

Library Expenses for January 1962

*pay in Feb -*

|           |              |                                 |
|-----------|--------------|---------------------------------|
| Books     | \$ 250.67    | - of that 31.68 for Jr. Library |
| Lights    | 33.71        |                                 |
| Telephone | 11.17        |                                 |
| Coal      | 128.71       |                                 |
| Supplies  | 20.30        | building                        |
| Hiller    | 9.35         |                                 |
| Gaylord   | <u>39.20</u> |                                 |
|           | \$ 493.11    |                                 |

minutes of library Board meeting  
Jan. 9 - 1962

Cedar City Public Library met in the library Jan 9. 1962 at 7:30 P.M. with the following present: Chairman Fern Amend, Claudia Forsyth, Hazen Cooley, Head Librarian, Elene Jensen, and Secy. Annette Peterson.

The new mayor, Kuman Gudner, met with the Board for awhile to discuss finances and operation of the library and to get a general idea of library procedure. Names of three ladies, one of whom is to fill Mrs. Gudner's (Ruth) position on the Library Board, were presented to the mayor for approval. Also the name of one man was suggested for approval.

The city budget is already made up for the first six months of the year, therefore the mayor advised the Board to have the library budget prepared before the fiscal year which begins July 1<sup>st</sup>. Mayor Gudner plans to appoint a city manager, but until that position is filled, he will represent the library on the County level.

minutes were read and by motion of Mrs. Forsyth, seconded by Mr. Cooley, were approved.

Mrs. Jensen reported that she had talked to a member of the beautification committee regarding the weed problem on adjoining property but had had no further word from the committee.

The Librarian was instructed to purchase needed encyclopedias. She will also purchase a new dictionary.

Library bills were presented by Mrs. Jensen and by motion of Mr. Cooley, seconded by Mrs. Forsyth, the Secy. was authorized to pay them.

meeting adjourned.

Annette W. Peterson  
Secy.

## Library Expenses for February 1962

*pay in March*

|               |               |                               |
|---------------|---------------|-------------------------------|
| Books         | 250.28        | of that 71.40 for Jr. Library |
| Lights        | 41.00         |                               |
| Telephone     | 11.17         |                               |
| Supplies:     |               |                               |
| Typewriter    | 180.00        |                               |
| Brush         | 14.50         |                               |
| Paper         | 12.25         |                               |
| Hiller        | 26.70         |                               |
| Gaylord-cards | 33.25         |                               |
| Deodorizer    | 9.00          |                               |
|               | <u>587.15</u> |                               |

minutes of Library Board meeting

Feb 13 - 1962

Cedar City Public Library Board met in the library Feb 13-'62 with the following present: Chairman, Fern Amend, Claudia Forsyth, Head Librarian Elene S. Jensen and new members of the Board, Alice Braithwaite and Clement Adams. Board members are appointed for six (6) year terms, therefore these members will hold the positions until 1968.

The Lib. staff was invited to this meeting for the first few minutes in order that all Board members and Lib. Staff could get better acquainted and have a better understanding as to their respective responsibilities. Present from the Staff were: Shirley Gunn, Secy-Typist, Blanche Botzau, Jr. Librarian, Nettie Baldwin, assistant Liben, Ruth Gardner extra help evenings and Shourtaw Jones, Custodian. Each expressed satisfaction with their work and some suggestions were made for better operations of the library.

Mrs. Gardner is on duty at the Lib. Mon.-Tues.-Wed. and Thurs. evenings. This arrangement has proved very satisfactory in combating the problems of discipline.

Mrs. Braithwaite will act as advisor and assist in selecting best books and bindings etc. in Jr. Dept. also for more efficient operation of the Dept.

Mr. Adams will work with Mr. Craft in overseeing the maintenance of library and grounds.

The Custodian reported that the roof still leaks through the air conditioning units - Mr. Adams will work with him on this problem.

minutes of meeting held Jan. 9-1962 were read and with one correction were approved.

