

Jan. 11, 1966

Cedar City Public Library Board met in the Library Jan. 11, 1966 with the following present: Chairman Fern Amend, Claudia Forsyth, Alice Braithwaite, George Croft, Belden Lewis and Head Librarian Elene S. Jenson, Loren Whetten newly elected mayor was also present to get acquainted with the Board and its duties and operation.

Minutes of previous meeting were read and Mr. Lewis made the motion that they be approved.

Mrs. Jenson presented current bills. The Library is keeping abreast in magazines available. New Magazine boxes purchased are needed to keep back numbers, same as far back as 10 years. By motion of Mr. Croft, and by Mr. Lewis, the bills were authorized to be paid.

Vandalism has occurred at the Library recently. Screens have been removed in basement windows and glass broken. Suggestion was made that grills be placed over windows. Mr. Croft will investigate the problem before approval is made by the Board. Cedar Glass will repair broken glass immediately. Mr. Croft will also investigate the Thermostate, which is not functioning properly.

Annette W. Betenson who has acted as Secretary-Treasures of the Library Board for over 10 years asked to be released at the Dec. 1965 meeting, therefore Mrs. Vera Isom was Approved as the new Secy.-Treas. She will assume her duties immediately.

There is need of an adding machine in the Library, therefore Mayor Whetten will investigate the proper kind.

Mr. Cooley's resignation was reluctantly accepted and some names were mentioned to replace him. The Mayor will make the appointment.

If one of the Police officers would plan to drop in Library occasionally, it would help with disciplin. Rest rooms were kept locked, therefore patrons are required to ask for the key if needed.

Mrs. Jenson explained the duties of each of the personnel on the Library staff.

The question of retirement at the age of 65 came up. The Board went on record as establishing no policy on retirement at age 65.

Mrs. Amend read a letter of appreciation to the Board from Former Mayor Gardner.

Meeting adjourned.

*Annette W. Betenson
by Vera E. Isom
Secy. Treas.*

Library Expenses for January 1966

Books	379.83 total - Jr. 158.95
Mending supplies	29.51
glue	
end sheets	
leatherette	
Window replacement	25.54
Power	49.63
Telephone	16.62
4 Switches @.54	2.16
Newspaper	27.00
(Tribune)	
Magazine, Business Week	<u>8.00</u>
	538.23

Mayor

LOREN A. WHETTEN

Recorder

ELLEN SIMKINS

Treasurer

MARILYN S. PRINCE

City Attorney

ROBERT L. GARDNER

Cedar City Corporation
Cedar City, Utah

February 9, 1966

City Manager

ARNOLD ANDERSON

COUNCILMEN:

R. HAZE HUNTER

L. KERRY JONES

FRANK J. PETTY

RICHARD STUCKI

LOUIS WEBSTER

Library Expenses for February 1966

Books	532.21 (280.83 for Jr. Library)
Magazine (Kiplinger)	4.00
Power	56.25
Telephone	13.50
Book Cards (Iron Co. Record)	11.80
Glue	5.94
Cedar Bldrs. Supply (Lamps)	16.07
Cedar Glass	7.92
Coal	<u>106.09</u>
	753.78

February 9, 1966

Cedar City Public Library Board meeting held in Library Feb. 9, 1966. at 7:30 P.M. with the following present: Chairman, Fern Amend; Head Librarian Elene S. Jenson; Board members, Alice Braithwait, A. W. Stevenson, George Croft and Claudia Forsyth.

Minutes of meeting held Jan. 11, 1966 were read. Mr. Lewis made motion they be approved

Mr. A. W. Strvenson newly appointed board member was welcomed; and Mrs. Elene S. Jenson head librarian, explained the Library plan, finance etc. to Mr. Stevenson and explained the money allowed for Library maintenance came from the county and city and that the Library was operating each month within the budget. Mr Stevenson in turn congratulated the board for the splendid way the business and financing was handled with the minimum budget they are working under.

