

# New Hampshire State Library

## PUBLIC LIBRARY REPORT OF 1972

N.H. Revised Statutes Annotated, Chapter 202-A:12, says "Every library regularly open to the public, or to some other portion of the public, with or without limitations, whether its ownership is vested in the town, in a corporation, in any organization association, or in individuals, shall make a written report to the town or city at the conclusion of each fiscal year of (a) all receipts from whatever sources, (b) all expenditures, (c) all property in the trustees care and custody, including a statement and explanation of any unexpended balance of money they may have, (d) and any bequests or donations they may have received and are holding in behalf of the town, with such recommendations in reference to the same as they may deem necessary for the town to consider, (e) the total number of books and other materials and the number added by gift, purchase and otherwise; the number lost or withdrawn, (f) the number of borrowers and readers and a statement of the use of the property of the library in furthering the educational requirements of the municipality and such other information and suggestions as may seem desirable, (g) submit a similar report to the state librarian at such time and on such forms as the state library commission may require". RSA 202-A:21 says "Any town or library official violating any of the provisions of this chapter shall be fined not more than five hundred dollars."

(Please do not write above this line)

Name of Library Hanover Town Library Town Hanover  
 Library's Post Office Address Etna Zip Code 03750 Telephone none  
 Librarian (Miss, Mrs., or Mr.) Mary P. Hamblett Date Appointed Oct, 1970  
 Librarian's Post Office Address Etna Zip Code 03750 Telephone 643-2464

### ANNUAL CIRCULATION & USE

Please state period of circulation: 2 weeks \_\_\_\_\_, 3 weeks ☒, 4 weeks \_\_\_\_\_, renewals? \_\_\_\_\_

Include circulation figures of books borrowed from Bookmobile and State Library which you loaned to patrons.

Adult non-fiction loaned 67 Adult fiction 113  
 Books for children 583 Magazines (adult and juvenile) 144 Recordings 0  
 Films 0 Other 0 Grand Total 907

### BOOK STOCK

	Adult	Juvenile	Total
Number of volumes at beginning of year			<u>3130</u>
Number of volumes added during year			<u>5</u>
Total			<u>3135</u>
Number of volumes discarded during year			<u>30</u>
<i>Total Number of Paper Books</i>	<u>305</u>	<u>27</u>	<u>332</u>
Total number of volumes at end of year	<u>2210</u>	<u>895</u>	<u>3105</u>
Number of recordings owned by library	<u>1</u>	<u>0</u>	<u>1</u>
Number of films owned by library	<u>—</u>	<u>—</u>	<u>—</u>
Number of reels of microfilm owned by library	<u>—</u>	<u>—</u>	<u>—</u>
Number of magazines currently received	<u>18</u>	<u>4</u>	<u>22</u>
Number of newspapers currently received	<u>0</u>	<u>0</u>	<u>0</u>



FINANCES FOR THE FISCAL YEAR BEGINNING ....., ENDING .....

This report should include balances, receipts, from all sources, all expenditures. It should include a statement of all funds received, held by, or expended by the library, whether public funds, endowment funds, or special gifts. It should also include all expenditures for salaries and other expenses paid from general town funds rather than from library funds.

This report should include figures for the annual operating expenditures only. Attach separate statement detailing receipts and expenditures of funds for new construction, or physical improvement of existing library property (see RSA 202-A:11, II.) THESE FIGURES MUST AGREE WITH THOSE IN THE TOWN REPORT.

#### Receipts

#### Expenditures

Town Appropriation .....	Salaries .....
Endowment Income .....	Librarian .....
Cash Gifts, 1972 .....	Assistant Librarian .....
State Aid .....	Other Staff .....
Other Income (Specify) .....	.....
	Social Security, Blue Cross, Etc. ....
	Janitorial .....
	Books (Periodicals, etc. including State Aid) .....
	Binding .....
Balance from previous .....	All other Operating Expenditures .....
year if retained by .....	Grand Total Expenditures .....
library .....	Balance at end of year .....
Grand Total Receipts .....	

