

MINUTES OF THE JUNE 23, 1976 MEETING
OF THE BOARD OF DIRECTORS OF THE BELLWOOD PUBLIC LIBRARY

The regular meeting of the Board of Directors of the Bellwood Public Library was called to order at 7:40 P.M. on June 23, 1976 in the library meeting room. Present were Mrs. Bergo, Mrs. Kaiser, Miss Olson, Mrs. Clifford, Mr. Gallagher and Mr. Korbel. Dr. Fletcher called to state that he would be unable to attend and Mr. Katusic was absent.

The agenda was deferred to hear the Finance Committee Report on the appropriation for 1976-1977. A motion was made by Mrs. Bergo and seconded by Mrs. Kaiser that the board approve the 1976-1977 Appropriation as submitted (copy included as part of these minutes). A roll call vote was taken: Mrs. Bergo, aye - Mrs. Kaiser, aye - Miss Olson, aye - Mrs. Clifford, aye - Mr. Gallagher, aye. Unanimously approved by the board.

A motion was made by Mrs. Clifford and seconded by Mrs. Bergo that next years appropriation will reflect reduced mills after repayment of the \$60,000.00 loan to the Village of Bellwood necessitated by reduced revenues and increased building costs as shown in the survey attached. Unanimously approved by the board.

The minutes of the May 19, 1976 meeting were read. A motion was made by Mrs. Kaiser and seconded by Miss Olson that the minutes be approved as presented. Unanimously approved by the board.

The Financial Reports for the General Fund and the Special Building Fund were submitted. A motion was made by Miss Olson and seconded by Mrs. Clifford that the reports for the month of May, 1976 be approved as read. Unanimously approved by the board.

The Comparative Statement of Budget and Expenditures for the month of May, 1976 was received and placed on file

The Finance Committee submitted the following reports of bills, copies of which are included as part of these minutes:

No. 271 in the amount of \$2,111.52

No. 271A in the amount of \$10,260.12

A motion was made by Mrs. Clifford and seconded by Mrs. Kaiser that the President, Secretary and Village Treasurer be authorized to issue voucher checks in payment of the bills presented at this meeting. A roll call vote was taken: Mrs. Bergo, aye - Mrs. Kaiser, aye - Miss Olson, aye - Mrs. Clifford, aye - Mr. Gallagher, aye. Unanimously approved by the board.

A motion was made by Mrs. Bergo and seconded by Miss Olson that the Working Budget for the year 1976-1977 be approved in the amount of \$213,600.00 (copy included as part of these minutes). A roll call vote was taken: Mrs. Bergo, aye - Mrs. Kaiser, aye - Mrs. Clifford, aye - Miss Olson, aye - Mr. Gallagher, aye. Unanimously approved by the board.

HALL RENTAL:

A motion was made by Mrs. Bergo and seconded by Mrs. Kaiser that due to increased costs, the fee for the use of the meeting room, where applied, should be increased from \$10 to \$15. Unanimously approved by the board.

COMMUNICATIONS:

We have received a request from the Bellwood Chapter of the International Meditation Society to use the library meeting room for their regular meetings on the 2nd Wednesdays of the month from July through December. A motion was made by Mrs. Kaiser and seconded by Mrs. Bergo that they be allowed to use the meeting room for chapter meetings and that they be reminded that the library closes at 9:00 P.M. The fee for this service will be \$15. Unanimously approved by the board.

We have received an application for use of the meeting room from the Proviso Coordinating Council on the 1st Thursday of the month from 9 to 11 A.M. A motion was made by Mrs. Bergo and seconded by Mrs. Clifford that this application be approved at no charge. Unanimously approved by the board.

We have an application from the Bellwood Garden Club for use of the meeting room on the 2nd Mondays of the month from 9:30 A.M. to 3:00 P.M. A motion was made by Mrs. Kaiser and seconded by Mrs. Bergo that this application be approved and no charge made. Unanimously approved by the board.

The West Suburban Artist's Guild has again requested use of the meeting room for their regular meetings on the 3rd Thursdays of the month from September through May from 7:30 to 11:00 P.M. A motion was made by Mrs. Bergo and seconded by Miss Olson that this application be approved at a charge of \$15 per meeting with an additional charge of \$10 to be paid directly to the employee returning to the library after closing hours to supervise. Unanimously approved by the board.

This same group has also requested use of the library for their annual Art Exhibit and Tea to be held on November 13th from 1 to 5 P.M. A motion was made by Mrs. Bergo and seconded by Miss Olson that this request be approved at no charge.