Mrs. Jenson said the Library Board Room was being used quite extensively for meetings free of charge, and wondered if it would be permissible to charge a small fee or at least cost of electricity for these meetings. This was discussed and Mr Stevenson made motion that Mrs. Jenson make a list of meetings held in Library during 1965. It was suggested that since the Library is a public building and operated by city and County, that Civic meetings should be privileged to use the Board Room free of charge, but organizations or Bureaus who have budgets for service, might be charged a fee of \$5.00

Mr. Croft reported on his investigation of getting new windows and screens at a cost of \$15.00 each for five windows on the West, a total of \$90.00 It was the opinion of the board that metal screens are very necessary for the two South windows of the Rest Rooms, on account of Vandalism in the rest rooms. Mr. Croft was advised to engage Cedar Glass to install five new screens on the West windows, plus two on the South rest room windows. The rest rooms have been kept locked because boys keep trying to pull windows off.

Mrs. Jenson explained the current bills. Claudia made motion and 2nd. by Mr. Stevenson that the bills be paid.

Mrs. Amend reported, Mayor Whetten had advised that the Secretary need not be bonded at present time.

Mr. Stevenson presented bids for Office Machines. This problem was discussed and decided to buy from the local So. Utah Office Machines: One # 17-83-54 Speed Touch Ten Key Victor for \$237.60

Mrs. Jenson said there is need for a cut up magazine rack. Mr. Stevenson offered copies of several magazines and was suggested it be announced at Ladies Faculty for extra magazines for a Cut-up Stand.

Library Convention is to be held at Hotel Utah, March 10-11-12 Mrs. Amend made motion and 2nd. by Mr. Stevenson that Mrs. Jenson and a companion attend, because she felt it builds up enthusiasm. Mrs. Jenson was advised to consult with Mrs. Dotson, as Mrs. Dotson had committed a desire to attend. The Board suggested expenses be paid from the Library Budget.

Meeting was adjourned at 8:30 P.M.

Fern G. Amend
Secy. Treas

Library Expenses for March 1966

Books	193.73	total(Jr. Lib. 70.61)
Coal	121.15	
Window replaced	8.07	
Telephone	13.50	
Power	46.59	
Gaylord supplies	15.50 /	
encil sharpener, tape, accession books)		
Clove Electric (motorized valve, labor	75.00 10.00	
Janitor supplies (floor wax & cleaner, window cleaner, furniture polish	56.89	
Flu brush	9.84	<i>Paid in mar.</i>
Lamps	6.23	
Total	<u>556.49</u>	

March 8, 1966

Cedar City Public Library Board met in the Library March 8, 1966 with the following present Chairman, Fern Amend; Head Librarian, Elene S. Jenson; A. W. Stevenson, George Croft, Beldon Lewis, Alice B Braithwaite

Minutes of board meeting held Feb 9, 1966 read. Chairman Amend made motion 2nd by Mr. Stevenson minutes be approved as corrected.

The board approved \$75.00 expense for Mrs. Day and Mrs. Jenson to attend Library Convention. Mr. Stevenson made motion and 2nd, by Beldon Lewis that an itemized account of expenses be kept for record to go on file.

Due to the extended illness of Mrs. Dotson a labor shortage has been created in the Jr. Library. Arvilla Day has been substituting she enjoys the work and would like to work permanently. Since Mrs. Dotson's illness is of such a nature, her absence would be such an extended time, she has decided to retire. Mrs. Jenson purposed employing Arvilla Day as Jr. Librarian, plus some hours of employment in the Main Library with a raise in salary to meet the rate of Mrs. Dotson's salary. She also purposed a pay raise up to \$1.27 per hour for Ruth Gardner plus additional hours. And purposed Shirley Gunn's salary rate be raised from \$1.15 per hour to \$1.27 per hour. Due to such a limited Budget, Mr. Stevenson made motion and 2nd, by Beldon Lewis that the old schedule should remain as is for present, except Mrs. Day should receive rate that has been paid for Jr. Librarian of \$1.45 per hour with a possible pay raise for the other two employees April 1.

Mr. Stevenson purposed Head Librarian, Elene S. Jenson and another member meet with County Commissioners to explore a possible increase in finance for County for maintaining the Library since the College is expanding and more and more College students are using the Library, necessitating more help at the Library, especially evenings. Additional funds are also needed for additional meetings held, creating expense of lights heat etc.

Mr. Croft reported the cost of replacing better window screens would be \$90.00 for five on West and \$35.00 for two on Rest rooms on the South, making a total of \$125.00. There have been two windows cut since last board meeting due to Vandalism.

Mrs. Amend had checked on the Calculating machine and was told the delay was due to Factory shortage of production.

