New Hampshire State Library

PUBLIC LIBRARY REPORT OF 1975

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the total number of books and other materials and the number added by gift, purchase and otherwise; the number lost or withdrawn, (f) the number of borrowers and readers and a statement of the use of the property of the library in furthering the educational requirements of the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 desireable, (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."

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Badal Perunty, Mile Crass, and Call			
(Please do not wri			. /
Name of Library HANDUR Town Libra			
Library's Post Office Address ELNA	Zip Code	3.7.50 Telephone	
Librarian (Miss, Mrs.) or Mr.) Many Jane Coo	K Date Appoin	ted JUNE 1	9.7.3
Librarian's Post Office Address	Etna Zip Code .a.	3.7.56 Telephone	643-5390
ANNUAL CIRCULATION & USE			
Please state period of circulation: 2 weeks	3 weeks	., 4 weeks	, renewals?
Include circulation figures of books borrowed from Bookn	nobile and State Libra	ry which you loaned to	patrons.
Adult non-fiction loaned	Adult fiction	255	
Books for children	Magazines (adult a	nd juvenile) .251	Recordings
Films Other	Grand Total	1607	
LIBRARY RESOURCES	Adult	Juvenile	Total
Number of volumes at beginning of year		95 mondeover	3287
Number of volumes added during year 12 handcover	36 papenback	92 papubals	235
Total			3522
Number of volumes discarded during year			200
Total number of volumes at end of year			3322
Number of recordings owned by library	0	0	0
Number of 8mm films owned by library	0	0	0
Number of 16 mm films owned by library	0	0	
Number of filmstrips owned by library	0	0	0
Number of reels of microfilm owned by library	0	0	0
Number of magazines currently received	15		
Number of newspapers currently received	0	0	0

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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	E	xpenditures	
		(Include Federal Revenue-Sharing Funds)	
Town Appropriation		Salaries	
Endowment Income		Librarian	
Cash Gifts, 1975		Assistant Librarian	
State Aid		Other Staff	
Federal Revenue - Sharing Funds			
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			
library		Grand Total Expenditures	
Grand Total Receipts		Balance at end of year	

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	(Treasure	r of board of library	trustees)
REGISTRATION				
Do you maintain registration files? Yes No			remain the second state of	
SCHEDULE OF HOURS LIBRARY IS OPEN (Example	e: 2:30-5 P.M.)			
Monday Tuesday Wednesday	Thursday	Friday	Saturday	Total No.
2:30-4:30	10-12 NOON			of Hours
7-9	2:30-4:30			8
Summer Hours (if different)				
REFERENCE SERVICE				
Number of books borrowed from state bookmobile (Figure provided by Bookmobile Supervisor)		Directly from State	e Library	
Number of books borrowed directly from another public l	library			
Number of books loaned directly to other public libraries				1993 A. 1
Does the library subscribe to Reader's Guide to Periodic				

	Or the Abridged Reader's Guide to Periodical Literature ?
I	BOOK SELECTION
	Does the library subscribe to ALA Booklist ? Library Journal ? Wilson Library Bulletin ?
	Horn Book ?
	To what other book selection aids does it subscribe?
	Who selected the books? Librarian
	How often are books purchased? And Armes Discount received
	Has library acquired a multivolume encyclopedia since 1970? If so, how many?
2	SERVICE
	Number of library exhibits inside the library
	Number of talks by staff
	Number of film programs
	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? 4C3. If so, how? attend mutings - drscuss boox select,
	Do you cooperate with the local high school librarian? If so, how? Bonrow AV equipment
-	Do you cooperate with the local elementary schools? USS. If so, how? Consult about took Selection
	also have borrowed AV equipment
	Do you give service to hospitals, nursing homes, or shut-ins?
	taken books to shuting on prophe who don't have caps.
	Do you have a Friends of the Library Group?
I	PHYSICAL FEATURES
	Does the library have running water?
	Does the library have space for meetings?
	Seating capacity
	Can the meeting room be darkened for film showing?
	ADMINISTRATION
I	Does the librarian belong to N.H. Library Association?
	Association?
	How many professional meetings, workshops, etc., attended? Librarian
9	

