

*Moses Greeley Parker Memorial Library*

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28 ARLINGTON STREET

DRACUT, MASSACHUSETTS 01826

To: Mrs. Ellen Blackwell, Mrs. Shirley Kenney, Mr. John Katin

From: Joan F. Noonan

Re: Librarian's Report to the Trustees for January-December, 1974.

1974 saw a major turnover in the library staff. Mrs. Margaret C. Dockett retired in June after having served as librarian for fifteen years. Assistant Librarian, Mrs. Louise Regan, resigned to accept the position of librarian at the Dracut Middle School. Miss Laura Blizzard resigned as a regular staff member, but has consented to act as a substitute when needed. As a result of the change in staff and the addition of a new position, it was felt necessary to redefine job descriptions. This has been done with the result that each staff member now has his or her own specific area of responsibility. A staff manual is also in progress.

Due to low patronage and insufficient space, the library branch in the Collinsville School was closed effective September 1, 1974. Laura Blizzard helped greatly in the project of evaluating and placing those books which were returned from Collinsville. Unfortunately, many volumes had to be discarded due to insufficient space in the main library building.

On September 30, after a torrential rain storm, the basement of the library was again flooded. Loss of books was minimal, mainly those returned from Collinsville and awaiting evaluation. The carpets were thoroughly drenched and had to be cleaned and mildew-proofed at a cost of \$350. After cleaning, the carpets were placed in the first floor reading room to prevent their being damaged again. The rugs from the first floor, smaller pieces than the basement rugs, were then transferred downstairs so that they could be moved more easily when heavy rains were forecast.

The purchase of two ranges of new shelving permitted the establishment of reference and oversize collections. This also

necessitated the project of marking the catalog cards for books stored in reference, oversize or stack areas, so that patrons could find them more easily. This project is still in progress. An inventory is being conducted in conjunction with the marking of the catalog.

Registrants for "Story Time," a new story-reading and crafts session for preschoolers, were so numerous as to require three sessions each week to accommodate all the interested children. New registrations are being received weekly. However, no more than three sessions will be held. A waiting list or re-registration will be necessary should applicants become even more numerous. Constance Jeanne Griffin, the new assistant librarian, is to be commended for making "Story Time" such a success.

According to the regulations governing the receipt of state funds, reciprocal borrowing arrangements are being negotiated with other communities. Agreements have been established with the Lowell City Library and the Nevins Memorial Library of Methuen.

The remaining positive advances lie in the realm of physical plant. It is obvious to you and to regular library users that the present facility is much too small to house all the functions of a modern library. The librarian is working on a building proposal to be submitted to funding agencies to bring about a larger, more efficient library for Dracut.

Since a larger library will not be realized until some time in the future, several renovations were made to the present building. An office for the librarian and a work room for the staff were established and painted. The furniture in the adult reading room and in the children's room was repainted. The memorial plaque to Dr. Parker has been cleaned and will be rehung in a suitable place. The worn carpeting on the stairway to the children's room has been replaced. An Olivetti coin-operated copy machine, at no cost to the library, has been installed for use by library patrons.

The statistical profile of library activity is as follows:

No. of registered borrowers	7,789
No. of volumes	28,167
Periodical subscriptions	59
Records	442
Circulation of Books	44,264
Periodicals	4,132
Records	1,079
Circulation Total	<u>49,475</u>