

January 12 - 1965

Cedar City Public Library Board met in the Library
Jan. 12 - 1965 at 7:30 P.M. with the following present -
Chairman, Fern Amund, Alice Braithwaite, Hazel Cooley,
George Croft, Belden Lewis and Libr. - Elene Jensen.

The first period of this meeting was a "get-acquainted" discussion with Norman Day, newly elected County Commissioner who has been appointed to work with the County Libraries. Commissioner Day expressed pleasure for the opportunity of learning about library problems and procedure. Said as he becomes better acquainted with his new assignment, he will do all his own to further the progress of the Co. Libraries.

Mrs. Jensen presented current bills and by motion of Mr. Cooley, 2nd by Mr. Lewis, said bills are to be paid.

A small section of the curb in front of the Library has been painted yellow, presumably to designate a loading zone. Mrs. Jensen will make inquiries on the matter.

There seems to be no more trouble in the Rest Rooms - also a group of boys who came to Lib to study but caused much disturbance have given no more trouble since the Libr. made it plain that they were to be quiet or leave.

The Jr. Libr. would like bulletin boards on ends of the stacks. Mr. Lewis will look the situation over.

The children's Christmas program was very successful.

Again, investigation of remodeling reading room desk will be made - also repainting of walls is badly needed.
meeting adjourned -

Connetta W. Peterson

Secy - Treas -

16th Feb. 1965

Edna City Public Library Board met in the Library
Feb. 16-1965 with the following present: Chairman, Fern Amend,
Claudia Forsyth, Delden Lewis and Head Liben Elen Jensen.

Minutes of meeting held Jan. 12-1965 were read and
approved by motion of Mr. Lewis, seconded by Mrs. Forsyth.
Mrs. Jensen presented current bills and by motion of
Mrs. Forsyth, 2nd by Mr. Lewis, the Secy. was authorized to
pay them.

Mrs. Jensen read a letter from Idaho School Supply
in answer to her inquiry regarding refinishing Library
table tops. The Co. suggested that the repair be made by
a new formica or similar finish. Mrs. Jensen was
authorized to contact Glade Stevenson, cabinet maker, to
look over the situation.

If the boys who have been giving trouble in the Library
still persist in doing so, they will be asked to leave or
an officer be called.

Classification of the "Rock Collection" has not been taken
care of as yet.

The last water bill was unreasonably high this ^{past} quarter.
This matter will be investigated by Mr. Craft.

Mrs. Amend will send Mr. Cooley a budget sheet with
recommendation that the Board would like to give a 5%
raise for employees (Lib) salaries retroactive to Jan. 13, 1965.

The En-Arvente Club has proposed to give a valuable book
to the Library - the Library to make the choice.

Mr. Lewis was instructed to present his bill for
construction of bulletin boards in Jr. Dept.

meeting adjourned

Cennette W. Peterson
Secy.

March 9 - 1965

Cedar City Public Library Board met in the library March 9, 1965 at 7:30 P.M. with the following present: chairwoman, Fern Amend, Claudia Forsyth, Felice Braithwaite, Hazen Cooley and Belden Lewis.

minutes were read and approved by the Board. Mrs. Jensen presented current bills and they were approved by motion of Mr. Cooley, 2nd by Mrs. Forsyth.

With the approval of the Board, the 5% increase in salaries will be paid retroactive to Jan 1st. February salaries showed the 5% increase.

Library convention will be held in Salt Lake City, Mar. 12-13. Mrs. Jensen and Mrs. Day will attend - expenses to be paid by the Library.

The Library will be closed Sat. Jan. 13 - in order that the custodian can do necessary cleaning - he will hire some women to help. ^{Other} necessary cleaning and painting of walls etc. will be left until the summer.

Annual report to the State Library was presented to the Board for inspection and approval. More was spent in 1963 than 1964 for books. (Encyclopedia purchase in 1963 could account for part of difference.) Jr. Library shelving is in good order now.

more care should be taken in the upkeep of library grounds.

It will be the policy of Lib. to give credit for gifts according to market price.

Mrs. Jensen reported that at times patrons suggest that the Lib. order certain books - if they are of value, they are ordered. Public Libraries have more fiction than school or special Libraries.

The Secy. was authorized to pay Belden Lewis \$25⁰⁰ for construction of bulletin boards in Jr. Dept.

meeting adjourned.