There is a needed correction in book calculation and accession file in Jr. Library. Mrs. Amend purposed help from Mrs. Forsyth to work out professional system of shelving etc. and that Mrs. Forsyth supervise the needed correction.

The Board feels some recognition should be given Mrs. Dotson for her 14 years of faithful service to the Jr. Library. Suggestions of a personal gift, books for Jr. Library, or a picture with name plate attached etc. was decided to investigate further the possible preference of Mrs. Dotson before making a decision.

Meeting adjourned at 8:50 P.M.

Fern Amend
Chairman

Library Expenses for April 1966

Books	209.76,	total - 127.95 for Jr. Library
Calculator	215.10	<i>adding listing machine</i>
Magazine book list	8.00	
Janitor supplies	74.62	
Back stools	27.90	<i>for 2 -</i>
Telephone	14.35	<i>- 85¢ to State Ret. Office</i>
Power	43.26	
Meadow Gold	12.00	
Fertilizer	3.58	
	<u>608.57</u>	Total

April, 11, 1966

Cedar City Library Board met in the Library April 11, 1966 with the following Present: Chairman, Fern Amend; Head Librarian, Elene S. Jenson; A. W. Stevenson; Claudia Forsyth; Beldon Lewis; Alice Braithwait. Meeting began at 7:35 P.M. Mr. Croft was excused on account of illness.

Minutes of board meeting held March 8, 1966 were read and corrected. Mrs. Amend made motion they be approved.

Mrs. Jenson presented bills, Alice Braithwait made motion and Beldon Lewis 2nd, that bills be paid.

Mr. Croft sent a report that material for screens is ready, but due to remodeling they are not assembled, but promised to rush completion very soon. Mrs. Amend ask Mrs. Jenson to call tomorrow to see if it will be possible to have them installed immediately because another window has been broken.

Mrs. Jenson reported the building and grounds are not being kept up as they should be. Mr. Murdock is being paid \$262.50 per month for a 20 hour week or a rate of \$3.28 per hour. The board feels the wage is ample and that regular hours should be maintained each day and clocked to insure working hours are given for money received. Beldon Lewis was authorized to contact Mr. Murdock and investigate the problems. If Mr. Murdock is dissatisfied then it will be necessary to employ another custodian.

Mrs. Braithwait reported that through her investigation of a gift for Mrs. Dotson, it was obvious a painting would be the choice of the family rather than a personal gift. The Board appointed Alice Braithwait and A. W. Stevenson to contact the Art Committee and arrange for a prior viewing of the Art Exhibit before the Public is invited to select a painting suitable. Mr. Lewis suggested we should choose within a price range of \$50.00 to \$75.00. The Board plans to present it at Story Hour when considerable children will be present.

Since the Library is in need of additional budget money. It was discussed how this problem should be solved. Mrs. Jenson reported she had discussed the matter with Commissioner Day to see if the fund levied for Library building program was still being levied and if so if additional funds would be available for maintenance. Mr. Day advised Mrs. Jenson that after Commissioners meeting he would report by letter or attend the Board meeting, while the Board was discussing the proper procedure, Mr. Day came into the meeting. Mrs. Amend welcomed him and reported the problem facing the board. He advised that \$7,000.00 has been set aside each year for building purposes. Cedar received their building first and now Parowan has used the amount saved for them for the past ten years and that a levy has been set up for .36 (hundredths) of a mill for Library maintenance which amounted to \$10,800.00 for Cedar and Parowan. Cedar received two thirds or \$7,000.00 per year and Parowan one third with \$1,000.00 going to Bookmobile. Mr. Day advised the board to submit an itemized budgetary request by the middle of July or 1st, of Aug. for Commissioners to pass on.

Alice Braithwait was advised to go ahead with Story hour at Jr. Library Saturday morning.

Mrs. Amend will call Mayor Whetten for advise on additional funds.

Claudia Forsyth was ask to check with Parowan Library board to see what their financial needs are and if they would be interested in joint action with Cedar for additional funds. And see if they feel it proper to charge a fee for use of Library Board room to Bureaus etc. who have a budget allowance for expense, in order to lighten the expense of heat and lights for the Library.

Meeting adjourned 9:00 p.m.

Vera S. Jenson Secy. Treas.