Mrs. Amend explained some of the problems of the Lib. to the new members in their assignments.

There is need of a new typewriter for the Lib. Mrs. Amend will refer this matter to Mr. Cooley. Purchase of typewriter should be made locally in order to get maintenance service when needed.

meeting adjourned

Annette W. Peterson Secy.

minutes of Library Board meeting  
march 13 - 1962

The Library Board met in the Library at 7:30 P.M. with the following present: Chairman, Fern Amend, Claudia Forsyth, Alice Braithwaite, Hazel Cooley, George Craft, Head Librarian Elene Jensen and Chasant Adams. Minutes of meeting held Feb. 13 - 1962 were read and with one correction were approved.

Mrs. Jensen presented current bills. By motion of Mr. Adams, seconded by Mr. Cooley, the Secy. was authorized to pay them.

The Board approved of the selection of the new typewriter. Mrs. Braithwaite, children's library advisor, was informed that the Dept. was allowed to present a list of desired books to be ordered.

Mrs. Jensen reported that discipline is much improved. However, once in a while magazines with covers are taken from the library without knowledge of the Librarian. Mr. Craft said he had back numbers of some magazines that could be used to fill in for those taken. Mrs. Jensen also reported that magazines containing the John Glenn story were put on permanent file.

Patrons are more prompt in returning books, also taking care of fines.

There is an average of four meetings a week held in the library meeting room, thus serving the citizens well.

The Library Convention to be held in Salt Lake City was discussed and it was decided that representatives from our library attend. Mr. Adams made the motion to that effect, which was seconded by Mrs. Forsyth, <sup>and</sup> which delegated Mrs. Jensen and Mrs. Notson to be present. Secy. Peterson will advance their expenses.

The budget for the coming year should be made up right away - estimate operating expenses from last year and apply for coverage. If necessary, a special meeting will be called for this purpose. Mr. Cooley will contact the Mayor and Mr. Miller, County Commissioner, in regards to library fire insurance.

Mr. Craft and Mr. Adams will see to installation of flood lights at rear of the building. Also Mr. Craft will see to purchase of hedge rose bushes to be planted in front of lilac bushes along north property line.

Proper filing in Jr. library must be done. With that in mind, Mr. Adams suggested that the library be closed for a week as soon as school is out for the purpose of bringing file cases up to date and arranging books in their proper order.

meeting adjourned -

Annette W. Peterson  
Secy.

Library Expenses for March 1962

*pay in April -*

|                |        |                                    |
|----------------|--------|------------------------------------|
| Books          | 360.75 | - of that - 149.62 for Jr. Library |
| Lights         | 3.96   |                                    |
| Telephone      | 11.17  |                                    |
| Deodorizer     | 3.00   |                                    |
| <del>Gas</del> | 121.75 |                                    |
| Supplies       |        |                                    |
| Gaylords-cards | 54.70  |                                    |
| Glue           | 6.67   |                                    |
| 3 Valves       | 64.80  |                                    |
| 4 Switches     | 1.96   |                                    |
|                | <hr/>  |                                    |
|                | 628.76 |                                    |

minutes of Library Board meeting  
- April 10 - 1962

Cedar City Public Library met in the library at 7:30 P.M. with the following present: Chairman, Fern Amend, Alice Braithwaite, Head Librarian Elene Jensen, George Croft and Clarence Adams.

minutes of meeting - held March 13 - 1962 were read, and by motion of Mrs. Braithwaite, 2<sup>nd</sup> by Mr. Adams were approved.

In as much as Mr. Croft had another appointment at 8 P.M., business of this Dept. was discussed first. He reported that he had talked to Mrs. Bartow, of Barton Floral, <sup>in</sup> regards to the rose bushes to be planted as before mentioned in a previous meeting and it was decided that potted plants would be most satisfactory, even tho they cost more. More information on this project later.

