer will proceed with the rock garden out front of Library as soon as Mr. Croft returns.

Mrs. Jenson reported that she is pleased with the order kept by classes who are accompanied by instructors during special research periods.

Mrs. Gardner will write an article to be published in the local paper informing Library patrons of rules and regulations of the Library.

Meeting adjourned,

Annette W. Betenson-Secy.

## Library Expenses

April 1950

Supplies	
Magazine Slips (Iron Co. Record)	\$ 19.85
Book Mending Supplies	
Hiller Bookbinding Material	\$ 5.47
Glue	6.67
Janitorial Supplies	
Magic Chemical Floor Wax	\$ 19.50
Glass Cleaner	3.13
Expenses	
City Water	\$ 15.00
Lights	32.75
Telephone	10.42
Books	
Main Library	\$106.53
Magazines	
Vital Speeches	}
Americas'	
Book List	
	\$ 22.00
Repairs	
Typewriter Repair	\$ <u>3.50</u>

TOTAL EXPENSES



minutes of Library Board meeting

April 14 - 1960 -

<sup>known</sup> Cedar City Public Library Board met in the library April 14 - 1960 at 7:30 P.M. with the following present: chairman, Fern Amend, claudia Forsyth, Geo. Craft, Librarian, Elene Jensen and Secy Annette Peterson. minutes of meeting held March 8 - 1960 were read and, with one correction, were approved.

Mrs. Jensen brought up the problem of the use of the deodorant being used in the rest rooms, a deodorant doesn't take the place of a disinfectant, which if used properly, is all that is needed. She also presented monthly bills which were approved by the Board and, by motion made by Mr. Craft, 2<sup>nd</sup> by Mrs. Forsyth, the Secy was authorized to pay same.

Mrs. Notson, Jr. Librarian, would like to take one week of her vacation earlier than usual this spring. The Board referred such action to Mrs. Jensen, Head Librarian.

Due to some mischief which has occurred at the library after lib. hours, Mrs. Amend will check with the mayor and ask for a regular police check of the area between the hours 9 to 10:30 each evening.

The Librarian was instructed to be consistently diligent in collection of fines.

Mr. Craft presented forms calling for bids for installation of the water fountain. Mr. Loer to contact plumbers and ask for bids. If work is not commenced in a week, Mrs. Jensen will so report to Mrs. Amend.

Mr. Craft has hauled some unusual rock to lib. grounds for landscaping project. He will supervise placing of rock and Mr. Barton of Barton Floral will supervise planting. Selection of shrubs and trees will be made by Mr. Craft and Mrs. Barton.

Mrs. Amend reported that she had contacted the High School Librarian in an effort to develop closer co-operation between the High School and the Public Library. As a result Mrs. Jensen will meet with High School Teachers to effect a closer co-operation between said groups.

Mrs. Amend will consult with Mrs. Notson concerning future policy in regards to the Record Player. Mrs. Forsyth will work with Mrs. Notson in placing Bulletin Board. Mrs. Jensen was instructed to place Sen. Lib Bulletin Board where she thinks it will be most useful.

meeting adjourned.  
These minutes taken by Secy. Annette Peterson and Librarian, Elene Jensen.

## Library Expenses

Telephone	\$ 10.42
Electricity	27.26
Books	
Jr. library	83.52
Main Library	<u>58.56</u>
<b>Total Books</b>	<b>142.08</b>

minutes of Library Board meeting

May 10 - 1960

Cedar City Public Library Board met in the library May 10 - 1960 at 7:30 P.M. with the following present: Chairman, Fern Amund, Claudia Forsyth, Ruth Gardner, Geo. Craft, Librarian, Elene Jensen, Jr. Lib. Blanche Notson and Secy. Annette Peterson.

First items of business were those concerning the Jr. Dept. - the problem of the present Record Player, or a new one with a record changer was thoroughly discussed. Would a machine with a record changer be appropriate for children to use was the big question. Mrs. Notson will contact persons familiar with the problem before any further action is taken. The new machines are the stereophonic type and must be handled with extreme care.

next item for discussion was the old problem of air conditioning for the library. Mr. Gardner, architect for the library, says he has some information that may prove worthy of consideration.

Mrs. Forsyth reported that she had closed the Elementary Libraries, therefore, some classes may come to the Public Library. Cataloguing in the Jr. Dept. has been completed and is satisfactory. Also Jr. Dept. bulletin board will be placed at the ends of the stacks. Sen. Lib. bulletin remain in the foyer. Mrs. Notson was invited to attend Board meeting in three months Aug. 9 - 1960.