Library expenses for May 1966

Books Total \$207.78 Jr. Lib. \$80.40
Summer program reading materials \$6.50
Arizona Highways \$4.00
Library Journal 3 years \$28.00
Deseret News \$18.00
Cedar Glass for screens \$135.00 ✓
Gaylord for printed post cards \$54.75 ✓ 1 set + 2nd set misc cards.
Electricity \$43.26 ✓
Telephone \$13.50 ✓
Printed checks \$4.60 ✓

207.78
80.40

288.18

May 10, 1966

Cedar City Library Board met in the Library May 10, 1966 Meeting began at 7:35 P.M. with the following present: Chairman, Fern Ammend; Head Librarian, Elene S. Jenson; Alice Braithwait; Baldon Lewis; A.W. Stevenson; Claudia Forsyth; George Croft.

Minutes of Board meeting held April 11, 1966 were read and approved.

Mrs. Jenson presented bills amounting to \$608.57. Claudia Forsyth made motion they be approved and Baldon Lewis 2nd the motion.

The salary raise for Ruth Gardner and Shirley Gunn which was brought before the board in March was discussed again and the board approved a raise for Ruth Gardner and Shirley Gunn to \$1.30 per hour. (The employees will be reciprocated for April salary.)

Mrs. Jenson proposed that the Library close at 6:00p.m. Friday and Saturday, with regular hours other days in week, during the summer months or as soon as school closes, because of past experience, she feels the Library isn't used enough to warrant the extra 3 hours service during the summer.

Mrs. Day has ask for help from Mrs. Forsyth and Mrs. Braithwait in discarding the obsolete and undesirable books and to rearrange the Jr. Library according to the Dewey Decimile procedure. The board approved and requested this needed help.

Mrs. Braithwait gave a report on the very successful story hour and presentation of a painting to the Junior Library in hovor of Mrs. Dotsons many faithful years of service, held Saturday April 30, 1966 . She figured there were at least 120 children present which were divided into three groups with a story teller for each group, rotating so all children were privileged to hear all three stories. Story tellers presented a corsage to Mrs. Dotson. Ice Cream Dixie Cups were served to the children/ Everyone felt this was a very successful event.

Mr. Croft reported his investigation with the Custodian. The Board advised Mr. Croft to explain to Mr. Murdock the different jobs that are required for Janitor maintenance and if he feels he is unable to meet the requirement for the qage offered, it will be necessary to interview other applicants who are desiring the job.

Mrs. Jenson reported the window guards have been installed and she also reported buying two kick stools to stand on in order to reach books on high shelves. She stated two more are needed, one more for main Library and one for Jr. Library. The Board approved the purchase of two more Kick Stools.

Mr. Stevenson and Mrs. Jenson were ask to work out and set up the Budget for the coming year 1966-67

Mr. Stevenson suggested the Board consider pirchasing a tape recorder and film strips for use in the Library.

Neetubg adhiyrbed 8:50p.m.

*Vera S. Jenson
Secy. Treas.*

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1966 ANNUAL CONVENTION

March 10, 11, and 12

Hotel Utah

Name

Day Arwella H.

Last

First

Middle

Address

136 West Pentec Cedar City

Street

City

Library

Member

Non-member

Suggestions or Comments:

Registration ----- \$ _____

\$1 - Members

\$2 - Non-members

Dues ----- \$ _____

Meals

March 10

Luncheon _____ @\$3.00 \$ _____

Dinner _____ @\$4.00 \$ _____

March 11

Breakfast _____ @\$3.00 \$ _____

Luncheon _____ @\$3.00 \$ _____

TOTAL \$ _____

Reg. Clerk

881 JENSEN BLVD S 8 1/2 00 12
 GRAND CITY UTAH
 SIX MONTHLY STORAGE
 3/11/66 5 00 00 MS



G 03583
 THE HOTEL UTAH
 &
 MOTOR LODGE

MEMO	DATE	EXPLANATION	CHARGES	CREDITS	BAL. DUE	ROOM No.
	MAR 10-66	ROOM ●●●●	* 6.00			A 821
1						
2	MAR 10-66	TAX ●●●●	* 0.30		* 6.30	A 821
3	MAR 11-66	GAR'GE —	* 1.50		* 7.80	A 821
4	MAR 11-66	ROOM ●●●●	* 6.00			A 821
5	MAR 11-66	TAX ●●●●	* 0.30		* 14.10	A 821
6	MAR 11-66	GAR'GE —	* 1.50		* 15.60	A 821
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 THE HOTEL UTAH
 &
 MOTOR LODGE