He also reported that Mr. Shank, the electrician, would make an estimate of cost of the proposed flood lights to be placed on the north side of Library Bldg. He said that a \$200.00 raise in salary for the custodian would be acceptable to the custodian. The air conditioners were in good condition.

Mrs. Jensen presented the current bills and by motion of Mr. Croft, 2<sup>nd</sup> by Mr. Adams, the Secy was authorized to pay them. Coal bill this past winter has been higher than usual due to the extreme cold weather.

Mrs. Jensen reported that the Library Convention that she and Mrs. Dolan attended in Salt Lake City was very informative and well worth attending. Stress was put on the importance of subject cards in all libraries. Most likely the funds advanced for travel and hotel while in S.L.C. was not sufficient. Mrs. Amend suggested that Mrs. Jensen re-estimate these expenses and report to the Secy for adjustment.

members of the State Library Committee are available to come to rural areas for the purpose of setting up proper library arrangements. The Lib. Board authorized Mrs. Jensen to write to Mr. Davis of the State Library concerning the possibility of getting help for our libraries.

The question of a bulletin board for the children



Library was brought up again. members of the Board will study available space and type most useful.

Mrs. Shirley Gunn, our very efficient Secy-Typist has asked for leave of absence from June to Oct. during which time Pat Gardner will take over during her vacation. This request was granted.

When the question of salaries came up, Mrs. Dennis said that she would prefer to have one night a week in place of a raise in salary. This will be discussed further at a later meeting.

Mrs. Amen said that Mrs. Cooley suggested that he, along with other members concerned with finances, meet at the library some morning soon to work out a budget for library operations.

meeting adjourned.

Annette W. Peterson

Secy.

Library Expenses for April 1962

*pay in May -*

|                 |                       |                                |
|-----------------|-----------------------|--------------------------------|
| Lights          | 34.05                 |                                |
| Telephone       | <del>5.12</del> 11.17 |                                |
| Iron Co. Record | 52.30                 |                                |
| Gaylords        | 16.35                 | supplies total 68.65           |
| Barton Floral   | 72.90                 |                                |
| Sprinkler       | 2.24                  |                                |
| Magazines       | 16.00                 |                                |
| Books           | <u>640.05</u>         | of that 213.10 for Jr. Library |
|                 | 804.96                |                                |

Included in cost of books:

117.99 for World Book<sup>E</sup>ncyclopedia

103.34 for Popular Science Encyclopedia and Lands and Peoples for Junior Library.

Library expenses May, 1962.

Books \$121.02 (\$83.11, Jr)

Light globes \$48.37

Telephone \$11.17

Typewriter ribbon \$1.25.

Total \$181.81

*pay in Jan*

# Library Board meeting

May 8 - 1962

Cedar City Public Library Board met in the Library at 7:30 P. M. with the following present: Chairman Fern Amend, Claudia Forsyth, Alice Braithwaite, Dagen Cooley, George Craft, Clamont Adams and Head Libr. Elene Jensen.

Custodian, Thornton Jones was asked to meet with the Board at the beginning of the meeting to discuss his duties at the library. The grounds are kept up well and all other phases of his dept. are in good order. Said he would clean entire building when the furnace is shut off for the season. There is need for repainting some areas, also calking up cracks in some of the brick work. Mr. Adams will look into these problems. Also have pipe connected with irrigation ditch to water the lilacs and roses.

Mr. Craft reported that the electrician will work on flood light project soon. He will also see to having on of the letters on the marble slab replaced.

minutes of meeting held April 10, 1962 were read and approved.

Mrs. Jensen presented the current bills. more was spent for books this month but included was needed "World Book Encyclopedia", "Popular Science Encyclopedia", and "Hands and People". The rose bushes were planted satisfactorily by Barton Loyal. Mr. Craft suggested that the cost of small items needed by custodians be approved by the Libr. but all other purchases be by requisition as has been the policy in the past. By motion of Mrs. Forsyth, seconded by Mr. Craft, the Secy was authorized to pay these bills.