BE SURE TO REPORT CAPITAL EXPENDITURES SEPARATELY

Signed .....  
(Treasurer of board of library trustees)

#### REGISTRATION

Do you maintain registration files? Yes...☒..... No.....

#### SCHEDULE OF HOURS LIBRARY IS OPEN (Example: 2:30-5 P.M.)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total No. of Hours
.....	7-9 p.m.	.....	10-12 a.m.	.....	2-4 p.m.	8
.....	.....	.....	2:30-4:30 p.m.	.....	.....	.....
Summer Hours (if different)	.....	.....	2-4 p.m.	.....	.....	.....

#### REFERENCE SERVICE.....

Number of books borrowed from state bookmobile ..... 488 ..... Directly from State Library ..... 2  
(Figure provided by Bookmobile Supervisor)

Does the library subscribe to Reader's Guide to Periodical Literature ? No, but I pick up back issues from Howe Library.



Or the Abridged Reader's Guide to Periodical Literature? .....no.....

## BOOK SELECTION

Does the library subscribe to ALA Booklist? .....no..... Library Journal? .....no..... Wilson Library Bulletin? .....no.....

Horn Book? .....no.....

To what other book selection aids does it subscribe? .....none.....

Who selected the Books? Librarian .....✓..... Trustees ..... Book Committee ..... Other .....

How often are books purchased? *irregularly* ..... Discount received ..... —

Has the library acquired a multivolume encyclopedia since 1967? .....no..... If so, how many? .....

## SERVICE

Number of library exhibits inside the library .....0..... Outside the library .....0.....

Number of talks by staff .....0..... Number of story hours .....10.....

Number of film programs .....2..... Number attending film showings .....17 + 15.....

Number of discussion groups sponsored by library .....no.....

Radio and television participation .....no.....

Number of booklists, leaflets or other printed materials distributed (include samples) .....no.....

Do you cooperate with neighboring libraries? *yes* ..... If so, how? *Have had meetings with other librarians. How shares Reader's Guide* .....

Do you cooperate with the local high school librarian? .....no..... If so, how? ..... —

Do you cooperate with the local elementary schools? .....no..... If so, how? ..... —

Do you give service to hospitals, nursing homes, or shut-ins? *if asked* ..... If so, how? *but not asked in 1972* .....

Do you have a Friends of the Library Group? .....no..... If so, name and mailing address of the chairman ..... —

## PHYSICAL FEATURES

Does the library have running water? .....no..... Toilet facilities? .....no.....

Does the library have space for meetings? .....no.....

Seating capacity ..... —

Can the meeting room be darkened for film showing? .....yes - to some extent.....

## ADMINISTRATION

Does the librarian belong to N.H. Library Association? .....No..... N.E. Library Association? .....No..... American Library Association? .....No.....

How many professional meetings, workshops, etc., attended? Librarian .....5 or 6..... Trustees .....



STAFF

How many full time (over 30 hours a week) ..... 0

How many part time ..... 1

TRUSTEES: List trustees as constituted after town meeting of March 1973.

	Indicate Mr., Mrs., Miss Name	Mailing Address & Zip Code	Tel. No.	Expiration of Term
CHAIRMAN (1973)	Mrs. Alice Hayes	Etna, N.H.	03750-643-3687	1976
	Mrs. Jean Stens	"	643-3845	1975
	Mrs. Elsie Wendlandt	"	643-4416	1974

Do trustees belong to N.H. Library Trustees Association? ..... Yes

Number of Board of Trustees meetings held in 1972? ..... Three

GENERAL (To be answered by trustees and /or librarian)

What suggestions do you have that might enable the State Library to give better service to your library? (Use more sheets if needed).

