

MOSES GREELEY PARKER MEMORIAL LIBRARY

28 ARLINGTON STREET  
DRACUT, MASSACHUSETTS 01826

To: Mrs. Ellen Blackwell, Mr. John Katin

From: Joan F. Noonan

Re: Librarian's Report, January-March, 1977

I. Personnel

The personnel situation has remained stable for the first quarter.

II. Internal Activities

1. The budget requests for fiscal year 1977-78 have been sent to the Finance Committee. To date no response has been received.
2. Warrant articles for May's town meeting were submitted. Articles were presented for acceptance of state funds and for library addition planning money.
3. The library's annual report has been submitted for inclusion in the Town's Annual Report.
4. We are in the process of conducting an inventory of library furnishings as requested by the selectmen for insurance purposes.
5. Due to numerous requests for literary criticisms of American authors, a number of collection building books have been ordered on this subject. Also, we are beginning to subscribe to several literary periodicals. Currently the 600's, i.e., medicine, technology, home economics, business, etc., are being appraised.
6. The adult non-fiction weeding project continues.
7. The annual allotment of Dog Tax money has been received:

Former Balance	\$4387.36
Newly Received	+ 4449.48
<u>Total</u>	<u>\$8836.84</u>
<u>Encumbered</u>	<u>- 954.46</u>
Unencumbered Balance	\$7882.38

8. The library sponsored a display for Save Your Vision Week, March 6-12.

9. The following schedule of hours is being recommended for the summer, beginning the week of June 6 and extending to the week of August 29:

Monday	10-6
Tuesday	10-6
Wednesday	10-8
Thursday	10-6
Friday	10-6
Saturday	10-1

10. Statistical Profile:

Month	January	February	March
Reference Questions	66	119	45
Reserves Called	126	158	51
ILB Received	30	55	36
Books Processed	153	97	33
Overdues	132	167	291

### III. Physical Plant

1. The donation of paperbacks has increased the size of our collection to the extent of requiring a second paperback rack to shelve them.
2. The boiler has been inspected and a valve, which the inspector found faulty, has been replaced.
3. There is a problem with the dutch door that was ordered.  
I suggest tabling this matter until present addition plans are discussed.
4. The driveway is very much in need of repair. However, this is another item which is contingent upon addition plans.

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DRACUT, MASSACHUSETTS 01826

Warrant-March 26-1977

Books	\$1097.53
Conference	24.64
Maintenance	475.69
Supplies	<u>176.74</u>
Total	\$1774.60

Bills Outstanding

\$665.60

Bills Outstanding-Dog Tax

\$903.46

Wages Balance

\$7875.41

Supplies, Books, Equipment

\$5294.22

Durkee Fund

\$104.23

Peabody Fund

\$81.42

Hovey Fund

\$63.29

Dog Tax Fund Balance

\$8744.84

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28 ARLINGTON STREET

DRACUT, MASSACHUSETTS 01826

Warrant-February 19-1977

Books	\$1165.93
Maintenance	443.21
Periodicals	104.65
Supplies	63.77
Total	<u>\$1777.56</u>

Dog Tax Warrant

Books	231.23
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Bills Outstanding

\$1690.93

Bills Outstanding--Dog Tax

\$1000.41

Wages Balance

\$10,013.10

Supplies, Books, Equipment

\$7032.47

Durkee Fund

\$104.23

Peabody Fund

\$81.42

Hovey Fund

\$63.29

Dog Tax Fund Balance

\$4433.36