MEMO		DATE	EXPLANATION	CHARGES	CREDITS	BAL. DUE	ROOM No.
		MAR 10-66	ROOM ●●●●	* 6.00			A 821
	1	MAR 10-66	TAX ●●●●	* 0.30		* 6.30	A 821
	2	MAR 11-66	ROOM ●●●●	* 6.00			A 821
	3	MAR 11-66	TAX ●●●●	* 0.30		* 12.60	A 821
	4	MAR 11-66	PHONE —	* 0.10			B 821
	5	MAR 11-66	PHONE —	* 0.90		* 13.60	B 821
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12.60 Hotel

9.26 Bus

10.00 car

4.97 two dinners

3.25 two lunch

14.00 convention & 3 meals

13.00 convention & 3 meals

79.68

75

June 14, 1966

Cedar City Library Board meeting began at 7:30 p.m. Minutes of Meeting May 10 read and approved as corrected.

Board members present: Chairman, Fern A, end; Alice Braithwait; Beldon Lewis; A. W. Stenvenson; George Croft; Elene Jenson; Claudia Forsyth was excused for 3 months while attending school at Logan.

Mrs. Jenson presented bills, Beldon Lewis made motion they be approved and Mr. Croft 2nd, the motion.

Mr. Stevenson was ask to contact Counth Commissioners an the \$100.00 the county proposed to pay for expense on window screens.

Mrs. Forsyth had checked over the Jr. Library books and suggested in order to up date the Jr. Library, the undesirable readers be taken from the shelves; but because they contain Literary value, they be placed in 808 file for future reference. The books as readers will be indicated by Dot system and she feels the children in brousing through, will become interested in the very good assortment that is there for them. Story hour is scheduled for the entire summer.

A name plate for the picture for Mrs. Dotson was discussed, what to have written on it and where to place it. A suitable location was decided on, with the probable inscription "In Honor of Blanche L. Dotson".

Mr. Croft reported on Janitor work. He said, "Mr. Murdock desires the the Job and he feels he can do satisfactory work and meet the requirements the board feel are needed, and still maintain his job with Wycoff. A Purchase order will be supplied Mr. Murdock for a setp ladder and also two metal pans to be placed under the planters.

The board feels the library should be kept in good repair, tables and chairs kept painted which is less expensive than letting building and furniture get run down.

The dark room where Janitor mops are stored in basement was discussed again and Mr. Lewis was ask to investigate possible ventilation or another storage plane for Janitor tools.

The Board advised payment of additional money of \$4.68 be paid Mrs. Jenson for trip to Covention which amounted to \$79.68. Itemized bills are filed.

Meeting adjourned 8:45 p.m.

Vera S. Seaman
Secy. Treas.

RESEARCH PAPER

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Cedar City Public Library

136 WEST CENTER
CEDAR CITY, UTAH

Budget 1966-1967

Library Services	\$ 12,285.00
Janitor	3,465.00
Social Security (Matching)	661.50
Utah State Retirement	400.00
Health & Life Insurance	120.00
Industrial Insurance	50.00
Fire & Liability (held out & paid by City)	440.00
Utilities	1,360.00
Telephone	162.00
Building maintenance & repair	600.00
Administrative	400.00
Printed Forms & supplies	425.00
Janitorial supplies	225.00
Book repair	520.00
Periodicals	300.00
Books & visual education materials	<u>4,199.42</u>
Total	\$ 25,612.92

Receipts

\$ 24,895.92	City & County taxes
<u>717.00</u>	Fines, rental & miscellaneous (estimated)
\$ 25,612.92	

Approved by Council 6/2/66
L. W. Keller, Mayor

Library Expenses for June 1966

Books	234.12	total (Jr. Library 207.25)	235.70
Magazine (Kiplinger)	24.00		
Industrial Insurance	12.50	<i>insurance is a certain percent of pay roll.</i>	
Telephone	13.50		
Power	35.75		
Welding door	7.25		
Ladder	19.50	19.58	
total	<u>346.62</u>		

July 3 1966

Library Board meeting held July 12, 1966 began at 7:40 p.m.