STAFF	
How many full time (over 30 hours a week)	
How many part time	
TRUSTEES: List trustees as constituted after town meeting of March 1976.	
Indicate Mr., Mrs., Miss Name Mailing Address & Zip Code Tel. No. of Term	
CHAIRMAN (1976)	
Do trustees belong to N.H. Library Trustees Association?	
Number of Board of Trustees meetings held in 1975?	
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).	
	9
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In the conjugation with the loss second of the star second starting of the start second start start second st	
In the second with the last second of the factor of the fa	
In the contrast with the new contrast of the first of the	
In the contrast with the new second states of the first second states and the first se	
Sizzed	
Signed Date	
Signed Chairman of the trustees Date Date 4/76	
Chairman of the trustees Date Signed Many Jane Cosk 6/1/76	
Signed Many Jane Cork Librarian Date Date	
Signed Many Jane Cook Librarian PLEASE RETURN ONE COPY OF THIS REPORT IMMEDIATELY FOLLOWING TOWN MEETING TO:	

New Hampshire State Library

PUBLIC LIBRARY REPORT OF 1976

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 desireable, (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 yiolating any of the provisions of this chapter shall be fined not more than five hundred dollars."

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(Please do not w	rite above this line)		
Name of Library HANDUCE TOWN Lit	•		4
Library's Post Office Address <u>Etna</u>	Town	13750	
Librarian (Miss (In) TIA Dour 21 E	Zip Code .	DS 7 SO Telephone	
Librarian (Miss Mrs.) or Mr.) <u>ILA DOUPLE</u>	Date Appo	pinted April,	1977
Librarian's Post Office Address <u>HANOVER</u> CER. Rd	Etna Zip Code	03750 Telephone	643-3237
ANNUAL CIRCULATION & USE			
Please state period of circulation: 2 weeks, 3 we	eks X 4 v	veeks	ale?
Include circulation figures of books borrowed from Bookmo	bile and State Libr	, Tonew	
ALL ALL IEO	_ Adult fiction		patrons.
Books for children			Recordings
Films Other	Grand Total	23:15	
LIBRARY RESOURCES	Adult	Juvenile	Total
Number of volumes at beginning of year	_ 2541	1087	3628
Number of volumes at beginning of year Number of volumes added during year	44		161
Total D C it the	2585	1204	3789
Number of volumes discarded during year Total number of volumes at end of year		125	
	2585	1079	3664
Number of recordings owned by library	0		
Number of 8mm films owned by library Number of 16mm films owned by library			
Number of filmstrips owned by library	0		
Number of reels of microfilm owned by library	0		_0
Number of magazines currently received	10		
Number of newspapers currently received		- 4	_24

FINANCES FOR THE FISCAL YEAR BEGINNING

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.

1976

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.

Recei	pts	Expenditures (Include Federal Revenue-Sharing Funds)
	Town Appropriation <u>43,765</u>	_ Salaries	
	Endowment Income	_ Librarian	1,221
	Cash Gifts, 1976	Assistant Librarian	
	State Aid	_ Other Staff	
	Federal Revenue - Sharing Funds		
	Other Income (Specify)	- the set of the set o	
		Social Security, Blue Cross, Etc.	
		Janitorial	228
		Books (Periodicals, including State Aid)	109
		A-V Materials (Records, Filmstrips, etc.)	
		Binding	
	ce from previous	All other Operating Expenditures	874
	year if retained by library	- Grand Total Expenditures	3032
	Total Receipts <u>3,765</u>	Balance at end of year	733

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	(Treasure	r of board of library to	rustees)
	TON aintain registration files OF HOURS LIBRARY					
Monday	Tuesday <u>2:30-4:30</u>	Wednesday	Thursday <u>10 - 12 000</u> m	Friday	Saturday	Total No. of Hours
	<u>7:00 - 9:00</u> rs (if different)		<u>2:30-4:3</u> 0			
REFERENCE						
	r of books borrowed fro provided by Bookmobi		bile Dire	ctly from Stat	e Library	• •
Number of bo	ooks borrowed directly	from another put	olic library	· ·		
Number of bo	ooks loaned directly to	other public libra	ries			
Does the libra	ry subscribe to Reader'	s Guide to Period	ical Literature?	NO		

, ENDING .