Mrs. Jensen reported that Mr. Davis of the State Library had been in and said that sometime soon after school closes he and other trained personell would be available to help arrange, discard old books and suggest files be arranged in proper order. It was suggested that the Libr. advertise that all books checked out from the library be returned before a certain date in accord with closing of the library.

Mrs. Amend, Mrs. Jensen and Secy. Annette Belinson met

and made up a tentative budget to meet the requirements of operation of the library including a 10% raise in salaries for employees. This is the largest budget that the library has applied for but Mr. Cooley advised that it be sent to the City hoping that it will be approved. If not we will have to make present salaries do except for \$25.00 for custodian and Mrs. Peirson's request that she be given one night off per week instead of a raise.

Mr. Craft and Mr. Adams will share responsibilities on maintenance of library and define Custodian's duties. Also, Mr. Craft will order heavy garbage cans as required by new City law.

meeting adjourned

Annette W. Peterson  
Secy.

July -

**Magazines renewed**

|                           |         |
|---------------------------|---------|
| National Review           | \$15.00 |
| Utah Historical Quarterly | 4.00    |
| National Observer         | 10.00   |
|                           | <hr/>   |
|                           | \$29.00 |

|                      |  |
|----------------------|--|
| Southern Utah Lumber |  |
| \$1.59 pruners       |  |
| 4.64 globes          |  |
| <hr/>                |  |
| \$ 6.23 supplies     |  |



**Books**

\$105.37 -- \$21.00 Jr. Library

Telephone \$11.17

Lights 25.75

minutes of Library Board meeting  
June 12 - 1962 -

Cedar City Public Library Board met in the library June 12-1962 at 7:30 P.M. with the following present: Chairman, Fern Amend, Claudia Forsyth, Alice Braithwaite, George Craft, Hazen Corley, Clemond Adams and Head Librarian, Elene S. Jensen. Minutes were read and approved.

In view of the fact that Mr. Davis, Mrs. Howard, and Mr. Wallace from the State library had recently been to our library for the purpose of "weeding" out dated and unnecessary books from the shelves, the main topic for discussion was the results of this project.

Great numbers of books were removed from the shelves but it was the opinion of the Board that books taken from the shelves was justified.

Work will now center on getting the card files and book list files in order. This will be a tedious and time consuming job and will necessitate extra help. Ann Leigh would like two extra hours per day. Also Phyllis Clatterley would like to work two hours per day. She will help while Ann is on vacation. It was suggested that Ann help at the desk while Mrs. Jensen gets files in order. This will have to be worked out, however.

At this point in the meeting Mayor Gardner came in to talk over finances for library operations. The tentative budget as made up was cut. The Mayor said that two mills is as much as the City can levy and the amount the Library gets is, 70% City - 30 per cent county basis. Also \$500.00 extra Library Insurance will be paid by the City.

Mr. Corley made the motion that the Board

express thanks to the Mayor for his co-operation and interest in library problems. This motion was seconded by Mrs. Forsyth.

There is a great need for book funds and the Rotary Club's book donations was cited as a worthy project. Perhaps other groups could make valuable contributions.

It was suggested that Mrs. Jensen write to the State Library in regards to percent of money available to be spent for each classification of books.

Mrs. Jensen presented current bills. The bill from Cedar Builders Supply showed a discount of 36 percent due from State Contract, an agency to which Cedar Builders' representatives passed a motion by Mr. Corley, seconded by Mr. Adams, authorized the Secy to pay bills.

Approval was given for a removable card tray for Jr. Library after July 1st.

A \$25.00 raise in salary will be added to the custodian's June pay check.

Mr. Adams reported that all books that were "weeded" from the shelves were hauled out to the "city dump" - gasoline was poured over them, then set afire.