Members present: Chairman, Fern Amend; Beldon Lewis; Sr. Librarian, Elene S. Jenson; George Croft and A. W. Stevenson; Claudia Forsyth excused.

Minutes of meeting held June 14, read and approved.

Mrs. Jenson presented bills for month of June, in amount of \$346.62 A. W. Stevenson made motion the bills be approved and Beldon Lewis seconded the motion.

Mr. Croft reported a need for fertilizer on the shrubs, especially the fitzers and rose bushes. The board approved the purchase of fertilizer. Mr. Croft also reported the need of repairs to the West doors, he volunteered to do this repair job also to paint the new Kick stools.

There was much discussion about a handicapped boy, who Mr. Murdock had hired to help him with Janitor work. Mr. Murdock then came into the meeting and the Board discussed the problem with him. Mr. Murdock was advised of the requirements the board feels a janitor should meet, because they feel they are paying ample wages for 36 hour a week job. The board approved the hiring of the boy to help, providing Mr. Murdock is there to supervise the work.

Ms. Lewis was ask to investigate and repair the Brick wall to the West of the Library. Mr. Lewis also reported his investigation of the fire proof room, where Janitor supplies are kept. In as much as this is a fire proof room, it was decided to leave it as is for a Janitor room at present, and if and when it need be changed for a film library, that an architect be consulted for ventilation.

The board proposed that Arvilla Day be covered with Blue Cross and Life Insurance, same as Elene.

Mrs. Amend announced A. W. Stevenson and George Croft have been reappointed to Library Board for three year term each.

Meeting adjourned 9:00 p.m.

Vera S. Jenson

August 1966

Due to the absence of Mr. Stevenson and a Quorum. Chairman Fern Amend made motion that bills for month of July in amount of \$212.44 be approved.

Vere et Deum. Secy. Treas.

Library Expense for August

Books	311.25	total - Jur. Library 172.07
Magazines (3)	20.00	
Supplies (Gaylord)	84.40	
Book cards (I.C. Record)	43.30	
Mullett (engraving)	2.19	
Trays for plants	5.10	
McDonough furnace	24.00	
cleaning		
Telephone	13.50	
Glue	6.00	
	<u>509.72</u>	

Paper bill not included \$38.38

September 13, 1966

Library Board Meeting held September 13, 1966 began at 7:00 p.m.
Present were: Chairman, Fern Amend; Head Librarian, Elene S. Jenson; Alice Braithwait; George Croft; Claudia Forsyth and A. W. Stevenson.

Mrs. Jenson presented bills for August in amount of \$538.38. A. W. Stevenson made motion they be approved and George Croft seconded motion.

Over and under budget for past year was discussed. Since expenses in a few departments were higher than budget. It was balanced however, since expenses in other departments were less than the budget.

Mrs. Jenson explained that the elevator had not worked properly for many years, it has been dropping in the shaft. She had been advised by personnel from the Manufacturing Co. that stabilizers had never been installed. The Company who installed the elevator has gone out of business, but the Manufactures would like to set the Library, College, and Hospital on a quarterly repair contract to keep it in working order. Mrs. Jenson was ask to write for more information as the board felt the price quoted, was rather high for the mount of time the elevator is used.

The Custodian, Mr. Murdock has resigned his job. Mrs. Jenson's grandsons are taking care of the building at present. Several College boys have applied for the Job, also an application from Dixon Parry. The board felt Dixon Parry would be a good man for the job, but they also feel they should consider one who is in need of a job, it they can meet requirements. Along with other requirements they feel they need to consider stability and dependability. Mrs. Croft was asked to check with Dixon Parry and with the employment office for some one who does not have a job, in as much as Dixon Parry already has employment.

Mr. Croft will also check on fertilizer, since none has been applied as yet. He also mentioned weeds which need to be cleared away. Mrs. Jenson will ask the boys to do this.

Mr. Stevenson reported the County has sent the check to City for reimbursement on window screens. This check has been received from the City.

Mrs. Forsyth and Mrs. Braithwait reported the Junior Library re-arrangement is completed now, and feel it is in Tip Top shape for easy access to locating books.

Meeting adjourned 8:05 p.m.

Elene S. Jenson Sec. Trust

October 11, 1966

Due to conflicting conditions, many of the board members were unable to attend.

Bills and other matters of business will be approved and checked on by the board members calling at Library and voting on problems presented by Chairman Amend.