A letter has been received from the Village of Bellwood Board enclosing a check for \$20,000 as an advance on the payment of \$60,000 they have agreed to lend us. The letter stipulates that an additional \$40,000 will be forthcoming in July when some of their investments become liquid. Repayment of this loan is to be made as soon as possible after necessary expenses are paid by the library.

LIBRARY DIRECTORS REPORT:

The Library Directors Report for the month of May, 1976 was received and placed on file.

Mr. Korbel asked for board approval to retain Janet Klingner, Patricia Culhane and Sheri Donarski for the month of July. A motion was made by Miss Olson and seconded by Mrs. Clifford that they be retained as requested but that hours be reduced to a maximum of 25 per week. Unanimously approved by the board.

PLANNING AND DEVELOPMENT:

We have received notification from D.R.W. Co. that the final payment paper work has been sent to Perkins and Will. We have not as yet received any notice from Perkins and Will. A motion was made by Mrs. Kaiser and seconded by Miss Olson that the final payment in the amount of \$15,576.00 be approved contingent upon final approval by Perkins and Will and receipt of the proper paper work. Unanimously approved by the board.

NEW BUSINESS:

The board members were informed that a mail box has been constructed in the work room area of the library with a slot for each board member. This will be used to pass information to the members and they are asked to stop periodically to check for mail pick-up. In the interests of cutting expenses, meeting cards will no longer be mailed unless there is a special meeting or a change in regular meeting dates. The copies of the board minutes will also be placed in this mail box and members will be responsible for picking up their communications.

The Proviso Township Annual Summer Outing will be held Tuesday, August 10th. A motion was made by Mrs. Kaiser and seconded by Miss Olson that Mr. Korbel be authorized to attend at library expense. Unanimously approved by the board.

A motion was made by Mrs. Clifford to close the meeting and President Gallagher declared the meeting adjourned sine die at 10:35 P.M.

Respectfully submitted,

Adeline Bergo
Adeline Bergo, Secretary

BUILDING DISBURSEMENTS

BUILDING INCOME

| | |
|------------------|-------------------|
| Perkins & Will | \$ 15,444.04 |
| Chapman & Cutler | 675.00 |
| Benjamin & Lang | 2,500.00 |
| Legal Printing | 81.90 |
| Insurance | 317.00 |
| Misc. | 559.75 |
| Shelving | 5,365.99 |
| Construction | <u>119,019.00</u> |
| | \$143,962.68 |

| | | |
|----------|--|-----------------|
| Bonds | | \$ 95,000.00 |
| Interest | | <u>5,973.50</u> |
| | | \$100,973.58 |

DEFICIT \$42,989.10 -

* * * * *

1975-76 TOTAL INCOME

| | |
|-------|-----------------|
| Taxes | \$132,727.71 |
| Other | <u>6,796.59</u> |
| | \$139,524.30 |

1974-75 TOTAL INCOME

| | |
|-------|--------------------|
| Taxes | \$187,050.88 |
| Other | <u>12,467.29 *</u> |
| | \$199,518.17 |

INCOME DEFICIT \$59,993.87-

CONSTRUCTION COSTS STILL OUTSTANDING \$16,500.00 (approximate)

* reflects repayment of \$5,153.47 to general fund for architectural services of Perkins & Will

| | |
|-------------------------------------------------------------------------|-----------------------|
| TOTAL LEVY (75-76) | \$227,500.00 |
| INCOME (76-77)* less 5% | \$216,125.00 |
| BUDGET (includes below line and monies owed D.R.W.) | \$213,350.00 |
| * does not include \$5,000 to \$6,000 income per yr. from misc. revenue | |
| INCOME RECEIVED TO DATE | \$ 62,211.22 |
| INCOME DUE (Sept. thru Oct.) | \$151,138.78 |
| LOAN FROM VILLAGE | <u>\$ 60,000.00 -</u> |
| OPERATING FUNDS REMAINING | \$ 91,138.78 |

The \$60,000 would be used to pay D.R.W., local bills, and next payroll from June 30th until and including the September 15th period. By this time, taxes will be paid and money received.

As shown above, we will received \$151,000 (approximate) tax revenue. We could then repay the \$60,000 loan with \$90,000 (approximate) remaining for disbursements.