Meeting adjourned

Cornette W. Peterson  
Secy.



minutes of Library Board meeting

July 10 - 1962

Cedar City Public Library Board met in the Library July 10 - 1962 with the following present: Chairman, Fern Amend, Claudia Forsyth, George Croft and Head Librarian, Elene S. Jensen.

minutes of meeting held June 12 - 1962 were read and with one correction, were approved.

Mr. Croft reported that he had prevailed upon the custodian to use a floor wax that he was familiar with and that it was a better grade than has been used on the library floors.

The bill from Cedar Builder's Co., referred to last month showed that a 36% discount had been allowed.

Mrs. Jensen presented current bills and Secy - Annette Peterson was authorized to pay them.

Mrs. Watson has been authorized to spend 100.00 on books for the Jr. Dept. but as yet nothing has been done. Reference books (encyclopedias) for Jr. Dept. was discussed. The problem of said reference books for young children was referred to Mrs. Draithwaite and Mrs. Forsyth to work out satisfactory arrangement.

Mrs. Jensen reported that the shell list file in Jr. Dept. was now in good order. Work is continuing on card files in Senior Dept. Mrs. Jensen is spending her entire time on catalogue files.

Joan Farnsworth is doing good work getting magazine files in order. The Library received a 50.00 donation from Dr. P. W. Farnsworth recently.

Nette Baldwin, employee at the Library for eleven years has retired. There have been (3) three applications received for her job. Discussion followed names mentioned but the final decision was left up to Mrs. Jensen. A card or letter of appreciation from the Board to Mrs. Baldwin will be forth coming.

Mrs. Amend reported that she had talked with Mr. Adams, who couldn't be present at this meeting, regarding the pipe to be installed to furnish

irrigation water to the shrubs. He said that the pipe is all ready to be installed when he has time to oversee the project.

Custodian Jones who was asked to make removable card trays for library desks has set the price of \$5.00 per tray. The Board rejected this proposition, therefore Mr. Croft will follow through on trays from Library Supply houses or from local cabinet makers.

Mrs. Amend read a letter from Mr. Davis, State Librarian, relative to their observations while working in the library recently. Discussion followed on items too numerous to mention here, but copies of his letter will be available to Board members, Mayor Guedner, County Commissioners, and one for Board Secy's files.

Book mending done commercially is very expensive, was the opinion of the Board.

Head Librarian has full authority in connection with the library staff. It is her duty and prerogative to make suggestions and changes where necessary.

The person chosen to fill position of Assistant Librarian must take advantage of service training when ever available.

meeting adjourned

Cornette W. Peterson  
Secy.

*[Faint, mostly illegible handwritten notes and signatures at the bottom of the page.]*

1709.68-

|           |              |                        |
|-----------|--------------|------------------------|
| Telephone | \$ 11.17     |                        |
| Checks    | 4.40         |                        |
| Power     | 28.13        |                        |
| Books     | 339.09       | -----\$288 Jr. Lib ary |
| Janitor   | <u>61.84</u> |                        |
|           | 444.63       |                        |

minutes of Library Board Meeting  
Aug. 14 - 1962.

The Cedar City Public Library Board met in the Library Aug. 14 - 1962 at 7:30 P.M. with the members present as follows: Chairman, Fern Amend, Alice Braithwaite, Head Librarian, Elene Jensen, George Croft and Hazel Corley.

Mr. Jones, custodian, was present for the first few minutes of the meeting, therefore the time was spent discussing problems relating to his department. The floors are in need of new wax, and, according to Mr. Jones, it will take at least two days to complete the job. There's the problem of softening up the old wax and removing it which will take two men to complete the job through to its last coat. The library will be closed 1 hour noon to end of the week for this purpose. Mr. Croft will aid Mr. Jones in seeing needed help.

