

BELLWOOD PUBLIC LIBRARY

Washington Blvd. & Bobland Avenue

Bellwood, Illinois 60104

LI 7-7393

May 17, 1978

Board of Directors:

Well, here I am closing out my eleventh annual report. Much has transpired in that time. Many changes have occurred, and many more will take place. Few constants have remained except for a great staff of employees, some of whom have celebrated and will be celebrating their tenth anniversary.

Two major trends that we have noted in the library operation are an increase in reference requests and a greater use of our audio-visual materials. Consequently, we will be expanding the reference and audio-visual department this summer. As a result of the move, the children's department will once again be consolidated. Though the shift of the children's room to the downstairs area will result in the need for increased staff, it should ease the handling of the patrons by being on one level.

Perhaps the most exciting aspect of the forthcoming fiscal year is a preliminary investigation of what the computer age bodes for the library field. We have just experimented with ordering a few book materials direct from a jobber via computer. This prospect as well as inventory control, overdues, bookkeeping etc., are just some of the areas where a computer might be of assistance.

One place of concern is the growing amount of overdue materials we have encountered. While awaiting a legal opinion as to our recourses, we have declared an amnesty to determine a percent return without coercion. Interesting we have not encountered overdue problems with our projectors and films.

Response to our large article on the new film cameras we now have for loan was a dismal one (total). Response to our article in the Bellwood newsletter on our recommendations for Christmas reference books was the same (one). The printed media is not the message.

Our program attendance ranged from a low of three to a high of 86. Average attendance was 24 at a cost of \$1.85 per person. Though the turnout was disappointing, we still should continue the support of programs at

the library as part of our normal operation. Our attempt to get talented people in the community involved in conducting programs was a partial success. I think there are a lot of people out there who did not respond. Turnout for the programs conducted by local people was generally good and was met with enthusiasm by those who attended.

We discontinued the games program due to the time consuming involvement in the "check in" procedure. There was also a large display of carelessness on the part of the patrons.

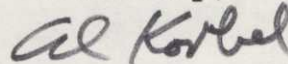
Though our registration is down, I look to the increase in circulation in the juvenile department as an indication that our young cardholders are taking more advantage of our services. Unfortunately, the adult non-fiction collection showed a marked decline. Our response to this is to weed the collection and upgrade the areas.

In the Fall we intend to conduct a statistical check of what non-fiction areas have the largest use. We also will be keeping more thorough records on types of reference questions and degree of difficulty. Also we wish to query our patrons as to what reasons they use the library.

In all it was an up and down year, but we feel this fiscal year will be a major one in the progress of the Bellwood Library.

Thank you.

Sincerely,



Al Korb
Director

AGENDA - LIBRARY BOARD MEETING - - May 17, 1978

1. Call to order
2. Roll call
3. Reading of Minutes, April 26, 1978 meeting
4. Review and/or revision of agenda as appropriate
5. Finance Committee Reports
 - A. Financial Report - April, 1978
 - B. Comparative Statement - April, 1978
 - C. Reports of Bills #294 and #294A
6. Communications
 - A. Proviso Township Library Association Membership
7. Library Director's Report, April, 1978
8. Other Committee Reports
 - A. Administration
 - B. Building and Grounds
 1. Survey of cost for automatic controls for heating and cooling
 - C. Public Relations & Legislation
 - D. Planning and development
 - E. Library Systems
9. Old Business
 - A. Levy resolution
10. New Business
11. Adjournment sine die

MINUTES OF THE MAY 17, 1978 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 8:10 P.M. on Wednesday, May 17, 1978 in the library meeting room. Present were Mrs. Bergo, Mrs. Clifford, Mrs. Meller, Miss Olson, Mr. Gallagher and Mr. Korbel. Mr. Katusic and Dr. Fletcher were absent.

The minutes of the April 26, 1978 meeting were read. A motion was made by Miss Olson and seconded by Mrs. Bergo that the minutes be accepted as read. Unanimously approved by the board.

Mrs. Schelli informed the board that there was an error in the figures at the bottom of the Financial Report for March, 1978. The total in the savings accounts should have been \$65,500.71 and the grand total should be changed to \$102,155.02.

The Financial Report for April, 1978 was presented. A motion was made by Mrs. Clifford and seconded by Miss Olson that the report be approved as submitted. Unanimously approved by the board.

The Comparative Statement of Budget and Expenditures for the month of April, 1978 was received and placed on file.

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

No. 294 in the amount of \$14,384.18
No. 294A in the amount of \$11,760.51

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

COMMUNICATIONS:

We have received an invitation to formally join the newly organized Proviso Township Library Association. The next meeting of this group is Thursday, June 15th at the Melrose Park Library, 7:30 P.M. Mr. Korbel will attend to gain more information on the aims and content of this organization.

LIBRARY DIRECTOR'S REPORT:

The Library Director's Report for the month of April, 1978 was received and placed on file.

Mr. Korbel requested permission to close the library on the last Saturday in June (the 24th). A motion was made by Miss Olson and seconded by Mrs. Clifford that this request be approved. Unanimously approved by the board.