Mr. A. W. Stevenson made motion bills in amount of \$336.43 be approved

Regular Board meeting will be scheduled for November 8, 1966.

Vera G. Strom. Secy. Treas.

Power	31.87	
Lights	13.50	
Janitor Supplies	9.83	
Lab. Supp.	48.00	
	103.20	T
Lab. Supplies	13.80	
Book Fund	72.49	
12.20	80.14	
	3.30	
Books	12.45	
	16.95	
	10.00	
	4.30	
	7.60	
	221.03	T
	221.03	
	103.20	
Total Bills	324.23	T

EXPENSE FOR OCTOBER 1966.

Rocks	668.30	
Telephone	\$598.15	Jr. Lib. \$292.78
Electricity	13.50	
Elevator repair	43.40	
	69.02	
Total	<hr/>	
	\$715.07	794.22

November 8, 1966

Library Board meeting began at 7:30 p.m. November 8, 1966. Those present: Chairman, Fern Amend; Head Librarian, Elene S. Jenson; Alice Braithwait, Claudia Forsyth, A.W. Stevenson and George Croft.

Minutes of Board Meeting held September 13, 1966 and approval of bills for October were read and approved.

Mrs. Jenson presented bills and a discussion was held on labor for repairs to Elevator. Mrs. Jenson reported, workman had checked it over, and cleaned and adjusted it. Although it was felt the bill of \$69.02 was rather high, it does operate better, however, still not as they would desire. Stabilizers were not installed because of such an enormous cost for this additional repair. The board also felt they could not join in the quarterly repair with the College and Hospital due to the high cost, when the elevator is used so little.

Books and periodicals were discussed and Mrs. Jenson was advised to keep a record at the Desk of requests made for magazines, and probably come to a decision on need for additional magazines. New York Times, Americas, Fortune and Atlantic monthly not being subscribed to at present; were among magazines suggested by the board. It was felt it would not be a good idea to subscribe for a magazine if it is not listed in Reader's Guide.

Mr. Stevenson made motion bills in amount of \$794.22 be approved, and Mrs. Forsyth seconded motion.

Mrs. Jenson thinks the furnace is not functioning properly, it does not seem to produce sufficient heat. It was decided to have Mr. Croft check with Thornton Jones who is very familiar with the furnace to see if something needs adjusting.

Mrs. Jenson reported that moisture is coming through the basement walls, it is felt due to a break in the black top at North East corner

Mr. Croft reported that Barton Floral advised waiting until spring to put fertilizer on Fitzers and shrubs.

The problem of such poor lighting in Foyer was discussed. Mrs. Amend will check with Clove Electric to see if this can be corrected.

The custodian problem came up, since Darryl Ence was hired on a conditional basis. Mrs. Jenson reported Darryl seems to be doing satisfactory work and seems happy with the work.

Story hour at the Lib rary was discussed, and it was felt that since most children have ample stories in winter time, that Story Hour at the Library during summer months, and possibly Christmas, Thanksgiving etc would be ample.

Meeting adjourned.

Elena S. Jenson (Secy.)

Library Expenses for November

Books	523.95	Total
Power	43.55	
Telephone	13.50	
Gaylord	35.35	
(magazine boxes, ster)		
So. Utah Lumber	.98	
(silicon seal)		
Hunter dw.	3.75	
(snow shovel)		
Electrician	8.00	
(Evelinn Adams)		
Furnace Check	10.00	
(Thornton Jones)		
	<hr/>	
	\$ 639.08	

Children's books 178.75. Wilson Library Service 106.00 included in total for books.

604.40 mag. renewals over a 3 yr. period.

December 6, 1966

Library Board meeting began at 7:30 p.m. December 6, 1966.

Members present: Chairman, Fern Amend; Elene S. Jenson, Alice Braithwait, Beldon Lewis, Geo Croft, Claudia Forsyth, A. W. Stevenson.

Minutes of the meeting held Nov. 8, 1966 were read and approved.

The bills for Nov. in amount of \$639.08 were presented and discussed by the board. The furnace problem was discussed, Evlinn Adams and electrician and Thornton Jones have both checked it over and cleaned it. There seems to be a valve sticking, but so far have been unable to really pin point the trouble. Mr. Croft thinks probably there is something wrong with the Motorized valve. The magazine subscription list amounts to \$604.40 for 3 years. This was approved by the board, and George Croft made ~~motion~~ motion the bills be approved, Beldon Lewis seconded.