Annette W. Peterson
Secy - Treas.

April 13 - 1965

Cedar City Public Library met in the library April 13 '65 with the following present: Chairman, Fern Amund, Claudia Foreyth, Alice Braithwaite, Hagen Cooley, Belden Lewis and Head Libr., Elene S. Jensen.

Minutes were read and approved.

Mrs. Jensen presented current bills (approved by motion of Hagen Cooley, seconded by Alice Braithwaite). Mrs. Jensen also said that she has a report to fill out, one item asking for the sq. ft. of floor area of our library. Please do note show this information.

The State Lib. convention was very interesting and well worth while. Several ladies who were interested in children's reading courses put over their theories on the subject very well. As a Board, we should be looking forward to latest methods in Library Services and selection of books.

The Summer Reading Program for the Jr. Hgt. is coming up soon and plans will be forth coming.

Maintenance of the Lib. was discussed: painting of walls, careing of woodwork in the Bldg. is on the agenda, also removing of wax that has splashed on base boards.

L & R. Decorators have look over the job and have made a bid of \$554.00, more than one bid should be submitted, therefore Mr. Lewis will make proper contacts.

It will be well for Mr. Meredith, the Custodian, to take take a course in proper care of Buildings, such as our library, that is given periodically at the College.

meeting adjourned -

Annette W. Peterson
Secy.

11th - May 1965

Cedar City Public Library Board met in the Library May 11-65 with the following present: Hazen Cooley, George Croft, Claudia Forsythe, Elden Lewis, Chairman Fern Amend and Librarian - Elene Jensen.

Minutes of meeting held April 13-1965 were read and with two corrections were approved.

Condition of plants and grounds were discussed. Mr. Croft will apply iron sulphate to yellow plants and will talk with Barton Floral about plants that winter killed. Mrs. Peterson will look up invoice on plants to determine cost.

Two bids were submitted to paint the interior of the library, one from Warren Govee and one from L & R. Decorators. On motion from Mr. Croft, and by Mr. Lewis, the Board voted to accept the bid from L & R. Decorators. The library will be closed the first week of June for painting. Mrs. Jensen will send a letter to Mr. Govee thanking him for submitting a bid.

Current bills were presented by Mrs. Jensen. By motion of Hazen Cooley, and by Claudia, the Secy. was authorized to pay them. After discussion about current water bill, Mr. Lewis was authorized to investigate; the bill being deemed excessive.

The proposed Budget for 1965-1966 Bi. submitted to the Mayor and manager of Cedar City by Librarian Jensen was reviewed and discussed. After some discussion Mr. Cooley made motion, and by Mr. Lewis, to approve budget submitted.

Summer Reading Program for Jr. Lib. was discussed. Elementary Schools will support this program.

Librarian Jensen was given charge to talk with Mr. Challis at C.S.U. relative to any library courses being offered at C.S.U. Summer School. Meeting adjourned -

Annette W. Peterson - Secy. - Treas.

Librarians June 1965

Cedar City Public Board met in the Library June 8th 1965 with the following present: Chairman, Fern Arnold, Claude's Forsyth, Alice Braithwaite, George Craft, Belden Lewis, and Libr. Elene S. Jensen.

Mrs. Jensen presented Current Bills. By motion of Mr. Craft, 2nd by Mrs. Braithwaite, the City was authorized to pay them.

There were duplicate bills from Barton & Local - Mr. Craft will take care of the matter.

As yet there has been no word from the City Office on the proposed Budget - will wait one more week before making inquiry.

The paint job in the Lib. is very satisfactory and by motion of Mrs. Forsyth, 2nd by Mr. Craft, the bill \$55.40 is to be paid. Mrs. Jensen will call the glass Co. to make repair on broken windows.

Librarians are to use their own judgment about attending cataloging and classification classes at CSU.

Getting books back on the shelves after the paint job was strenuous work. Also "carding" the weeks accumulation of books was very tedious.

Copies of some back numbers of Life Magazine will be welcome in the Library.

Summer Story Hour plans are formulated and the first session will begin soon.

Mrs. Braithwaite was delegated to investigate something to put under the potted plants on the shelves to prevent ~~more~~ damage to the paint.

The water bill will not be paid until further check on the meter.

