

James E. Nichols Memorial Library Librarian's Report

Library Lighting Project. In February, the selectmen approved a bid to upgrade the lighting in the library bookstacks, repair existing fixtures, and deactivate circuits with dated knob and tube wiring. Work on the project took place the third week of September. The results were spectacular. Consolidated Electrical Distributors of Gilford provided the equipment and TNT Electrical Contractors of Laconia did the installation. Many heartfelt thanks go out to Annette Nichols, who managed the project, the town Energy Committee, the Board of Selectmen and the Library Board of Trustees for all their hard work in bringing these needed upgrades to completion.

Town Vitals go Online. Family researchers can use the web to browse records of Center Harbor marriages, births and deaths from 1800-1905. This information was transcribed from our index card file onto a spread sheet, which was then uploaded into a searchable database. The database can be linked from the library and CH Historical Society webpages. Thanks go out to Amy Levesque (Ashland) for helping with the transcribing and Bobbie Slossar of the NH State Library for converting the spreadsheet to a database format.

Community Use of the Library. The Nichols Library continues to be a well-used and much appreciated community resource. We circulated 12,890 library materials, recorded 5887 Visits to the library and issued 73 new library cards.

Adult reading	5459
Youth reading	400
Audio books on CD-ROM.	963
Films, series and documentaries on DVD	3994
Interlibrary loans from other NH Libraries	527
Other	98
Total circulation from collection, 2016	11,441
Downloaded eBooks from NHDB	1,449
Total adj. circulation	12,890
Library Circulation, 2017	

Our patron's use of NH Downloadable Books has grown every year since we joined the program in 2012. This year, patrons downloaded 963 eBooks, 478 audios and 8 Nook periodicals.

Collection Development. The Library staff added 751 new materials in 2017. Staff removed 383 damaged, dated or seldom-used materials.

Total Volumes, end of 2016	15,757
Titles added, 2017	+ 751
Titles removed, 2017	- 383
Adj. Total Volumes, end of 2017	16,125
Net change	+368
Library Holdings, end of 2017	

Computers and Digital Media. Our digital resources were well used.

- The library's desktop computers were used 488 times.
- There were 277 recorded uses of the library's wifi server within the library
- Patrons logged onto Ancestry Plus for 571 sessions (43,473 searches) and 95 Heritage Quest sessions (2,258 searches).
- Patrons accessed EBSCO databases on NHewLink on 14 sessions for school, business and personal reference. This is an underutilized resource—asks us about it!
- Library staff copied, scanned and faxed numerous documents for patrons.

Services for Patrons. Library staff assisted visitors with information needs and services:

- Library staff answered 169 reference questions.
- Staff provided 178 cases of technical support in the use of digital resources
- Staff provided 137 readers advisories.
- The library borrowed 527 materials from other libraries for library patrons;
- The library loaned 963 items to other NH libraries.
- Our passes (Science Center, Castle in the Clouds) were used 53 times;
- Our bi-monthly email newsletter, articles in the Meredith News and posts on social media kept patrons informed on library news and events.

Building and Grounds. The Trustees had two out-sized flowering trees and beds removed from the front of the library. The resulting work restored the library's original look and improved sight lines from inside. The work was done by Stephens Landscaping.

Staff and Trustees. The Library Board of Trustees deserves special thanks for the many hours of service given to Nichols Library. Circulation assistant Glenn Walter and summer assistant Kim Anderson did their usual fine work in assisting patrons and processing materials. Librarian Jon Kinnaman completed the online vitals project, managed the library's social media program, sat on the Town's Joint Loss Management Committee and chaired the Scrooge and Marley regional library coop.

Friends of the Library. Many people who contributed to the well-being of the Library this year.

- The Center Harbor Selectmen supported our building needs and overall operations.
- Annette Nichols and the Energy Committee for their support of the lighting project.
- Leon Manville and the Town Fire Dept for keeping our walks cleared over the winter.
- Kevin Desmond and Bob Beem helped with general building maintenance.
- Altrusa of Meredith provided book deliveries to homebound patrons.
- The many patrons who donated materials and gave financial gifts to our general fund. .

Finally, we thank the people of Center Harbor for their ongoing support of this historic library.

A. J. Kinnaman, Librarian
Submitted, January 23, 2018

JAMES E. NICHOLS MEMORIAL LIBRARY
ANNUAL TREASURER REPORT

BALANCE ON HAND JANUARY 1, 2017
J E NICHOLS MEMORIAL LIBRARY MVSB

\$23,740.60

RECEIPTS

NICHOLS TRUST	\$10,169.07
BOOK SALES	\$86.98
GIFTS	\$1,840.50
TOWN OF CENTER HARBOR	\$80,389.00
COPIER	\$522.87
MISC	\$225.00

TOTAL RECEIPTS

\$93,233.42

EXPENSES

SALARIES	\$62,306.07
FURNISHINGS/EQUIPMENT	
REPAIRS/MAINTENANCE	\$2,707.00
SUPPLIES	\$1,479.88
TELEPHONE	\$1,322.78
TRAVEL	
COLLECTION DEV./BOOK SALES	\$210.90
BOOKS & PERIODICALS	\$11,635.50
LANDSCAPING	
SPECIAL PROJECTS FROM GIFTS	\$600.00
PROF.DEVELOPMENT & TRAINING	\$265.00
PROGRAM PROJECTS	
MISC.	
COMP.SOFTWARE MAINTENANCE CONTRACT	\$595.00
COPIER MAINTENANCE CONTRACT	\$125.00
DUE TO TOWN OF CENTER HARBOR--GEN'L FUND	\$146.79
STEPHENS LANDSCAPING	\$1,556.22
TNT ELECTRICAL CONTRACTORS LLC	\$2,852.00
CONSOLIDATED ELECTRICAL DISTRIBUTORS INC	\$10,459.20

TOTAL EXPENSES

\$96,261.34

DUE TO TOWN OF C.H. GENERAL FUND

\$858.13

BALANCE ON HAND JENML MVSB 12/31/2017

\$21,570.81