Signed ..... Alice B. Hayes  
Chairman of the trustees

Signed ..... Mary P. Hamblitt  
Librarian

June 27, 1973  
Date

May 31, 1973  
Date

PLEASE RETURN ONE COPY OF THIS REPORT IMMEDIATELY FOLLOWING TOWN MEETING TO:

N.H. STATE LIBRARY, CONCORD, NEW HAMPSHIRE



# New Hampshire State Library

## PUBLIC LIBRARY REPORT OF 1973

N.H. Revised Statutes Annotated, Chapter 202-A:12, says "Every library regularly open to the public, or to some other portion of the public, with or without limitations, whether its ownership is vested in the town, in a corporation, in any organization association, or in individuals, shall make a written report to the town or city at the conclusion of each fiscal year of (a) all receipts from whatever sources, (b) all expenditures, (c) all property in the trustees care and custody, including a statement and explanation of any unexpended balance of money they may have, (d) and any bequests or donations they may have received and are holding in behalf of the town, with such recommendations in reference to the same as they may deem necessary for the town to consider, (e) the total number of books and other materials and the number added by gift, purchase and otherwise; the number lost or withdrawn, (f) the number of borrowers and readers and a statement of the use of the property of the library in furthering the educational requirements of the municipality and such other information and suggestions as may seem desirable, (g) submit a similar report to the state librarian at such time and on such forms as the state library commission may require". RSA 202-A:21 says "Any town or library official violating any of the provisions of this chapter shall be fined not more than five hundred dollars."

(Please do not write above this line)

Name of Library Hampden Town Library Town Etna  
 Library's Post Office Address Etna, N.H. Zip Code 03250 Telephone         
 Librarian (Miss, Mrs., or Mr.) Marybeth Cook Date Appointed June 1, 1973  
 Librarian's Post Office Address Etna, N.H. Zip Code 03250 Telephone 643-5320

### ANNUAL CIRCULATION & USE

Please state period of circulation: 2 weeks       , 3 weeks X, 4 weeks       , renewals? 4/23

Include circulation figures of books borrowed from Bookmobile and State Library which you loaned to patrons.

Adult non-fiction loaned 95 Adult fiction 148  
 Books for children 787 Magazines (adult and juvenile) 148 Recordings         
 Films        Other        Grand Total 1188

BOOK STOCK	Adult	Juvenile	Total
Number of volumes at beginning of year			<u>3130</u>
Number of volumes added during year	<u>12</u>	<u>42</u>	<u>54</u>
Total			<u>3184</u>
Number of volumes discarded during year	<u>0</u>	<u>0</u>	<u>0</u>
Total number of volumes at end of year			<u>3184</u>
Number of recordings owned by library	<u>1</u>	<u>0</u>	<u>1</u>
Number of films owned by library	<u>0</u>	<u>0</u>	<u>0</u>
Number of reels of microfilm owned by library	<u>0</u>	<u>0</u>	<u>0</u>
Number of magazines currently received	<u>18</u>	<u>4</u>	<u>22</u>
Number of newspapers currently received	<u>0</u>	<u>0</u>	<u>0</u>



FINANCES FOR THE FISCAL YEAR BEGINNING January 1, 1973, ENDING December 31, 1973

This report should include balances, receipts, from all sources, all expenditures. It should include a statement of all funds received, held by, or expended by the library, whether public funds, endowment funds, or special gifts. It should also include all expenditures for salaries and other expenses paid from general town funds rather than from library funds.

This report should include figures for the annual operating expenditures only. Attach separate statement detailing receipts and expenditures of funds for new construction, or physical improvement of existing library property (see RSA 202-A:11, II.) THESE FIGURES MUST AGREE WITH THOSE IN THE TOWN REPORT.

#### Receipts

#### Expenditures

(Include Federal Revenue-Sharing Funds)

Town Appropriation	<u>2,889</u>	Salaries	<u>1,180.50</u>
Endowment Income	.....	Librarian	.....
Cash Gifts, 1973	.....	Assistant Librarian	.....
State Aid	.....	Other Staff	.....
Federal Revenue - Sharing Funds	.....		.....
Other Income (Specify)	.....		.....
		Social Security, Blue Cross, Etc.	<u>73.99</u>
		Janitorial	<u>84.32</u>
		Books (Periodicals, etc. including State Aid)	<u>204.90</u>
		Binding	<u>720.29</u>
Balance from previous		All other Operating Expenditures	.....
year if retained by			.....
library		Grand Total Expenditures	<u>2,264.00</u>
Grand Total Receipts	<u>2,889</u>	Balance at end of year	<u>625.00</u>

Total funds spent directly by town for upkeep, utilities and/or maintenance of library and not included in library budget

BE SURE TO REPORT CAPITAL EXPENDITURES SEPARATELY

Signed .....  
(Treasurer of board of library trustees)

#### REGISTRATION

Do you maintain registration files? Yes..... No.....