Saturday after noon hours in the library for summer months will be 2 to 6 P.M. or at the discretion of Librarians - meeting adjourned -

Annette W. Peterson - Secy - Treas.

Cedar City Public Library

136 WEST CENTER

CEDAR CITY, UTAH

Proposed Budget for 1965-1966

Library Service	\$ 12,285.00
Janitorial Service	3,465.00
Books	3,600.00
Periodicals	300.00
Book Repair	520.00
Matchings:	
Social Security	609.00
State Retirement	588.00
Health & Life Insurance	60.00
Insurance:	
Industrial	50.00
Fire & Liability (paid by City)	440.00
Water	60.00
Coal	550.00
Power & Lights	750.00
Telephones	135.00
Administrative	200.00
Printed forms & Supplies	425.00
Janitorial Supplies	225.00
Building repair & Maintenance	200.00 Contingency
Paint Interior of Library	524.00
Refinish Tables	350.00
Total	\$ 25,336.00

July 20 - 1965

Pedlar City Public Library Board met in the Library, July 20 - 1965 with the following present: Chairman, Fern Amend, Alice Braithwaite, Hazel Cooley and Head Libr. Elene S. Jensen.

Minutes were read and approved, by motion of Mrs. Cooley, seconded by Mrs. Braithwaite.

The new water bill for \$10.00 is more in keeping with the amount of water used. Two quarters previously, the bills had been unreasonably high - we still cannot understand the cause.

The opening Story Hour held recently was very successful. Mrs. Braithwaite suggested the group be divided so as to alleviate the crowded condition which existed.

Librarians from out of town who were attending C.S.U. workshops recently were lavish in their comments on our library facilities.

There will be no change in help this fall. Fern Amend will contact some members of the City Council to see if the trash container which is placed in front of the Library can be moved to a less conspicuous location.

Groups who would like the Librarian to order books should prepare a list from which best selections can be made.

Mrs. Jensen reported that Librarians are working on the list (book) prepared by Mrs. Morris. This list is for High School students who should be reading books which will help them later on in College.

Mrs. Cooley will call the City Office on budget matters.

meeting adjourned -

Annette W. Peterson
Secy - Jensen -

September 1965

Cedar City Public Library Board met in the Librarium.
Sept. 7th - 1965 at 7:30 P.M. with the following present: Chair-
man, Lois Amund, Claudia Forsyth, Alice Brantkwaite, George
Croft and Head Libr. Elene S. Jensen.

Minutes of July meeting were read and approved. There
was some discussion concerning list of books which
students should be reading but as of now, no list has
been prepared.

Recently a Book Salesman displayed great numbers
of books in the library from which our Librarians
could make "on the spot" choices. This was a rare
opportunity for them to see just what they wanted and
needed.

The lawn mower which was purchased a year or two ago
is being replaced with a Toro mower. Hunter Adams will give
credit on the old one. The furnace is ready for the winter.

In as much as there was not meeting held in Aug.,
expenses for July were presented. Mrs. Jensen will con-
tact Mrs. Cooley in regard to the new Budget.

Mrs. Jensen brought up the problem of moving the
main lib. desk. The Board will review the situation at
the close of this meeting.

Because there is such great demand for circulation of
magazines, the time allotted to patrons will be limited to
two days.

The question of number of days given employees of library
for sick leave was brought up. Mrs. Jensen informed the
Board that time, as much as eight (8) days per year.

Teachers in lower grades are privileged to sign out
numbers of books from the library.

The "Book Return" poses problems but in the long run
it serves its purpose. Meeting adjourned.

Annette W. Peterson

Sely - Head -

October 12 -- 1965

Cedar City Public Library Board met in the library Oct. 10, 1965 at 7:30 P.M. - Present were the following - chairman, Jean Amund, Alice Braithwaite, George Croft, Hazel Cooley, Belden Lewis, and Libran, Eileen D. Jensen - minutes of Sept. meeting were read and approved by motion of Mrs. Braithwaite, seconded by Mr. Lewis.

The Budget for year July 1st 1965 - June 30th 1966 was discussed. This budget will be higher than budget for 1964-1965 due to salary increases for library services, janitor services, matching Social Security, State Tax, painting of interior and refinishing table tops. This increase will amount to \$1378.10

The new lawn mower is satisfactory. The custodian should do a better job on outside upkeep. It is discouraging, though, when adjoining property is let go to weeds - Mr. Croft will contact the custodian.