Mr. Jones also asked to have a fund set up for him to use for needed purchases but it was decided that small items for his needs could be purchased out of the desk funds which is handled by the Librarian. Larger items are purchased by requisition only.

minutes were read and with one correction were approved. Desk card files will stay in present location until cards in hand are used up. Mrs. Amend will check with Mr. Adams on water pipe to water the shrubs.

Mrs. Arvilla Day was selected to fill the position as assistant Librarian left vacant by the retirement of Nettie Baldwin and Mrs. Jensen reported that she is fitting into the work very well.

Card filing is a slow process and some extra help may be needed. Ann Leigh will stay on at the Library but put in fewer hours than at present. Joan Farnsworth will leave when school begins. Some gift books (donors unknown) have been

put through the book return. Some of them are good books.  
Mrs. Jensen said she would have to order more books for  
the classified section.

Mr. Cooley made the motion that bills as presented  
by Mrs. Jensen be approved - this motion 2<sup>nd</sup> by Mrs.  
Craft, Secy. Peterson was authorized to pay said bills.

-meeting adjourned -

Secy. Annette Peterson

Library Expenses for August 1962

|              |        |                                      |
|--------------|--------|--------------------------------------|
| Books        | 377.57 | - of that, 348.25 for Junior Library |
| Supplies     | 20.70  |                                      |
| Light Globes | 25.09  |                                      |
| Lights       | 33.34  |                                      |
| Telephone    | 11.17  |                                      |
|              | <hr/>  |                                      |
|              | 467.87 |                                      |

Library Expenses for September 1962

Books \$ 233.00 - of that, 5.40 for Junior Library

Library Supplies

Book Jackets 11.63

Tape, Laquer,

Pockets 32.55

44.18 total

Janitor Supplies

21.50

Telephone

11.17

lights

23.91

total 333.76

minutes of Library Board meeting  
Sept. 11 - 1962

Cedar City Public Board met in the library at 7:30 P.M. with the following present: Chairman, Fern Amend, Claudia Forsyth, Alice Braithwaite, Hazel Cooley, George Croft, Clamont Adams and Head Librarian, Elene Jensen. Minutes were read and approved.

Maintenance of Library Bldg. was first on the agenda for discussion. Bills were received by the Library from two young men who helped the Custodian remove wax and refinish floors. It was the opinion of the Board that these bills were in excess of labor performed. As a result a motion by Mr. Adams, seconded by Mrs. Braithwaite, the rate of pay, \$1.00 per hour, was authorized - This is just half the amt. billed. Hereafter, floors will be the responsibility of the Custodian. However, other cleaning of the building may require the help of one extra person to be approved by the Board.

Card file drawers will remain in present location. A feather duster, as requested by the Custodian, was not approved by the Board. Meetings held in the meeting room are handled without much difficulty.

A Dr. Library book order from Desert Book Co. brought about a great deal of discussion. Mrs. Dotson had ordered books for a patron and purchased books from Desert Book Co. without authorization. She will be interviewed concerning these transactions. How transaction was made etc.

Mrs. Jensen and Mrs. Day are arranging their Library hours most convenient to each. Ruth Gardner is employed four nights per week.

Dr. Library books must be rated and copy given to Mrs. Braithwaite. Also all orders are to be made in triplicate and purchase order must accompany all purchases for Dr. Library Dept.

meeting adjourned.  
Annette Peterson, Secy.



# Special Library Board Meeting -

Sept. 18 - 1962.

Present at this meeting were Mrs. Amend, Mrs. Braithwaite, Hazen Cooley, Librarian, Mrs. Jensen, Mrs. Foreyth, and Mrs. Watson.

The purpose of this meeting was to interview Mrs. Watson in regards to purchase of books without authorization, also purchasing books for a patron and just how these transactions were made.

all orders hereafter, must be made in triplicate form and must go through Head Librarian. Also rating of books for Jr. Dept. must be approved by Mrs. Braithwaite, Jr. Lib. adviser, before order from that Dept. is valid.

Mrs. Jensen is to contact the City Attorney regarding proper letter head for Library orders.