#### SCHEDULE OF HOURS LIBRARY IS OPEN (Example: 2:30-5 P.M.)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total No. of Hours
.....	<u>2:30-4:30 p.m.</u>	.....	<u>10-12 a.m.</u>	.....	.....	.....
.....	<u>7-9 p.m.</u>	.....	<u>2:30-4:30 p.m.</u>	.....	.....	<u>8</u>
Summer Hours (if different)						
.....	.....	.....	.....	.....	.....	.....

#### REFERENCE SERVICE.....

Number of books borrowed from state bookmobile ..... 289 ..... Directly from State Library ..... 2 .....  
(Figure provided by Bookmobile Supervisor)

Does the library subscribe to Reader's Guide to Periodical Literature ? ..... No .....



Or the Abridged Reader's Guide to Periodical Literature? ..... *NO* .....

## BOOK SELECTION

Does the library subscribe to ALA Booklist? ..... *NO* ..... Library Journal? ..... *NO* ..... Wilson Library Bulletin? ..... *NO* .....

Horn Book? ..... *NO* .....

To what other book selection aids does it subscribe? ..... *NONE* .....

Who selected the Books? Librarian ..... *X* ..... Trustees ..... Book Committee ..... Other .....

How often are books purchased? *Several times* ..... Discount received ..... *10-13 1/3%* .....

Has the library acquired a multivolume encyclopedia since 1968? ..... *NO* ..... If so, how many? .....

## SERVICE

Number of library exhibits inside the library ..... Outside the library .....

Number of talks by staff ..... *NONE* ..... Number of story hours ..... *8 during summer* .....

Number of film programs ..... *4* ..... Number attending film showings ..... *20-60* .....

Number of discussion groups sponsored by library .....

Radio and television participation .....

Number of booklists, leaflets or other printed materials distributed (include samples) .....

Do you cooperate with neighboring libraries? *Yes* ..... If so, how? *Attend meetings together - borrow on new books* .....

Do you cooperate with the local high school librarian? *NO* ..... If so, how? *purchase* .....

Do you cooperate with the local elementary schools? *NO* ..... If so, how? .....

Do you give service to hospitals, nursing homes, or shut-ins? *Yes* ..... If so, how? *taking & return books* .....

*to shut-in and people who do not have transportation to library* .....

Do you have a Friends of the Library Group? *NO* ..... If so, name and mailing address of the chairman .....

## PHYSICAL FEATURES

Does the library have running water? ..... *NO* ..... Toilet facilities? ..... *NO* .....

Does the library have space for meetings? ..... *NO* .....

Seating capacity .....

Can the meeting room be darkened for film showing? ..... *Yes* .....

## ADMINISTRATION

Does the librarian belong to N.H. Library Association? *Yes* ..... N.E. Library Association? ..... American Library Association? .....

How many professional meetings, workshops, etc., attended? Librarian ..... Trustees .....



How many full time (over 30 hours a week) .....

How many part time ..... none

TRUSTEES: List trustees as constituted after town meeting of March 1974.

Indicate Mr., Mrs., Miss Name	Mailing Address & Zip Code	Tel. No.	Expiration of Term
CHAIRMAN (1974) .....			
<u>Mrs. Max Stearn</u>	<u>Etna, N.H. 03750</u>	<u>643-3845</u>	<u>1975</u>
<u>Mrs. Alice Hayes</u>	<u>Etna, N.H. 03750</u>	<u>643-3689</u>	<u>1976</u>
<u>Mr. David Hewitt</u>	<u>Blancetown, N.H. 03755</u>	<u>643-</u>	<u>1977</u>

Do trustees belong to N.H. Library Trustees Association? Yes

Number of Board of Trustees meetings held in 1973? 2

GENERAL (To be answered by trustees and/or librarian)

What suggestions do you have that might enable the State Library to give better service to your library? (Use more sheets if needed).

