

Expenses for Library - January 1963

Books	68.96	- of that, 57.46 for Junior Library
Magazine file boxes	81.49	
Mending Supplies	14.85	
Caulking compound	4.58	
Outside lights	2.40	
Clove Electric	57.84	
Deseret News	24.00	
Telephone	11.52	
Coal	68.63	
Lights	<u>47.39</u>	
Total	381.66	

Circulation	January 1963	1962
Main Library	3,494	4,467
Junior Library	2,109	2,770

Minutes of Library Board meeting
Jan. 15-1963

Cedar City Public Library Board met in the Library Jan. 15-1963 with the following members present: Chairman, Fern Amend, Claudia Forsyth, Alice Braithwaite, George Croft and Head Librarian, Elene S. Jensen.

Custodian, Thornton Jones, met with the Board the first few minutes of this meeting. He reported that with the help of Mr. Croft the shrubs had all been banked. Concerning the poor wax job that was done on the floors in the fall, Mr. Jones thinks he got a bad batch of wax because it didn't flow out as it should have done. Mr. Croft reported that the wax company would make it right and would have a man down to see about it the first part of Feb.

Wood for the fireplace in the Jr. Library is kept in a small locked compartment outside the Library proper. In order that wood can be obtained when needed, it was decided that a key be given to Mrs. Dotson. Mr. Croft will have one made for her.

Mr. Croft will also investigate just how to place a larger light fixture on the porch in order to more adequately light the steps at night. He will determine what can be done about cutting the new door to the basement meeting room.

The Custodian should give proper notice just when he is taking sick leave or vacations. Vacations should not be taken piecemeal.

Mrs. Jensen presented current bills and by motion of Mrs. Forsyth, seconded by Mrs. Braithwaite, the Secy. was authorized, ^{to pay} said bills.

An announcement from the Library was made recently that a free period would be extended to the Public for returning overdue books. This proved to be very successful as it brought in many books that

been out for months, yes even one that had been out for over a year.

Mrs. Jensen will consult with the City attorney in connection with the legality of charging groups, other than ones of a civic or public nature, for use of library facilities such as meetings etc.

Again, it was stated that the Jr. Library Dept. did not have need for World Book Encyclopedia when it is available in the Senior Dept.

Mrs. Amend expressed "many thanks" to Mr. Croft for helping the custodian haul in fertilizer with which to bank all of the shrubs.

Meeting adjourned.

Annette W. Peterson

Secy.

minutes of Library Board meeting

Feb. 12 - 1963

Cedar City Public Library Board met in the Library Feb. 12 - 1963 at 7:30 P.M. with the following present: Alice Braithwaite, Hazen Cooley, George Croft, Clement Adams and Sen. Librarian, Elen Jensen.

Due to illness in Mrs. Amend's family, Mrs. Jensen took charge of this meeting. Minutes of previous meeting were read and approved.

The porch light that was adjusted by Mr. Croft proved to be much more effective.

The "monthly financial report" and the "financial calendar yearly report" for 1962 as prepared by Secy-Treas. Annette Betenson were presented to members present for their approval.

Mrs. Jensen presented current bills and comparative circulation for Jan. 1963 and 1962. It was noted that circulation in both Dept. Departments had dropped in 1963 due partly to the fact that School Libraries are better supplied this year - therefore students and teachers are not signing out great numbers of books as had been the case in years past. Also, the Bookmobile supplies outlying areas which formerly depended on the Library. However, Mrs. Jensen reported that the library is being used much more for research and is busier than ever.

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

Information received from the City attorney concerning charging meeting groups for lights and for keeping porch lighted after-hours who may want to use Book return, was that a reasonable charge be made for lights used for said meetings, also the library might be liable in case of accident on steps if not lighted.

Mr. Craft reported that a plan has been decided upon for changing the door to the meeting room and work will proceed.

All gifts or donations for specific purposes will be added to general funds in ~~its~~ separate account but used for purpose designated.