BUILDING AND GROUNDS COMMITTEE:

We have received a form from McCarty Bros. to authorize them to conduct an engineering survey for the installation of automatic controls for heating and air conditioning. This would eliminate

many of the problems we have maintaining a comfortable temperature in the building, particularly in the spring and fall season. The cost of this survey would be \$200 but this amount would become a credit toward the price of the controls in the event we should decide to have the work done. A motion was made by Miss Olson and seconded by Mrs. Meller that the survey be made. Unanimously approved by the board.

We have received a cost estimate on a new roof for the library building using 240# seal down type asphalt shingles. \$7,250.00 is the figure quoted and we are told that it is unnecessary to remove the old roof and that there does not appear to be any structural weakness in the existing roof. Specifications will be prepared and bids sought for this work in time for the June 21st board meeting. A motion to this effect was made by Mrs. Bergo and seconded by Mrs. Meller. Unanimously approved by the board.

OLD BUSINESS:

After much discussion, it was decided to postpone any further decision on the proposed levy resolution until June. Possibly, a special meeting will be held to be sure that all are in attendance for this important decision.

NEW BUSINESS:

American Library Association - - A motion was made by Mrs. Meller and seconded by Miss Olson that any board member attending the convention be reimbursed by the library for any reasonable expenses incurred. Convention to be held June 24 through the 30 at the Conrad Hilton and Palmer House hotels. Unanimously approved by the board.

A motion was made by Mrs. Bergo and seconded by Mrs. Clifford that all board members signatures be added to the banking cards and papers. This will eliminate the necessity of re-doing all the forms each year when we elect new officers. The number of signers to withdraw will remain the same. Unanimously approved by the board.

A motion was made by Miss Olson and seconded by Mrs. Clifford that the regular meeting be adjourned and President Gallagher declared the meeting adjourned Sine die at 9:45 P.M.

Respectfully submitted,

Helen Olson
Helen Olson, Secretary

AGENDA - ANNUAL BOARD MEETING - - - May 17, 1978

1. Call to order
2. Roll call
3. Meeting turned over to Mr. Korbel to act as secretary
4. Election of Officers
 - A. President
 - B. Vice President
 - C. Secretary
5. Meeting turned over to new officers
6. Roll call
7. Committee appointments
 - A. Finance
 - B. Administration
 - C. Building and Grounds
 - D. Public Relations & Legislation
 - E. Planning and Development
 - F. Library Systems
8. Set meeting night
9. Designate banks as depositories for library funds
 - A. Bank of Hillside
 - B. Bank of Bellwood
 - C. 1st Federal Savings of Westchester
 - D. Great American Savings
10. July and August meetings
 - A. If cancelled, empower Finance Committee to pay bills
11. Other business
12. Adjournment

MINUTES OF THE MAY 17, 1978
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 at 9:45 P.M. on Wednesday, May 17, 1978 in the library meeting room. Present were Mrs. Bergo, Mrs. Clifford, Mrs. Meller, Miss Olson, Mr. Gallagher and Mr. Korbel. Dr. Fletcher and Mr. Katusic were 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 forthcoming. A motion was made by Miss Olson and seconded by Mrs. Bergo that the secretary be instructed to cast a unanimous vote for Mr. Gallagher for President for the 1978-79 year. Approved by the board.

Nominations for Vice President were called. Mrs. Clifford nominated Mrs. Bergo for Vice President. No further nominations were forthcoming. A motion was made by Mr. Gallagher and seconded by Miss Olson that the secretary be instructed to cast a unanimous vote from Mrs. Bergo for Vice President for the 1978-79 year. Approved by the board.

Nominations for Secretary were called. Mrs. Bergo nominated Miss Olson for Secretary. No further nominations were forthcoming. A motion was made by Mrs. Bergo and seconded by Mr. Gallagher that the secretary be instructed to cast a unanimous vote for Miss Olson for Secretary for the 1978-79 year. Approved by the board.

The meeting was turned over to the newly elected officers and was called to order. Present were Mrs. Bergo, Mrs. Clifford, Mrs. Meller, Miss Olson, Mr. Gallagher, and Mr. Korbel. Mr. Katusic and Dr. Fletcher were absent.

Committee appointments will be deferred until next month's meeting.

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

A motion was made by Mrs. Clifford and seconded by Miss Olson that the Bank of Hillside, the Bank of Bellwood, 1st Federal Savings and Loan of Westchester and Great American Savings of Bellwood be designated as depositories for Library funds. Unanimously approved by the board.

A motion was made by Miss Olson and seconded by Mrs. Meller that board meetings for July and August, 1978 be cancelled and the Finance Committee empowered to pay bills for this period. Unanimously approved by the board.

Mr. Korbel distributed copies of his annual report to the board together with copies of the results of the Adult Programs presented recently at the library.

A motion was made by Miss Olson and seconded by Mrs. Bergo that the meeting be closed and President Gallagher declared the meeting adjourned at 10:20 P.M.

Respectfully submitted,
Helen Olson
Helen Olson, Secretary

64

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