Signed Alice Hayes  
Chairman of the trustees

3/20/74  
Date

Signed .....  
Librarian

.....  
Date

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N.H. STATE LIBRARY, CONCORD, NEW HAMPSHIRE



# New Hampshire State Library

## PUBLIC LIBRARY REPORT OF 1974

N.H. Revised Statutes Annotated, Chapter 202-A:12, says "Every library regularly open to the public, or to some other portion of the public, with or without limitations, whether its ownership is vested in the town, in a corporation, in any organization association, or in individuals, shall make a written report to the town or city at the conclusion of each fiscal year of (a) all receipts from whatever sources, (b) all expenditures, (c) all property in the trustees care and custody, including a statement and explanation of any unexpended balance of money they may have, (d) and any bequests or donations they may have received and are holding in behalf of the town, with such recommendations in reference to the same as they may deem necessary for the town to consider, (e) the total number of books and other materials and the number added by gift, purchase and otherwise; the number lost or withdrawn, (f) the number of borrowers and readers and a statement of the use of the property of the library in furthering the educational requirements of the municipality and such other information and suggestions as may seem desirable, (g) submit a similar report to the state librarian at such time and on such forms as the state library commission may require". RSA 202-A:21 says "Any town or library official violating any of the provisions of this chapter shall be fined not more than five hundred dollars."

(Please do not write above this line)

Name of Library HANDOVER TOWN Library Town ETNA  
 Library's Post Office Address ETNA, N.H. Zip Code 03750 Telephone —  
 Librarian (Miss, Mrs., or Mr.) Mary Jane Cook Date Appointed June 1973  
 Librarian's Post Office Address ETNA, N.H. Zip Code 03750 Telephone 643-5390

### ANNUAL CIRCULATION & USE

Please state period of circulation: 2 weeks ....., 3 weeks ✓ ....., 4 weeks ....., renewals? YCS

Include circulation figures of books borrowed from Bookmobile and State Library which you loaned to patrons.

Adult non-fiction loaned 93 Adult fiction 190  
 Books for children 1027 Magazines (adult and juvenile) 245 Recordings —  
 Films — Other — Grand Total 1555

### BOOK STOCK

	Adult	Juvenile	Total
Number of volumes at beginning of year			<u>3184</u>
Number of volumes added during year	<u>10</u>	<u>93</u>	
Total			<u>3287</u>
Number of volumes discarded during year	<u>—</u>	<u>450</u>	
Total number of volumes at end of year			<u>2837</u>
Number of recordings owned by library	<u>0</u>	<u>0</u>	<u>0</u>
Number of films owned by library	<u>0</u>	<u>0</u>	<u>0</u>
Number of reels of microfilm owned by library	<u>0</u>	<u>0</u>	<u>0</u>
Number of magazines currently received	<u>16</u>	<u>3</u>	<u>19</u>
Number of newspapers currently received	<u>0</u>	<u>0</u>	<u>0</u>



FINANCES FOR THE FISCAL YEAR BEGINNING 1/1/74, ENDING 12/31/74

This report should include balances, receipts, from all sources, all expenditures. It should include a statement of all funds received, held by, or expended by the library, whether public funds, endowment funds, or special gifts. It should also include all expenditures for salaries and other expenses paid from general town funds rather than from library funds.

This report should include figures for the annual operating expenditures only. Attach separate statement detailing receipts and expenditures of funds for new construction, or physical improvement of existing library property (see RSA 202-A:11, II.) THESE FIGURES MUST AGREE WITH THOSE IN THE TOWN REPORT.

Receipts

Expenditures

(Include Federal Revenue-Sharing Funds)

Town Appropriation	<u>3,279</u>	Salaries	
Endowment Income		Librarian	<u>1,104.28</u>
Cash Gifts, 1974		Assistant Librarian	
State Aid		Other Staff	
Federal Revenue - Sharing Funds			
Other Income (Specify)			
		Social Security, Blue Cross, Etc.	<u>67.88</u>
		Janitorial	<u>55.96</u>
		Books (Periodicals, etc. including State Aid)	<u>338.07</u>
		Binding	
Balance from previous year if retained by library		All other Operating Expenditures	<u>535.00</u>
Grand Total Receipts	<u>3,279</u>	Grand Total Expenditures	<u>2,101.19</u>
		Balance at end of year	<u>1,177.81</u>

Total funds spent directly by town for upkeep, utilities and/or maintenance of library and not included in library budget

BE SURE TO REPORT CAPITAL EXPENDITURES SEPARATELY

Signed \_\_\_\_\_  
(Treasurer of board of library trustees)

REGISTRATION

Do you maintain registration files? Yes..... No.....