In view of the fact that National Book Week comes in April, the Library should begin preparing now for the event. After some discussion on the matter, the following preparations will be made: hold all new books until Book Week - purchase 1000 approved book marks - have picture of Librarians signing out books and magazines along with a writeup in local paper and spots on Radio.

By motion of Mr. Adams, seconded by Mrs. Braithwaite, the above mentioned preparations were approved.

Meeting adjourned

Cenneth W. Peterson
Secy - Treas.

Library Expenses for May 1963

Books	436.74	- of that, 65.60 for Jr.
Telephone	11.52	
Lights	39.56	
Magazines	22.00	
Library Supplies	43.12	
Pipe & parts	38.57	
Weed B Gon	2.98	
Lamps	16.50	
	<u> </u>	
	\$ 610.99	

Library Expenses for April 1963

Books	553.86	- of that - 385.64 for Jr. Library
Magazine	6.00	
Supplies (plastic jackets)	21.80	

Library Expenses for March 1963

Books	479.72	- of that, 221.81 for Jr.
Bookbinding Supplies	16.75	
Janitor Supplies	45.53	
Telephone	11.52	
Lights	51.58	
Milne Trucking	2.50	
	<u>349.69</u>	

*presented
at April-9-
meeting*

minutes of Library Board meeting

April 9th 1963

Cedar City Public Library Board met in the Library April 9-1963 at 7:30 P.M. with the following present: Chairman, Fern Amend, Claudia Forsyth, Alice Braithwaite, Hazen Cooley, George Croft, Clement Adams and Head Librarian, Elene Jensen

In as much as the project of changing the meeting room doors has been completed, the Board, voiced their approval and thanks to Mr. Croft for overseeing a job well done. Shontau Jones, the custodian, did the labor required and by motion of Mr. Croft - 2nd by Mr. Adams, the Secy. was authorized to pay him \$190⁰⁰ out of the Library Improvement Fund.

Mr. Croft reported that Mr. Barton, the florist, will replace shrubs out front that failed to grow. Rose bushes appeared to have been winter killed but are now coming up from the roots. Mr. Croft will contact the custodian in regards to wax purchased and calking where needed in the building.

Mrs. Jensen reported that the Sen. Library had re-registered all patrons - that number being 1031. The Jr. Dept. re-registered 833. Mr. Adams suggested that this be publicized along with a write up for the paper regarding National Book Week. A children's program will be held during Book Week and the suggestion was made that perhaps K.S.U.B. would be asked to broadcast the program and make a tape of proceedings for re-broadcast.

There is need for remodeling the desk and work area in the Jr. Dept. Mrs. Braithwaite, advisor to that Dept., will contact the architect who designed the Bldg. next "Fiscal Years Report" is to have a place for "administrative supplies" to take care of such items as travel pay or any other items that would come under this category. Mrs. Jensen and Mrs. Watson attended Library Convention in Salt Lake City March 15-16 and were advanced \$50⁰⁰ for expenses. The Secretary

was authorized to pay Mrs. Jensen \$10⁰⁰ more to cover total expenses.

Mr. Cooley said the every check written should have a receipt but some bills come to the Library with the request that the bill be returned with library check for proper credit. Something will have to be worked out in this regards.

Mrs. Jensen presented bills and Mr. Cooley made the motion that Secy. Peterson pay them. This motion was 2nd by Mr. Croft.

It will soon be time to make up the budget for next year - Mrs. Jensen will contact the city as to the date. Time, place and personnel will be decided upon to make up this proposed report.

At present it appears that unless more books are purchased, the library will not have used up the allotted amount for books this year.

Mrs. Forsyth will check over reference books needed and Mr. Croft said he could suggest a list of Western History books that would add much to the library.

Also Mr. Adams said that books on geology of this area would be a valuable source of information. The Jr. Dept. also can use more books and there are many new ones out.

- meeting adjourned -

Cornette W. Peterson -

Secy - Treas.

minutes of Library Board meeting
April 30th - 1963.