Mrs. Jensen presented the months bills and the Secy. was authorized to pay them by motion of Mrs. Forsyth and by Mr. Craft.

Mrs. Jensen reported that she met with the High School faculty and as a result she felt there will be more co-operation between the School Library and Public Library.

The Board felt that Mrs. Jensen should attend High School and Jr. High School Faculty meetings in the Fall of each year in order for them to work more efficiently together.

"Great Books," a valuable set of books, is being offered to the Library at a reduced price - Mrs. Forsyth will investigate these books in case the library desires to purchase a set.

Some shrubs have been pulled out of the <sup>new</sup> rock in front of the library. Policing of area has helped. Also a sign was placed out front stating that such acts are a misdemeanor and punishable by law.

Mr. Croft was authorized to select and place three trees for library grounds.

Mr. Jones, custodian, has asked for a higher wage. The opinion of the Board was to investigate the matter further before making a decision.

The drinking fountain (water cooler) has been installed in the foyer out of way of traffic on the East wall where installation was made easier.

The black top to be laid at rear of library will be put on in June after grounds dug out.

Mrs. A.C. Johnson, wife of Mr. Johnson, Veterinarian, would like to make a gift of his books to the library. Mrs. Gardner will follow thru on this offer.

Mrs. Gardner also will write up an article to be published in the Iron Co. Record giving notice to the public that the maximum charge for overdue books will raise, 1st week in June, from 50¢ per book to the price of the book.

The American Legion Aux. plans to present a U.S. flag to the library. An appropriate time for proper presentation and a picture of the event will be made with the librarians.

meeting adjourned.

Annette W. Peterson - Secy.

1960

JUNE LIBRARY EXPENSES

Supplies	\$ 15.76
Telephone Lights	\$ 10.42
Books	\$254.33
(Jr. Library \$171.37)	

minutes of Library Board meeting

June 14-, 1960-

Cedar City Public Library Board met in the library June 14-1960 with the following present: Vice Chairman, Claudia Forsyth, Ruth Gardner, George Craft, Hazen Cooley, Sen. Librarian Elene Jensen and Secy, Annette Peterson.

Mrs. Amend was absent due to her daughter's illness. Mrs. Forsyth presided at this meeting.

Mrs. Jensen reported that Mrs. Dotson said she had received a letter from Mrs. Gibson, Librarian at Davis Co. library in answer to her inquiry regarding Record Changer player. Mrs. Gibson favored the record changer type of Record player. Mr. Johnson of C.D.U. had had no experience with this type for children's use.

Bills were approved and upon motion by Mrs. Gardner, 2<sup>nd</sup> by Mr. Cooley, the Secy. was authorized to pay them.

Mr. Jones, Custodian, would like to take three days of his vacation this week end. Approval was given by the Board.

Pipe is on the library grounds for installing a rail at the rear of the library as soon as a welder is available.

All is in readiness for black topping the rear area as soon as the project can be worked out with the mayor.

The proposed air conditioning at the lib. will be quite expensive. Therefore the Board must know where finances will come from before proceeding with this project.

Broken windows poses a problem - likely small boys in the neighborhood with B.B. guns. Mr. Craft will instruct the custodian to replace these windows.

Mrs. Jensen reported that an Encyclopedia has presumably been lost. Such offenders should be deprived of lib. privileges and should pay for the book.

To further clarify the policy on maximum fines, the Board set the penalty at two cents per day to a maximum of \$1.00 - after ~~that~~ 2<sup>nd</sup> month, the price of the book. This was in form of a motion by Mr. Cooley, 2<sup>nd</sup> by Mr. Craft.

A scrap book for the library would be a valuable asset; more planning will be done on this project.

-meeting adjourned-

(over)

Annette W. Peterson Secy.

July 1 - 1960

Mr. Cooley and Mr. Craft re-appointed  
to a six year term on Library Board - 1966

1960

JULY LIBRARY EXPENSES

Supplies	\$ 80.55
Telephone	10.42
Lights	13.96
Books	
Jr. Library	128.25
Main Library	217.42
(Great Books \$204)	<hr/>
Total Books	\$345.67



Library Board Meeting.  
Aug. 16-1960

Cedar City Public Library Board met Aug. 16-1960 at 7:30 P M. in the Library with the following present: Chairman, Fern Amend, Ruth Gardner, Hazen Cooley, George Croft, Sen. Librarian, Elene Jenson and Secy. Annette Betenson. Minutes of meeting held June 14th were read and with one correction were approved.

Mr Cooley suggested that the Library keep on file and indexed, articles dealing with special developments and historical events in this area; also, that it be left up to the Librarian just how this project should be handled. If teachers make magazine assignments, they should make arrangements with Librarian in advance.