SCHEDULE OF HOURS LIBRARY IS OPEN (Example: 2:30-5 P.M.)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total No. of Hours
	<u>2:30-4:30</u>		<u>10-12</u>			
	<u>7-9</u>		<u>2:30-4:30</u>			
Summer Hours (if different)						

REFERENCE SERVICE.....

Number of books borrowed from state bookmobile ..... Directly from State Library .....  
(Figure provided by Bookmobile Supervisor)

Does the library subscribe to Reader's Guide to Periodical Literature ? NO



Or the Abridged Reader's Guide to Periodical Literature ? NO

## BOOK SELECTION

Does the library subscribe to ALA Booklist ? NO Library Journal ? NO Wilson Library Bulletin ? NO

Horn Book ? NO

To what other book selection aids does it subscribe ? —

Who selected the books ? Librarian ✓ Trustees — Book Committee — Other —

How often are books purchased ? couple times a year Discount received 15-40%

Has the library acquired a multivolume encyclopedia since 1969 ? NO If so, how many ? —

## SERVICE

Number of library exhibits inside the library — Outside the library —

Number of talks by staff — Number of story hours 8 during summer

Number of film programs 6 Number attending film showings 20-60

Number of discussion groups sponsored by library —

Radio and television participation —

Number of booklists, leaflets or other printed materials distributed (include samples) —

Do you cooperate with neighboring libraries ? YES If so, how ? Attend meetings - Consult about book purchases

Do you cooperate with the local high school librarian ? — If so, how ? We borrow AV equipment from the high school AV dept

Do you cooperate with the local elementary schools ? YES If so, how ? Consult about book selection

Have borrowed AV equipment

Do you give service to hospitals, nursing homes, or shut-ins ? — If so, how ? I have occasionally taken books & magazines to people who are sick or don't have cars

Do you have a Friends of the Library Group ? — If so, name and mailing address of the chairman —

## PHYSICAL FEATURES

Does the library have running water ? — Toilet facilities ? —

Does the library have space for meetings ? —

Seating capacity —

Can the meeting room be darkened for film showing ? Yes

## ADMINISTRATION

Does the librarian belong to N.H. Library Association ? YES N.E. Library Association ? — American Library Association ? —

How many professional meetings, workshops, etc., attended ? Librarian 2 Trustees —



## STAFF

How many full time (over 30 hours a week) 1How many part time 1

TRUSTEES: List trustees as constituted after town meeting of March 1975.

Indicate Mr., Mrs., Miss Name	Mailing Address & Zip Code	Tel. No.	Expiration of Term
CHAIRMAN (1975)			
Mrs. Ann S. Cioffi	Partridge Rd., Etna, N.H. 03750	643-5234	1978
Mrs. Alice Hayes	Etna, N.H. 03750	643-3687	1976
Mr. David Hewitt	Lebanon St., Hanover, N.H.		1977

Do trustees belong to N.H. Library Trustees Association? YesNumber of Board of Trustees meetings held in 1974? 4

Name of DAC delegate \_\_\_\_\_ Alternate \_\_\_\_\_

GENERAL (To be answered by trustees and/or librarian)

What suggestions do you have that might enable the State Library to give better service to your library? (Use more sheets if needed).

Signed Alice Hayes  
Chairman of the trustees4/2/75  
DateSigned Mary Jane Cook  
Librarian3/6/75  
Date

PLEASE RETURN ONE COPY OF THIS REPORT IMMEDIATELY FOLLOWING TOWN MEETING TO:

N.H. STATE LIBRARY, CONCORD, NEW HAMPSHIRE