Cedar City Library Board met in the Library April 30th at 7:30 P.M. with the following members present: chairman Fern Adams, Alice Draitwaite, George Craft, Clement Adams, and Head Librarian, Elene Jensen. Minutes of meeting of April 9 - read & approved.

The Primary purpose of this meeting was to approve the Budget for the next fiscal year - ^{July - July} 1963 - 1964. This Budget is not padded and if approved by City, it will provide funds for a ten percent (10%) raise in Library employees Salaries. A note to accompany the proposed budget to be forwarded to the city, will explain reasons for some of the requests. Mrs. Jensen will have charge of this and she and Mr. Adams will meet with City officials at that time. Motion to adopt this procedure was made by Mr. Adams, 2nd by Mr. Craft.

In as much as there will be no meeting in May, bills to be paid will be approved by Mr. Cooley.

Mrs. Forsyth and Mr. Craft have submitted lists of desirable books to be added to the Library and Mr. Adams will also make up a list. Mrs. Jensen stated that books on general psychology are called for by patrons. She also said that "business" is good at the Library.

Sheubs that Mr. Burton ordered for replacement, turned out to be the wrong kind, therefore he will reorder.

This meeting adjourned until June.

Annette W. Peterson
Secy. - Treas.

minutes of Library Board meeting
June 11-1963

Cedar City Public Library Board met in the Library June 11-1963 at 7:30 P.M. with members present, chairman, Fern Amend, Claudia Forsyth, Hazen Cooley, George Croft and Head Librarian, Elene Jensen. Minutes of special meeting, April 30th, were read and approved.

First item of business was a discussion of Mrs. Watson's desire to partially retire, that is, work fewer hours but still maintain her position as Jr. Librarian. Mrs. Amend read a letter from Mrs. Watson explaining her desires. It was the opinion of the Board that her proposal was not satisfactory, therefore Mrs. Amend will compose a letter informing her of the Board's position on the matter.

Mr. Croft reported that the pipe and parts needed to bring the irrigation water on to Library premises was installed and in working order.

Expenses were discussed, especially the amount paid out for books, which was well spent. Mrs. Jensen said that many of the new books were on psychology, geology, insects, and other scientific subjects.

There is a class being held, 7:00 A.M., at the C.S.D. relative to Library work. Mrs. Day has expressed a desire to attend such a class but the hour is not convenient, therefore she will likely attend some class later on - perhaps next winter.

Ann Leigh, Jr. Lib. helper will be leaving for Logan in the fall, therefore there will be need of a replacement at that time. Application has been made by Janet Higbee for employment at the Library. She has excellent references from one of her High School teachers.

Mr. Barton has had trouble in securing shrubs

for replacement of ones which died but hopes
to be able to secure them soon.

Story hour which has been carried out during
the summer months in the past by the Dr. Dept.,
should be maintained again this season.

Mrs. Watson submitted a plan for re-modeling
the desk in Dr. Dept. Mr. Craft will study the
plan to ascertain its practicality.

meeting adjourned.

Annette W. Peterson

Secy - Treas.

Library Expenses for July 1963

Supplies

Barton's fertiliser	1.75
Janitor supplies	12.03
Gaylord-book slips	<u>12.25</u>

26.03

Telephone

11.52

Lights

25.80

Books

409.11

- of that 229.69 for Junior Library

Total

472.46

minutes of Library Board Meeting

July 9 - 1963

Cedar City Public Library met in the library July 9-1963 at 7:30 P.M. with the following members present: Chairman, Fern Aneud, Alice Braitwaite, Claudia Forsyth, Hazel Cooley, George Croft and Head Librarian, Elene S. Jensen.

Mrs. Aneud reported that she had met with Mrs. ^(Mrs. Dotson) Dotson regarding her own proposed semi-retirement, but now Mrs. Dotson has decided to stay on as usual rather than take a reduction in pay. However, she now wishes to go on a summer schedule of four hours per day and then in the fall assume full time again.