With an average of \$17,779.00 disbursement per month, the following funds would be expended:

June 30 thru Sept. 15 - \$60,000 (average \$20,000/month)
 Sept. 30 thru Feb. 28 - \$91,000 (average \$18,200/month)

The \$213,000 budget includes the final payment of \$16,500 to D.R.W. In March and April, income will be \$106,675. Expenditures of \$17,779.17 per month for the period March through August would be \$106,675.

PROBLEMS - late payments, unexpected disasters, etc. However, even if we have to go back early next year to borrow \$10,000 or \$20,000, we might be better off financially to do so.

AGENDA - - - - LIBRARY BOARD MEETING

JUNE 23, 1976

1. Call to order
2. Roll call
3. Reading of minutes - May 19, 1976 *skip to notes*
4. Review or revision of agenda as appropriate
5. Finance Committee Reports
 - A. Financial Reports (General and Spec. Bldg. Funds) May, 1976
 - B. Comparative Statement, May, 1976
 - C. Reports of Bills #271 and 271A
 - D. 1976-77 Appropriation (approval)
 - E. 1976-77 Working Budget (approval)
6. Communications
 - A. Hall use
 1. West Suburban Artists Guild
 2. Bellwood Garden Club
 3. Proviso Coordinating Council
 4. International Meditation Society
 - B. Letter from village regarding financial assistance
7. Library Director's Reports (May, 1976 and Annual 1976)
 - A. July 4th Parade
 - B. Personnel
8. Other Committee Reports
 - A. Administration
 - B. Building and Grounds
 - C. Planning and Development
FINAL PAYMENT (DRW)
 - D. Public relations & legislation
 - E. Library Systems
9. Old business
10. New business
 - A. Dissemination of information to Board Members
 - B. Proviso Township Annual Summer Outing - Tues., August 10th
11. Adjournment (sine die)



MINUTES OF THE June 23, 1976 ANNUAL MEETING OF THE
BOARD OF DIRECTORS OF THE BELLWOOD PUBLIC LIBRARY

The Annual Meeting of the Board of Directors of the Bellwood Public Library was called to order on June 23, 1976 at 10:35 P.M. in the library meeting room. Present were Mrs. Bergo, Mrs. Kaiser, Miss Olson, Mrs. Clifford, Mr. Gallagher and Mr. Korbel. Dr. Fletcher had called earlier to state that he would be unable to attend and Mr. Katusic was absent.

The meeting was turned over to Mr. Korbel to act as secretary during the election of officers.

Nominations for President were called. Miss Olson nominated Mr. Gallagher. No further nominations were made and the secretary was instructed to cast a unanimous ballot in favor of Mr. Gallagher for President.

Nominations for Vice-President were called. Mrs. Bergo nominated Mr. Katusic. No further nominations were made and the secretary was instructed to cast a unanimous ballot in favor of Mr. Katusic for Vice-President.

Nominations for Secretary were called. Mrs. Bergo nominated Miss Olson. Miss Olson nominated Mrs. Bergo and this nomination was declined by Mrs. Bergo. No further nominations were made and the secretary was instructed to cast a unanimous ballot in favor of Miss Olson for Secretary.

The meeting was turned over to the newly elected officers and was called to order. Roll call was taken: Present were Mrs. Bergo, Mrs. Kaiser, Miss Olson, Mrs. Clifford, Mr. Gallagher and Mr. Korbel.

Committee appointments will stand until the next regular meeting of the board.

A motion was made by Mrs. Bergo and seconded by Mrs. Clifford that the board continue to meet on the 3rd Wednesday at 8:00 P.M. Unanimously approved by the board.

A motion was made by Mrs. Bergo and seconded by Mrs. Clifford that the Bank of Hillside, the Bank of Bellwood and the 1st Federal Savings and Loan of Westchester be retained as depositories for the savings accounts and the Bank of Hillside as depository for the library checking account. The Bank of Bellwood shall continue to contain the safety vault and the checking account for the Special Building Fund. Unanimously approved by the board.

A motion was made by Mrs. Bergo and seconded by Mrs. Kaiser that no regular board meetings be held in July and August.

A motion was made by Mrs. Clifford and seconded by Miss Olson that the Finance Committee be empowered to pay bills in July and August, 1976.

OTHER BUSINESS:

A motion was made by Mrs. Bergo and seconded by Mrs. Kaiser that the Bellwood Public Library will work in conjunction with School District 88 in their 1976-77 In Service Multi-Ethnic Program. Unanimously approved by the board.

Mrs. Clifford made a motion that the meeting be closed and President Gallagher declared the meeting adjourned at 11:10 P.M.

Respectfully submitted,

Helen Olson

Helen Olson, Secretary