In as much as the Custodian is recovering from an operation, he wishes to do only outside work such as keeping up lawns and shrubs. Also, he wishes remuneration for the use of his truck while hauling soil for the rock garden. Mr. Croft was assigned to work out these problems with Mr. Jones.

The book-return poses a real problem in that books can be reached from the book cart just under the book return. Members of the Board looked over the situation but the solution to the problem was reached at present.

Mrs Jenson presented June and July bills which were approved and Secy. was authorized, by motion of Mr. Cooley seconded by Mrs. Amend, to pay them. A set of "Great Books" was purchased for \$204.00. Mrs. Jenson also reported that Phyllis Chatterley, typist, helps where ever she is needed in either Dept.

Mrs. Forsyth was delegated to check on files and fines in the Jr. Dept. and Mrs. Amend will contact some one to make bulletin boards for Jr. Dept.

It was thought advisable to have printed placards displayed in both departments explaining rules and regulations of the Library. The Librarian will compose a sample for approval of the Board at next meeting.

Black TOPPING of area around the Library will begin any time now. Mrs. Zoe Palmer suggested that a lilac hedge be planted along the north property line, therefore a strip approximately three feet will be left for that purpose.

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Mayor Anderson advised Mrs. Amend that there would be \$2000.00 appropriated for Library improvements. Upon this information, Mr. Cooley inquired if this amount was in addition to the regular years appropriation and was told by the City Treasurer that this was correct and that she would have it available in a few days. Secy. Betenson was instructed to follow through on this.

Funds for air conditioning by next summer should be a lump sum and come from the budget. Mrs. Amend will contact Gordon Moyle, County Commissioner, in regards to this business and date the budget is to be made up.

There has not been a story hour this summer as has here-to fore been the practice. The Board feels that next years story hour must be arranged for and carried out.

Meeting adjourned

Annette W. Betenson-Secy.

Sept. 1960

telephone	10.42	
power	18.30	
Iron Co. record	20.95	book cards
Barton Floral	1.12	iron chelate
Ledar laundry	3.60	dust mops
Harrison	11.53	dust cloths
Library Journal	9.00	
Books	39.45	iv. 18.44

Library Board Meeting.

Sept. 12-1960

Cedar City Library Board met in the Library Sept. 12th 1960 at 7:30 P.M. with the following present: Chairman Fern Amend, Ruth Gardner, Hazen Cooley, George Croft, Senior Librarian, Elene Jenson and Secy. Annette Betenson. Minutes of meeting of Aug. 16 were read and approved.

In as much as the C.S.U. Library has adopted the policy of closing stacks for magazines, it was pointed out that this action will pose a problem for our Public Library in that there will be greater activity in our magazine Dept. This will require extra help during rush hours. Therefore, it was deemed advisable to use the help of one extra person during the hours of 7-8:30 P.M. on the two busiest evenings--Wed. and Thurs. The Librarian will talk with Mr. Challis, C.S.U. Librarian, in order to co-operate in this new arrangement. In order to make magazines in the Public library available to more patrons, there will now be a 2 cent per day fine on overdue magazines.

Mr. Croft suggested that a complete list of all books in the Rare Book Room be made. This was thought advisable and will be done.

Mr. Gordon Moyle, County Commissioner, came into Board Meeting for a few minutes in order that he might understand Library problems, especially finances for air conditioning. After considerable discussion, it was decided that a budget be drawn up and copies presented to the County Officers for their consideration at the next budget meeting. Cedar City levy for Library is already to the maximum, so any extra funds must come from the County (2/3 City 1/3 County). A meeting was set for Sept. 13th to make up the budget, personnel of which would consist of Mrs. Amend, Mrs. Jenson, Mr. Cooley, Annette Betenson, Secy.

Monthly bills were presented by Mrs. Jenson and by motion of Mr. Cooley, seconded by Mr. Croft, the Secy. was authorized to pay them.

Mrs. Amend presented to the Board an application form for the 1961 "Dorothy Canfield Fisher Library Award". This award is for \$5000.00 for the sole purpose of purchase of books for the Library qualifying, according to specifications listed. One qualification is that the Library must not be located in a City over 25,000 population.

Mr. Croft has installed the railing at the rear of the Library leading to the basement doors.

Permission was granted Mr. Jones to obtain paint and to paint the furnace but no action was taken on paint for walls leading to interior of basement.

Meeting adjourned

Annette W. Betenson--Secy.