By motion of Mr. Cooley, and by Mr. Croft, the Board accepted Mrs. Dotson's decision - also that Ann Leigh's pay be raised to \$1.00 per hr. for the balance of the season.

One of two girls will be employed to replace Ann at 75¢ per hour. Mrs. Jensen will meet with each of these girls, Sharon Lee Eplin and Belle Whitelaw and explain duties entailed before choice is made.

Mrs. Braitwaite discussed the plan for story hour to be carried out, namely: a Picture Story session for the young children to be held in the Jr. Dept. and another session held down stairs for the older children. Tickets for admittance would be available during the week intitling the child to attend.

From now on Mrs. Dotson is to get permission from Head Librarian if she is to be absent from duty. Mrs. Braitwaite, Jr. Librarian Advisor, will discuss this problem with her - her schedule for the summer will be 2-6 P.M.

Mrs. Jensen presented current bills. June 30th was close of the fiscal year, but as yet the library has not received notice from the Mayor in regards to City's approval of 1963-1964 budget. By motion of Mr. Cooley, and by Mr. Croft, bills were approved and authorized

to be paid. Also Mrs. Jensen was authorized to contact the Mayor in regards to City's approval of 1963-1964 budget. Salary increases of 10% will be put into effect as soon as the Mayor authorizes the budget.

The Library is in need of Religious books, especially ones of early editions. Perhaps an add in the Iron County Record regarding this need would bring them in from local residents.

The plants to be replaced by Mr. Barton have been taken care of.

Meeting adjourned

Annette W. Peterson

Secy - Treas.

minutes of Library Board meeting
August 6 - 1963

Cedar City Library Board met in the Library Aug. 6-1963 at 7:30 P.M. with the following present: Chairman, Fern Amsud, Claudia Forsyth, Hazen Cooley, Geo. Croft and Head Librarian, Elene D. Jensen.

minutes of previous meeting were read and approved.

Mrs. Jensen discussed hiring help to replace Ann Leigh when she leaves to attend U.S.U. in Logan. No choice has been made up to this time. Mrs. Notson's salary raise will go into effect when she returns to full schedule.

Mrs. Jensen presented current bills and by motion of one Cooley, 2nd by Mrs. Forsyth, the Secy was authorized to pay them.

Mrs. Jensen will be away for a week - perhaps longer - but she has made arrangements for other Library personell to take her place.

Story hour was not carried out as planned this summer but the Board feels that it should be held next summer.

Money taken in on fines on over due books in Jr Dept. must be kept in the Library. It was the opinion of the Board that there may be an audit sometime and the funds must be there.

Remodeling of Jr Dept desk has been slowed up on account of prior commitments made by Cabinet maker.

Encyclopedias were discussed and it was agreed that World Book seems to be most popular. However, Mrs. Forsyth will make a study of other editions and their rating.

Teachers of Elementary grades aim not to give children assignments that will require them going to Library in evenings after 6 o'clock as has been habit of some children. Mrs. Croft will follow up on maintenance needs of Library - meeting adjourned.

Annette W. Peterson -
Secy Treas.

Expenses for September

Books	584.96	- of that, 229.93 for Junior Library
Magazines	592.20	- " " 32.95 " " "
Tribune	24.00	
Telephone	11.52	
Power	29.20	
Water	20.60	
Fire Extinguisher refill	7.50	
Library supplies	7.15	
Light globes	16.75	- 16.76
Glue	6.69	
Total \$	<u>1,300.58</u>	

minutes of Library Board meeting

Sept. 10 - 1963

Cedar City Public Library met in the library Sept. 10, with the following present: Chairman, Fern Arnold, Claudia Forsyth, Alice Braithwaite, Hazel Corley, George Croft and Head Librarian, Elene S. Jensen. Minutes of previous meeting were read and approved.

Mrs. Jensen reported that she had talked to Mrs. Nelson of Jr. Dept. in regards to the handling of fine money but so far there needs to be more definite record of how she is following through. One suggestion was that she check in with Sen. Librarian and have record of the day to day receipts. All bills must show having been paid by receipt or initials.

