

**Holderness Free Library
Director's Report
Monday, February 5, 2018**

1. Programs: The "Building Fun" program was held on Saturday, January 20th & 27th. The 20th was a postponement from the 13th because of inclement weather. There were 15 and 12 in attendance respectively and all had a good time.

The Library recognized Saturday, February 3rd, "National Take Your Child to the Library Day." Special bookmarks and stickers were given out and refreshments were served. A puzzle building activity was provided downstairs. There were 10 in attendance.

On Saturday, February 10th there will be a special "Make Your Own Valentine Craft Program." This program offers created projects as well as supplies for individual use.

2. Finances: The financial report and check detail from the town will be available from the town office shortly.

3. Building: Dan Egan from Marine Mobile has been salting the walk and sanding the parking lot more frequently because of the extra icy conditions this winter. A request was made via email for a bill with the snow removal fee for December and January. A bill for this season has not yet been received.

The Elevator Safety Certificates for 2018 have arrived and are posted in the elevator. Both copies of the certificate must be posted inside the elevator at all times. The safety certificates themselves were \$500. The alarm company charged \$250 to disconnect and reconnect the alarms allowing for the inspection.

There have been no further problems with the upstairs furnace.

The Crystal Rock water cooler was picked up on Friday, January 26th. Monadnock Springs was contacted for an estimate on a water cooler, but they do not service Holderness. The town hall owns their own cooler and purchases the water through WB Mason. Further information is in the process of being retrieved on this issue.

4. Technology: The ILL server at the NH State Library that crashed on December 6th remains unusable. The old system may not be repairable and a temporary solution is being pursued. All ILL requests are still being done by email or phone.

The library's email account has been updated. Library accounts are overseen by a Spectrum Account Executive located in Portland, Maine. There is now current contact information and an account number available to the library.

EBSCO Host is a free magazine and newspaper resource available through the State Library. Through use of a conference call, links have been created that will allow our patrons to access this research information. The goal is to have these links available on the website as soon as possible. This service may be used at home, but a username and password must be provided by the library.

5. Staff: Grace Ainsworth will be working more hours starting February 9th. She continues to be a great addition to our staff.

6. Friends: The Friends held a meeting on Saturday, January 27th. They generously agreed to pay the \$248 fee for a movie license that allows the library to show motion pictures in house.

7. Town: Both the Director's and Trustees' reports requested by the town have been submitted. Attached is a copy of the director's report.

8. Statistics: A new excel worksheet is being created to keep track of both patron and circulation statistics. The goal is to better understand how the library can serve its patrons. See the attached sheet for details of January's statistics.