Or the Abridged Reader's Guide to Periodical Literature?	
BOOK SELECTION	
	atin? —
Does the library subscribe to ALA Booklist? Library Journal? Wilson Library Bull	etmi:
Horn Book?	
To what other book selection aids does it subscribe?	4 4
Who selected the books? Librarian Trustees Book Committee Other <u>One</u>	h.1
How often are books purchased? <u>2-4 times a gran</u> Discount received <u>15-40%</u>	
Has library acquired a multivolume encyclopedia since 1971? If so, how many?	
SERVICE	
Number of library exhibits inside the library Outside the library	
Number of talks by staff Number of story hours	
Number of film programs 4 Number attending film showings Adv. We provided a films for local groups this y Number of discussion groups sponsored by library	15 sar.
Radio and television participation	
Number of booklists, leaflets or other printed materials distributed (include samples)	
Do you cooperate with neighboring libraries? <u>VCR</u> If so, how? <u>Attend meetings</u> ; <u>disc</u>	uss book selectron
Do you cooperate with the local high school librarian? If so, how? have	also borrowed AV. equip.
Do you cooperate with the local elementary schools? <u>L/ES</u> If so, how? <u>mainly distuined</u>	es boul Howe
Do you give service to hospitals, nursing homes, or shut-ins? If so, how? <u>I have</u> books & mayazines to a few people who do	r, U
Do you have a Friends of the Library Group? If so, name and mailing address of the chairman	n
PHYSICAL FEATURES The taxon budgeted \$2,000 for facil. Does the library have running water? Toilet facilities? must we Does the library have space for meetings? Seating capacity	ties but are ut until the et comes in
Can the meeting room be darkened for film showing?	
ADMINISTRATION	
Does the librarian belong to N.H. Library Association? N.E. Library Association? Association?	merican Library
How many professional meetings workshops, etc., attended? Librarian <u>7</u> Trustees	-

STAFF	
How many full time (over 30 hours a week)	-
How many part time/	1
TRUSTEES: List trustees as constituted after town meeting of	March 1977.
	Address & Zip Code Tel. No. of Term
CHAIRMAN (1977) MRS ANN Cioffi P.	
	EtNA, 03750 643-5234
MRS Alice Hayes	EtNA 03750 643-3687
MR Edgar Mead	
,	HANOVER 03755 643-3741
Do trustees belong to N.H. Library Trustees Association?	
Number of Board of Trustees meetings held in 1976?	
	ILA Douple Alternate Ann Cioffi
GENERAL (To be answered by trustees and/or librarian)	and the second sec
What suggestions do you have that might enable the State Libra needed).	ry to give better service to your library? (Use more sheets if

Signed	
2.0	Chairman of the trustees
Signed	mary Jane Cook
Signed .	Librarian

Date 31 16 177 ... Daté

PLEASE RETURN ONE COPY OF THIS REPORT IMMEDIATELY FOLLOWING TOWN MEETING TO: N.H. STATE LIBRARY, CONCORD, NEW HAMPSHIRE

New Hampshire State Library

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	rite above this line)		
Name of Library HANOVER TOWN LIBRARY	TownTNA,	N.H.	and the second s
Library's Post Office Address ETNA	Zip Code 0375	D Telephone	
Librarian (Miss (Mrs.) or Mr.) _ ILA DOUPLE	Date Appointed	APRIL 1977	7
Librarian's Post Office Address Hawover CENTER RD	ETNA Zin Code 0375	D Telephone	643-3237
and the second			
ANNUAL CIRCULATION & USE	to a second second		
Please state period of circulation: 2 weeks, 3 v	weeks X, 4 weeks	, renewal	s?
Include circulation figures of books borrowed from Bookn	nobile and State Library whi	ich you loaned to pa	atrons.
Adult non-fiction loaned	Adult fiction 12	9	
Books for children 2105	Magazines (adult and in	venile) <u>591</u>	lecordings
Films 5 Other	Const Total	945	
Films Other	Grand Total	1	R
LIBRARY RESOURCES	Adult	Juvenile	Total
Number of volumes at beginning of year	_25.85	1079	3664
Number of volumes added during year		398	733
Total	2920	1477	4397
Number of volumes discarded during year			
Total number of volumes at end of year	2920		4397
Number of secondings owned by library			
Number of 8mm films owned by library	111		
Number of 16mm films owned by library			
Number of filmstrips owned by library			
Number of other non-book materials	141		
Number of reels of microfilm owned by library			
Number of magazines currently received			
Number of newspapers currently received			- it -

FINANCES FOR THE FISCAL YEAR BEGINNING Jan 1977

, ENDING Dec. 31, 1977

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.