Mrs. Jensen will also have a letter written to the City manager requesting a copy of the library budget.

The Librarians attended some of the sessions of the Mountain Plains States Convention which was held at the College of Southern Utah and reported that it proved to be very successful. By motion of Mr. Corley, 2nd by Mrs. Forsyth, Librarians contemplating attending Library Convention should apply before hand for registration fees, etc. The Board voted to reimburse ^{Mrs. Jensen} those who attended Convention the sum of \$4.00 for ~~Mrs. Jensen~~ and \$28.51 for Mrs. Day, which included \$6.00 for a book and \$22.51 for a correspondence course from U.S.O.

The front door lock needed repairing - Karl Gardner did the job.

Purchase orders must be made for coal orders. Current bills were approved and by motion of Mr. Corley, 2nd by Mr. Croft, all bills except coal be paid. Coal bill will be paid when Mr. Croft approves it.

after discussion of applications for replacement of Ann Leigh in Jr. Dept, Miss Rele Whitlaw was chosen. Mrs. Nelson is supposed to return Sept. 23 on full time.

The Library purchased a set of Encyclopedias (American). The books were delivered in person by the salesman.

Clamant Adams, Board member, has complications in his time schedule and may not be able to continue in this capacity unless another night for meetings can be arranged, therefore we might try Monday night instead of Tues.

Story how came in for discussion and it is possible that two be held during winter months, namely, Thanksgiving and Christmas times.

Names of some new books to be added to the Library were suggested by Board members. Mrs. Jensen will include these in her list to be ordered.

Mrs. Croft will see to having the black top at rear of Library seal coated - also check on roof.

Meeting adjourned -

Annette W. Peterson

Secy - Treas.

Library Expenses for October

Books	301.60	- of that, 118.06 for Junior Library
Telephone	11.52	
Lights	3.86	
Light globes	34.80	
Desk supplies	5.80	
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\$	357.58	Total

minutes of Library Board meeting -

Oct. 14 - 1963

minutes of Library Board meeting held in the Lib. Oct. 14-1963 at 7:30 P.M. with the following members present: Chairman, Fern Amend, Claudia Forsyth, Alice Braitwaite, Hazel Corley and Head Librarian Elene Jensen.

Mrs. Jensen reported that she had again talked to Mrs. Watson regarding the proper handling of Jr. Dept. fines and there is improvement in the situation. Mrs. Watson does not arrive at 9 o'clock as she is required to, therefore, as a matter of administrative procedure, Mrs. Jensen checks on the hours she does put in.

On account of large book and magazine orders, bills for this month are much higher than usual. By motion of Mr. Corley, 2nd by Mrs. Forsyth, bills were approved and Secy. was authorized to pay them.

A new policy adopted this school year, that of charging college students a registration fee of \$1.00, seems to meet the approval of the students. They perhaps take more seriously the library privileges afforded them.

A great number of Jr. Dept. books are being used by the students studying children's literature, therefore there should be a time limit for use of said books - also possibility of registration in that Dept. Mrs. Braitwaite will check with Mrs. Watson on this aspect of Lib. procedure.

The library meeting rooms are still much in use. The mayor will be contacted regarding city policy for meetings, charges for lights used, etc. groups appreciate a place to meet.

Mrs. Braitwaite will follow through on Story Hour. Large burned spots in the lawn show signs of too much fertilizer - This problem will be referred to Mr. Craft.

A letter of ~~resignation~~ resignation from the Lib. Board was received from Clamant Adams. This letter will be referred to the mayor with the request that the Library Board be permitted to suggest names in selection of persons chosen to replace Mr. Adams. - meeting adjourned -

Cunette W. Peterson - Secy - Treas -

minutes of Library Board meeting

Nov. 11th 1963

Cedar City Public Library Board met in the Library Nov. 11-1963 at 7:30 P.M. with the following present: Chairman, Fern Amend, Claudia Forsyth, Alice Braithwaite, Hazen Cooley, George Croft, Head Librarian Elene Jenson and Mayor Truman Gardner.

