

**The James E. Nichols Memorial Library
2019 Annual Report**

2019 Summary. The Nichols Library experienced a significant change in leadership with the step down of four of the five Trustees on or before the 2019 Town Meeting. All vacancies have been filled by Town voting, or appointed by the Select Board. The library continues to provide Center Harbor residents and visitors with materials, programs and services to help meet their information, educational, cultural, and recreational needs. The Board of Trustees would particularly like to thank Librarian Jon Kinnaman and his staff for providing seamless service to the community and assisting the new Trustees with assimilating their roles. In addition, the Board wishes to thank former Trustees Helen Heiner, Karin Karagozian, Jo Morse, and Lynn Allen for their stewardship, guidance, and generous volunteer support for many years.

Library Use / Collection Maintenance. Community members made 4,645 visits to the library; 68 new library cards were issued. Our staff answered 231 requests for information and 205 requests for reading advice. Patrons who needed materials not available in our collection had their needs met through interlibrary loans that encompassed books, audios, DVDs and music CDs. The library introduced Story Time at the Beach in collaboration with the Parks and Recreation Department, as well as Ben and Jerry's read for ice cream promotion. 42 patrons enjoyed our passes to the Squam Lakes Science Center and Castle in the Clouds.

The library circulated 11,508 materials compared to 11,579 in 2018. The following table is a breakdown of how these materials were used in 2019.

Adult reading	4,798
Youth reading	431
Audio books on CD-ROM.	603
Films, series and documentaries on DVD	2,906
Interlibrary loans from other NH Libraries	499
Other	91
Total circulation from collection, 2019	9,328
Digital material from NH/Overdrive and Hoopla DB	2,180
Total adj. circulation	11,508
Library Circulation, 2019	

The following table summarizes the current collection. Removals are damaged, dated, or seldom used items. Many of the removals were included in two book sales held in July and August.

Total Volumes, end of 2018	16,455
Titles added, 2019	+679
Titles removed, 2019	-1,232
Adjusted Total Volumes, end of 2019	15,902
Net change	-553
Library Holdings, end of 2019	

Our computers were used 264 times by patrons and guests; 212 registered users accessed our Wi-Fi network. Family researchers made use of the AncestryPlus and HeritageQuest databases. Our EBSCO databases provided access to Consumer Reports, the NoveList book advisor, and Explora for kids. Other library resources were used by patrons for both educational and personal interest.

The library used its materials budget to provide print, digital and streaming titles to meet our patrons'

needs for different formats and variety of interests, including bestsellers, award winners, book group favorites, and real life stories. To make materials easier to access, room was made to move the Children's non-fiction materials to the front reading room. The New Hampshire collection is now in the stacks. We continue to encourage all visitors to browse the stacks.

Building Assessment Summary. The Trustees completed a full Building Conditions Assessment in early 2019. This study was funded jointly by a grant from the NH Preservation Alliance as well as the James E. Nichols Trust. The library has been in continuous operation since 1910, and has been recognized on the National Register of Historic Places as part of the Center Harbor Village Historic District since 1983. While it has been reasonably maintained, the study identified key priorities that should be addressed to assure its integrity into the significant future. A primary priority is to address the failures of the building envelope, in particular, areas currently permitting water and moisture ingress into the building fabric and interior spaces. The Trustees are developing a multi-year plan to prioritize site work to mitigate water issues resulting in deterioration of the library structure and façade. We plan to maximize the opportunity to solicit funds from State and other grant agencies to assist in the remediation efforts. The full building assessment is available at Town Hall, or online at https://www.centerharbornh.org/sites/centerharbornh/files/uploads/assessment_report_-_final_02-27-19.pdf

Facility Upgrades/Building Maintenance. The library installed a new server and workstations, funded by a donation from the Center Harbor Community Development Association (CDA) and the Nichols Trust. A new custom built period back storm door was fabricated to replace the worn out door.

2020 Goals and Community Engagement. Patrons frequently express satisfaction with library service. However, the Trustees and staff of the Nichols Library would like to further engage with the Center Harbor community. In 2020, we will survey the community to find out whether there are unmet needs or services that the library could potentially provide. In addition to our ongoing services, we could plan to offer additional programs of interest, including author talks, book groups and story times. We will also seek ways to cooperate with other groups in supporting community programs.

Library Staff. Librarian Jon Kinnaman attended seminars on community and youth engagement, sat on the Town's Joint Loss Management Committee and chaired the Scrooge and Marley regional library co-op. Circulation assistant Glenn Walter handled circulation, interlibrary loans, and processing new materials into the library collection. Summer assistants Kim Anderson and Lois Brady provided help during the busy summer season.

Friends of the Library. The Board wishes to thank the many people who contributed to the well-being of the library this year, including our past and current Board of Trustees; the Town Selectmen who support our building needs and overall operations; the Department of Public Works and Fire Department for help with maintenance; the Center Harbor CDA for fiscal support for the library computers; Lowell and Karlene Schwartz and Karen Ullman who assisted with our book sales; and the many patrons who donated materials and made financial gifts to our general fund. Finally, we thank the people of Center Harbor for their ongoing support of this historic library.

We have opportunities for individuals who may be interested in volunteering as a Trustee Alternate for a one-year term to learn the role of a Library Trustee and serve the Town in a meaningful way. If interested, please speak with any current Trustee or the Librarian.

On behalf of the Trustees, thank you all for your continued support.
Annette Nichols, Chair
James E. Nichols Library Board of Trustees

JAMES E. NICHOLS MEMORIAL LIBRARY
ANNUAL TREASURER REPORT

BALANCE ON HAND JANUARY 1, 2019
J E NICHOLS MEMORIAL LIBRARY MVSB

\$30,921.65

RECEIPTS

NICHOLS TRUST	\$10,907.42
BOOK SALES	\$591.97
GIFTS	\$1,515.50
TOWN OF CENTER HARBOR	\$83,876.43
COPIER	\$292.65
NH PRESERVATION ALLIANCE	\$4,500.00
WAUKEWAN ANTIQUES	\$265.00

TOTAL RECEIPTS **\$101,948.97**

EXPENSES

SALARIES	\$66,963.78
FURNISHINGS/EQUIPMENT	
REPAIRS/MAINTENANCE	\$1,283.30
SUPPLIES	\$1,500.46
TELEPHONE	\$1,416.84
TRAVEL	\$88.35
COLLECTION DEV./BOOK SALES	
BOOKS & PERIODICALS	\$10,729.93
LANDSCAPING	
SPECIAL PROJECTS FROM GIFTS	\$640.00
PROF.DEVELOPMENT & TRAINING	\$315.00
PROGRAM PROJECTS	\$106.89
MISC.	\$111.88
COMP.SOFTWARE MAINTENANCE CONTRACT	\$595.00
COPIER MAINTENANCE CONTRACT	\$125.00
DUE TO TOWN OF CENTER HARBOR--GEN'L FUND	\$3,369.66
ALBA ARCHITECTS	\$10,300.00
ADEL-XT COMPUTER	\$5,368.98
JUST HIT PRINT	\$252.00
NHLTA	\$195.00
MVSB	\$16.50

TOTAL EXPENSES **\$103,378.57**

BALANCE ON HAND JENML MVSB 12/31/2019

\$29,492.05