Mrs. Notson of the Jr. Dept. prepared a list of books for Mrs. Braithwaite's approval. Circulation of a book is no criterion of its value.

The Book List from the High School was received and dealt mainly with Anthology. This will pose quite a problem because these poem stories, etc. are scattered through so many books. If patrons suggest books, the Libran will investigate their worth before ordering same.

Two magazines, Time and Nation, are now on a two-hour loan basis due to the heavy demand.

The library meeting rooms are being used quite extensively by civic groups and clubs.

meeting adjourned.

Cennette W. Peterson
Secy. Treas.

November 9th 1965

Cedar City Public Library Board met in the Library
Nov. 9th 1965. Present were chairman Fern Amend,
Claudia Forsyth, Alice Braithwaite, George Croft and
Belden Lewis.

minutes of meeting - held Oct 12 were read and
approved.

Mrs. Jensen presented bills which were approved by
motion of Mrs. Croft, seconded by Mrs. Forsyth.

Terms of Board members were reviewed - there
is no vacancy before July 1 - 1966.

Mrs. Croft reported on grounds - some shrubs will
need replacing.

Mrs. Peterson Jr - Libr., will make out list of books and
mail to Mrs. Braithwaite for examination and
possible approval.

Patrons are becoming more interested in Educational
and Historical books. Also students from C.S.D. are using
Public Library facilities to a greater extent. Mrs. Forsyth
suggested purchase of Standard works where needed to
meet supply demand - also books on General interest
and information.

meeting adjourned -

Cennette W. Peterson
Secy. - Treas.

December 14th 1965

Cedar City Public Library Board met in the Library
Dec. 14th 1965 with the following present: Chairman Fern
Amund, Claradio Forsyth, George Croft, Belden Lewis and Librarian
Elene S. Jensen.

Minutes were read and approved. Mrs. Jensen presented
monthly bills. One item of expense was for replacement of
plumbing fixtures in sink in work room due to con-
tinued leakage, causing lime deposit and discoloration.

Three year subscription on magazines is less expensive
than on a yearly basis. By motion Mr. Croft, 2nd by Mr. Lewis,
bills were approved for payment.

Mrs. Amund read a letter that she had received from
Mr. Cooley asking that he be relieved of his position as a
member of the Library Board because of disability. Board
members present were reluctant to release him because
his services are still valuable. Mrs. Amund will write him
a letter to that effect, encouraging him to continue on the
Board if he feels he can carry on.

Discipline is considerably better at the Library now.
Preparations for the children's Christmas Program are coming
along satisfactorily.

Twenty new Christmas books in the Dept. have been put on
a limited circulation basis.

Mrs. Forsyth will prepare a list of desirable books. "Book of the
month" books are usually not up to standard. Books on "History
of Religion" are purchased when available. Mr. Lewis will
prepare a list of "Trade Books".

Mr. Croft checked the roof and it is now repaired. A lock
must be placed on this trap door that leads to the tunnel
under the library for safety's sake.

Mrs. Jensen will ask the custodians to come in 10 minutes
before closing time on Friday and Saturday nights to help in
checking out. Meeting adjourned.

Annelle W. Peterson Secy - Treas -

	full time	part time	annual salaries
No. of Other Librarians (without formal training)	3	2	\$10,590.55
No. of clerks		2	<u>1,617.78</u>
Total			12,208.33

Local taxation and appropriations \$24,032.55

Other sources.

Fines, rentals, and memberships 827.44

Total 24,859.99

Total Salaries	\$12,208.33
Books	4,197.41
Periodicals	170.45
Audiovisual	
Binding	860.28
Capital outlay	375.00
Other expenses	<u>6,502.63</u>
Custodian, heat, lights, telephone operating supplies and misc.	24,314.10

Library Board

Mrs.) Fern Amend.....Chairman
 (Mrs.) Claudia Forsythe
 (Mrs.) Alice Braithwaite
 Hazen Cooley
 George Croft
 Beldon Lewis

Library Expenses for December

Books	194.83	total - Jr. 100.06
Magazine files	76.45	
Magic tape	11.40	
G.I.	124.26	
Telephone	12.40	
Electricity	52.91	
	<u>472.25</u>	