Minutes of meeting held Oct 14. were read and approved. Mrs. Jenson reported that many groups in the town use the library meeting rooms extensively, also rules and regulations set up by the library two of which are: no smoking and no set schedule for said meetings.

The Dale Carnegie School that is being held in the City for several week has already paid the library \$77.00 in advance for use of a meeting place and suggested that the money be used to purchase more chairs. The person in charge has so far been bringing in chairs from one of the churches. Something will be worked out.

Mayor Gardner was asked if the City or the Library should charge for meeting rooms. After some discussion it was decided that public meeting with welfare of the Public in mind should not be charged but those of a commercial nature would be subject to charge. With approval of the Mayor, meetings will be held as usual.

Thornton Jones, Custodian, handed in his resignation to become effective Nov. 30th. This request was granted and discussion followed on duties and tentative salary for half time job. Mrs. Jenson and Mr. Croft will set up requirements and compose a want-ad for the Iron Co. Record. Applications will be accepted to fill the job.

The person suggest to replace Mr. Adams on the Board will be contacted by the Mayor for approval by the City Council.

(over)

Hearing on the county budget for the calendar year 1964 will be held soon - Library should make wants known before that time - Present Library Services should be maintained, also upkeep of the Building should be watched carefully.

Extra expenditures last month cut into our resources but with careful planning we can stay within our fiscal budget.

Mr. Croft talked to the custodian about burned spots in the lawn and found that heavy weed killer had been applied on noxious weeds with deep matted roots.

Mrs. Braithwaite will see what can be done for Book Week in Jr. Dept. Also Christmas program should be in preparation soon - Mrs. Notson would like to use glass case in the foyer to make a Xmas display.

Meeting adjourned -

Annette W. Peterson
Secy-Treas.

minutes of Special Library Meeting
Nov. 26 - 1963.

A special library Board meeting was called to discuss choice of a custodian to replace Thornton Jones who is returning. Those present were: Chairman Fern Amend, Alice Braithwaite, Claudia Forsyth, Geo. Croft, Hazen Cooley and Head Libr.; Elene Jensen.

Four applications were read. After thoughtful discussion, Mr. Heber Murdock's application was accepted.

Mr. Jones will introduce Mr. Murdock to details of the job, following which he will, as a paid employee, sign an exemption slip giving the required information.

Mr. Croft of the Board will contact Mr. Murdock relative to Board's acceptance of him.

meeting adjourned.

Cornette W. Peterson
Secy-Treas.

minutes of Library Board meeting
Dec. 9 - 1963.

Cedar City Public Library Board met in the library Dec. 9th 1963 at 7:30 P.M. with the following present: Chairman: Fern Amend, Claudia Forsyth, Alice Braithwaite, Hazel Cooley, George Croft and a new Board member Belden Lewis. Mrs. Amend welcomed Mr. Lewis into the Board and made him acquainted with other member's duties on the Board. Mrs. Jensen presented current bills - light globe seem to be quite expensive. Mr. Croft will investigate the type used and see if there are others more efficient. On motion of Mr. Cooley, 2nd by Mrs. Braithwaite, the bills were approved.

There is a need for a blackboard in the meeting room. There one can be made available through the County agent. Mr. Lewis will look into the matter.

Plans are going forward for a story hour to be held before Christmas.

The Jr. Dept. desk is yet to be set up - The carpenters are still busy at the High School.

Mr. Lewis will work with Mr. Croft on maintenance and will check the building - calling where necessary, etc.

The policy of charging out of town students a \$1.00 fee for use of the library is proving very effective - they are much more responsible.

The library is in need of chairs for the meeting room and Mr. Cooley suggested that Mrs. Jensen, along with other members who can, attend the County Commission meeting Dec 27th and ask for a Capitol Improvement Fund of at least \$750.00 for purchase of same, explaining in detail the need.

meeting adjourned.

Cennette W. Peterson
Secy - Treas.