Mrs. Amend ask Mrs. Jenson to report on the trial 4-week check-out system they had been experimenting on. She feels it was a complete failure, because they had to send out many more cards for past due books. She feels that when people have access to books for such a long time, they forget they have them in their home, so have gone back to the old method of 2-week rental.

Mrs. Jenson reported two books checked out under names of Linda Hermanson and Linda Elmer were returned in the check box very badly cut up. Many pages had been cut out, so that the books will have to be replaced. Mrs. Jenson has tried to collect for the books without success. Mrs. Forsyth will check through the school with these people to see if the Library can be reimbursed for this loss.

Mr. Croft reported, he had checked with the Janitor who seems to be doing a good job and also checked with Heber Murdock on the drains and ask him to instruct the new Janitor, Daryll Ence on what should be done.

The break in the black-top at the North East Corner of the Library has not been repaired yet, which allows moisture in the basement. Beldon Lewis will check with the City and see if this can be done.

Story hour for Junion Library was checked. Mrs. Janson reported that Mrs. Day is planning an International program to be presented by Mrs. Grayson Gower, consisting of stories, dancing etc with costumes for Thursday morning following Christmas.

The Desk has been changed in the Jr. Library for more convenience, but it was pointed out that a little more painting need be done now, and probably a gate to keep children from going in back of Desk. Mrs. Braithwait will check with Mrs. Day to see if this is needed at present.

Mrs. Jenson reported that Kay Wilkenson had transfered her life subscription of N.E.A. Journal to the Library.

Mrs. Amend was voted on by secret ballot to retain her chairmanship of the Board until July 1, 1967 at which time voting will take place again.

Mrs. Amend raised question about the difference in labor on monthly reports for July, Aug. and Sept. The reports had been listed differently for those 3 months on trial basis, showing actual cash paid out each month, that is the salary less the tax, then the tax when paid in Sept for Social Security, Withholding and State tax was added to show total salary paid for entire 3 month period. Since this was confusing the reports are being made as have been in the past.
Meeting adjourned 8:30 p.m.

Vera G. Jenson (Secy.)

Library Expenses for December 1966

Books	51.74	total - Jr. Library 191.84.
Power	52.29	
Telephone	13.50	
Furnace, Adams	10.00	
" Reeves	10.00	
Lock repair, Gardner	3.00	
Mending supplies	16.45	
Coal	118.36	
Janitor	90.03	
total	768.37	

Payroll	1,281.30
Matching State Retire.	37.87
" S.S.	53.81
" Health Ins.	10.42
Total Matching	102.10
Total Payroll	1,383.40

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UTAH STATE LIBRARY
609 East South Temple, Salt Lake City, Utah 84102

PUBLIC LIBRARIES STATISTICS
Jan 1, - December 31, 1966

PART IV FINANCE

January 1, 1966 to December 31, 1966

<u>Income</u>		<u>Expenditures</u>	
Local taxation and appropriations	\$ 25,113.20	Total Salaries	\$12,571.91
Grants _____	_____	Books	3,722.87
specify _____	_____	Periodicals	933.20
Contract fees _____	_____	Binding & book mending	336.56
Endowments and gifts _____	_____	Capital Outlay	406.76
Other sources: Fines, rentals, registration etc.	625.27	Other expenses (Custodian, heat, lights, telephone, operating supplies and misc.)	5,861.61
_____	_____	_____	_____
specify _____	_____	specify _____	_____
Total	\$25,738.47	Total	\$23,822.92

PART III -- Personnel	Full time	Part time	Annual Salaries
No. of Other Librarians (without formal training) _____	2	3	\$10,613.14
No. of Clerks _____	_____	2	1,958.77
Total	2	5	\$12,571.91

PART V -- LIBRARY BOARD

List names of board members

<u>(Mrs.) Fern Amend</u>	Chairman	<u>Mr. Beldon Lewis</u>
<u>(Mrs.) Claudia Forsythe</u>		_____
<u>(Mrs.) Alice Braithwaite</u>		_____
<u>Mr. A. W. Stevenson</u>		_____
<u>Mr. George Croft</u>		_____

Reported by _____

Name
Position
Date