Library Expenses

October 1960

Supplies

Door Locks	\$ 10.85
Paint etc.	9.30
Glue	6.67
Tape, Cards , etc.	<u>70.75</u>

Total Supplies \$ 97.57

Books \$264.90

Magazines \$545.40

minutes of Library Board meeting

Oct. 18 - 1960

Cedar City Public Library Board met in the library Oct. 18, 1960 at 7:30 P.M. with the following present: Chairman, Fern Amsud, Claudia Forsyth, Ruth Gardner, George Croft, Sen. Librarian, Elene Jensen and Secy. Annette Peterson. Minutes of meeting held Sept. 12<sup>th</sup> were read, and with one correction, were approved.

Following up on Mrs. Jensen's contact with Mr. Challis of C.S.U. Library, she reported that he suggested that magazines let out to students be for a two day period only in place of the usual week. This way it was easier to keep track of magazines more closely. The Board expressed appreciation to Ruth Gardner for her donation of copies of "Life" magazine to replace ones lost by students.

Mrs. Jensen presented monthly bills which showed an increase in purchase of books. But it was money well spent. Also, plastic covers for new books were shown. These covers are being used on a trial basis and are supposed to extend the life of the book greatly. Upon motion by Mrs. Gardner, 2<sup>nd</sup> by Mr. Croft, the Secy. was authorized to pay the current bills.

The "time sheet" of employees was discussed. This sheet is to be kept by the Head Librarian and is to show the exact time of arrival and departure of employees. Most employees observe these rules.

Mrs. Jensen reported that collection of fines is improving and that patrons who constantly disregard paying their fines are to be denied lib. privileges. Library Rules and Regulations are displayed in prominent places in the library.

Copies of the Budget made up last month will be made available to Board members.

Discipline seems to be getting out of hand again, especially those groups who keep trailing down to the rest rooms and make other disturbances. Mr. Croft will look into the problem of proper locks for rest room doors.

Air conditioning again came in for discussion. Mr. Croft made a study of a proper unit and estimated it ~~would~~ cost approximately 10,000<sup>00</sup>. Mayor Anderson informed the Librarian that air conditioning is to be included in the city budget.

Black topping of area in rear of library is completed and grows satisfactory. A Flora Bunda rose hedge along the north boundary line was thought best kind of hedge. The Board does not approve of a cinder block wall on this line.

The Board feels that the present insurance being paid by the library is much too high. This problem will be worked out later.

Mrs. Amend advised <sup>Mrs. Jensen</sup> that she, Mrs. Jensen has been invited to attend the High School Faculty meeting to be held Nov. 2<sup>nd</sup>.

Mrs. Amend will follow through on the re-designing of the book return. Mrs. Gardner, who is responsible for news items articles in connection with the library, said that space for said articles was not always available but she would get them to the Record when ever possible -

meeting adjourned.

Cornette W. Peterson  
Secy.



minutes of Library Board Meeting  
Nov. 15 - 1960

Cedar City Public Library Board met in the Library at 7:30 P.M. Nov. 15 - 1960 with the following present: Chairman, Fern Amend, Claudia Forsyth, Hazen Cooley, George Croft, Librarian Elene Jensen, and Secy. Annette Peterson. Minutes of meeting held Oct. 18 - 1960 were read and approved.

Mrs. Jensen reported on the High School meeting which she attended. She received support, as far as possible, in her plea for co-operation regarding discipline. Discipline has improved some since the rest rooms have been locked and a key made available if necessary, but discipline is still a major problem. Librarians are to take such action as deemed necessary.

Mrs. Jensen also presented current bills and was instructed to write to Goldberg magazine agency inquiring about the possibility of library paying one third each year on the three year contract.

Mr. Cooley motioned that these bills be paid - This motion was seconded by Mrs. Forsyth.

Mrs. Amend reported that she had been informed by Mayor Anderson that \$800.00 had been approved by the City for air conditioning of the library. The balance must come from the County.

Cataloging of books in the Rare Book room has been started and will fit in with the book shelf list in library files. The book return problem is still to be worked out.

Mr. Cooley will compose a letter from the Library Board protesting the high rate of fire insurance that is apportioned to the library.

Cataloging and filing in the Jr. Dept. is as yet not satisfactory. Means to correct this situation will have to be found.

Mr. Croft presented information on air conditioning

and was instructed to proceed with plans pro-  
viding necessary money comes through.  
meeting adjourned.

Arnette W. Peterson  
Secy.



Library Expenses For December

1960

Lights	\$ 34.90
Telephone	\$ 11.17
Books	\$157.48
Adult	46.48
Childrens	111.00
Book Return	\$208.72
Labor on Return	\$ 35.00

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