Employees of Library and Library Board may take advantage of Library discounts on books by using lib. letterhead but the purchaser must pay for books directly to book Co. Therefore this transaction does not go through Library reports.

Mrs. Watson re-embursed \$15<sup>00</sup>/<sub>33</sub> to the Library for books that had been charged to the library. Hereafter no patron can order books through the Library.

meeting adjourned.

Cornette W. Betenson  
Secy.

# Library Expenses for October 1962

Books 221.81

Magazines 34.50

Purchase Order Forms 31.45

Glue 6.65

Type ribbon 2.75

Telephone 11.17

Wax & cleaner 29.25

Coal 139.54

477.12

Lights 39.71

516.83

Total

minutes of Library Board meeting.

Oct. 9 - 1962

Cedar City Public Library Board met in the library Oct. 9-1962 at 7:30 P.M. with the following present: chairman Fern Amend, claudia Forsyth, Hazen Cooley, and Head Librarian Elene S. Jensen. minutes of meeting held Sept. 11<sup>th</sup> were read and approved.

Mrs. Jensen reported that she contacted City attorney, J. H. Burns in regards to the letter head to be used on purchase orders for the library. He approved the sample she showed him. They will be numbered and begin with no. 200. all purchase orders for books must be made on this form.

Recently Mr. Cooley, Board member in charge of finances and Secy. Annette Peterson met in the library to formulate a new approach to monthly bills and receipts. Using the Budget for the fiscal year (July 1962 - June 1963) as a basis, column one will show Budget as set up. Column two will show expenditures for current month, which when added to the previous month's <sup>(column 3)</sup> will indicate expenditures for year to date. The Board approved this report as giving a comprehensive picture of Library finances.

By motion of Mr. Cooley, 2<sup>nd</sup> by Mrs. Forsyth, bills as presented by Mrs. Jensen were approved.

Mrs. Jensen reported that High School Sophomores who are coming into the library in great numbers to get acquainted with Lib. procedures are putting quite a strain on Lib. personell. It was suggested that extra help be available 2 hours an evening when necessary. Mrs. Forsyth will suggest that teachers bring their classes in to Lib. during the day for orientation.

Overdue books and fines still pose quite a problem. Perhaps suspension of Library privileges to be put in force, would help.

Painting of furnace and furnace room has been completed. Trimming of shrubs will be

referred to Mr. Craft.

Extra help that comes into the arbitration on an hourly basis should be covered by Industrial Insurance hereafter. Thus they will be required to sign an Employee Withholding Exemption certificate.

meeting adjourned.

Annette W. Peterson

Secy.

# Library Expenses for November 1962

|                     |               |                                    |
|---------------------|---------------|------------------------------------|
| Books               | 146.85        | - of that, 5.40 for Junior Library |
| Supplies            | 25.10         |                                    |
| Janitorial Supplies | 29.25         |                                    |
| Telephone           | 11.52         |                                    |
|                     | <u>212.72</u> |                                    |

|                 |              |
|-----------------|--------------|
| Lights          |              |
| <i>magazine</i> | <u>12.00</u> |
|                 | 224.72       |

minutes of library Board meeting

Nov. 13 - 1962

Cedar City Library Board met in the library  
Nov. 13 - 1962 at 7:30 P.M. with the following present:  
Chairman, Fern Anand, Claudia Forsyth, Alice  
Braithwaite, George Croft, Clement Adams, and Head  
Librarian, Elene Jensen.

Minutes of meeting held Oct. 9, 1962 were read  
and approved.

Mrs. Jensen presented current bills. Magazine  
bill is part of the three year subscription contract and  
is handled this way in order that all subscriptions do  
not fall due at the same time.

The floor waxing job that was done just before open-  
ing of school is not holding up as was expected, therefore,  
it is not satisfactory. Mr. Croft has written to the Wax Co.  
but what to do about the problem will depend on the  
answer he receives.

Whether to use local or northern coal was discussed  
and it was agreed that use of the latter be <sup>continued</sup> ~~used~~.  
A motion by Mr. Adams, seconded by Mr. Croft, author-  
ized payment of bills.

Mrs. Robson was asked for funds to purchase a limited  
circulating library of Phonograph Records for Jr. Dept. The  
Board felt that it was not the library's obligation to  
circulate Records but gave permission for purchase of a  
few Records for special occasions (stones etc) with the  
approval of Jr. Lib. advisor and Head Librarian. Pur-  
chases will come from Jr. Lib. Book fund.

Use of the library has increased considerably this  
fall. Class assignments for use of magazines poses quite  
a problem, therefore students are limited to four  
magazines each.

Mrs. Forsyth reported that she had contacted Brice-  
files in regards to special assignments. The assignments  
should be made known to Librarians in advance.

of the work for related books.  
Mrs. Jensen reported that pictures are some-  
times cut from magazines and even books. One  
valuable issue of Sunset Magazine which con-  
tained an article and pictures of Kolob mountains  
was taken without knowledge of library personnel.  
Mr. Croft said he had that issue which he would  
give to replace one stolen.

Rose bushes should be banked before winter  
sets in, Mr. Croft will see to this.

The possibility of closing the present door to  
the basement meeting room and making a  
new opening at the foot of the stairs was  
discussed.

Pressure on books loaned out from Dec-ber,  
has eased now that School Libraries are better  
equipped.

meeting adjourned -

Annette W. Peterson

Secy.

minutes of Library Board meeting

Dec. 11 - 1962

Cedar City Public Library met in the Library Dec. 11 - 1962 at 7:30 P.M. with the following present: chairman, Fern Amend, Claudia Forsyth, Alice Braithwaite, George Croft, Clement Adams, Hazen Cooley and Eleve Jensen.

minutes of meeting held Nov. 13<sup>th</sup> were read and approved.

also present the first few minutes of this meeting were Mayor Kinner Gardner and State Representative, elect, Dixie Leavitt. Senator Chas. P. Hunter was unable to attend. The purpose of meeting <sup>with</sup> these gentlemen was to acquaint them with the proposed State Library laws and desired amendments which library officials wished to be considered and passed during the forth coming State Legislative Session. Under "Laws affecting both City and County Libraries" is a permissive (not mandatory) levy of three mills instead of the present varying permissive levies for each type (County or City) and size of library. More funds can be obtained <sup>for</sup> from a county library than is possible for a city library because public utilities in a county bring in more taxes for levy purposes.

Cedar City library budget is ~~not~~ not adequate for purchase of up-to-date books to replace old ones "weeded" from the library last summer.

Mrs. Jensen said that in the past, the library has not opened for business the day after Xmas, but, in as much as Dec. 24, comes between Sunday and Xmas Day this year, the Board granted permission to close that day.

Mr. Croft reported that he and the floor wax salesman examined the floors and decided that the wax had been put on over improperly cleaned surface. In Feb. the salesman will come and work with the wax. He will not charge for his time but the library will be required to



~~charge for his time but Lib. will be required to purchase the wax.~~

Mrs. Jensen presented current bills. By motion of Mrs. Forsyth, seconded by Mr. Craft, the Secy. was authorized to pay to pay said bills.

Help at the Library is adequate to meet the ever growing circulation at night. Also there is better response on the part of patrons concerning fines on overdue books.

The Jr. Library is entitled to one third of library book budget. It was suggested that Jr. Librarian, upon request to the Head Librarian and approved by Jr. Lib. advisor, purchase rated books by the month in preference to large purchases as has been done in the past.

Books for the blind, that is "talking books", can be borrowed from the State Library.

Mr. Craft and Mr. Adams will call for bids on changing the doors to the meeting rooms.

meeting adjourned -

Annette W. Peterson

Secy.