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Receipts & E,	spenditures	
Town Appropriation 2982	(Include Federal Revenue-Sharing Funds) Salaries	.1211
Endowment Income	Librarian	1-514
Cash Gifts, 1977	Assistant Librarian	
State Aid	Other Staff	-
Federal Revenue - Sharing Funds		Sec. Lawrence
Other Income (Specify)	State of the second second	
	Social Security, Blue Cross, Etc.	
and the second	Janitorial	\$102.50
	Books (Periodicals, including State Aid)	833.
A second second will be a second s	A-V Materials (Records, Filmstrips, etc.)	
	Binding	
Balance from previous	All other Operating Expenditures	8:35.
year if retained by library	Grand Total Expenditures	\$2982
Grand Total Receipts 92982	Balance at end of year	
Total funds spent directly by town for upkeep, utilities and/or main		hudget
BE SURE TO REPORT CAPITAL EX	gned	(12. (stees)
REGISTRATION	and the second sec	
Do you maintain registration files? Yes No	12 Acan	
SCHEDULE OF HOURS LIBRARY IS OPEN (Example: 2:30-5 P.	M.)	T-111
Monday Tuesday Wednesday Thursday	Friday	Total No. of Hours
1 2:30-430 10-13	2	refer on a stated
7:00-9:00 2:30	-4:30	8
Aur		1. 2 3 4
Summer Hours (If different)	and the second s	1100 States Lands
REFERENCE SERVICE		A CARLER .
Number of reference questions answered	e a la companya de la	
	Directly from State Library	And Anna 13
Number of books borrowed directly from another public library	- A har martine will B her	Marine 19
Number of books loaned directly to other public libraries	the second state	
Does the library subscribe to Reader's Guide to Periodical Liter	ature?No	

	N.
-///	Or the Abridged Reader's Guide to Periodical Literature? <u>No</u>
	BOOK SELECTION (Does the library subscribe to ALA Booklist? <u>No</u> Library Journal? <u>No</u> Wilson Library Bulletin? <u>No</u>
Howe's	Horn Book? No
when	To what other book selection aids does it subscribe?
	Who selected the books? Librarian Trustees Book Committee Other <u>Labous</u> ' requests
	How often are books purchased? 2-4 times Discount received 0
	Has library acquired a multivolume encyclopedia since 1972? <u>yrs</u> If so, how many?
	SERVICE
	outside the library
	Number of talks by staff Number of story hours 10
. ?	Number of film programs 3 Number attending film showings Number
	We privided films for 1 local group in this year. 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? 400. If so, how? discuss back selection; brorow Ave subment for Howe
	Do you cooperate with the local high school librarian? If so, how?
	Do you cooperate with the local elementary schools? yes If so, how? burrow AV equipment,
	ideas for bulk selection
	Do you give service to hospitals, nursing homes, or shut-ins? If so, how?
and the	Do you have a Friends of the Library Group? No If so, name and mailing address of the chairman
	To 11 hours Go a least paysery school this year.
	PHYSICAL FEATURES Both are being installed - incomplete as of Aug. 1, 1978
	Does the library have running water? No Toilet facilities? No
	Does the library have space for meetings?
	Seating capacity limited
	Can the meeting room be darkened for film showing? <u>yes</u>
	ADMINISTRATION
	Does the librarian belong to N.H. Library Association? <u>Ves</u> N.E. Library Association? <u>No</u> American Library
•	Association? <u>Na</u>
-	How many professional meetings workshops, etc., attended? Librarian Trustees
-	
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Signed)

HAIRMAN (1978) Mrs. Ann Cioffi Partridge Ruad, Etna, N.H. 03750 643-5234 1 Nrs. Alice Hayes Etna, N.H. 03750 643-3687 19	How many par	t time	
Name Mailing Address & Zip Code Tel. No. of T HAIRMAN (1978) Mcs. Acon Cieffi Partridge Read, Etna, Ult. 03750 643-5234 1 Nrs. Alice Hauge Etna, N.H. 03750 643-3687 19 Ma. Edgare Acon Etna, N.H. 03750 643-3687 19 Ma. Edgare Acon Etna, N.H. 03750 643-3687 19 Ma. Edgare Acon Etna, N.H. 03750 643-3741 19 Do trustees belong to N.H. Library Trustees Association? 455 19 Number of Board of Trustees meetings held in 1977? 19 19 Name of DAC delegate I.A. Doufte Alternate Awd Claffi SENERAL (To be answered by trustees and/or librarian) Virat suggestions do you have that might enable the State Library to give better service to your library? (Use more sheets if needed).	USTEES: List tru	ustees as constituted after town r	meeting of March 1978.
Nes. Alice Haye Ema, N.H. D3750 G43-3687 19 Nes. Alice Haye Ema, N.H. D3750 G43-3687 19 Nes. Edgon. Neod Etma, N.H. 03750 G43-3747 19 Do trustees belong to N.H. Library Trustees Association? US G45 19 Number of Board of Trustees meetings held in 1977.1	Indicate		Mailing Address & Zip Code Tel. No.
Ma. Attice may be than on the DATS Description Ma. Edgene Med Etha, NH. 03750 G43-374/ Do trustees belong to N.H. Library Trustees Association? US Number of Board of Trustees meetings held in 1977.2 Image: Comparison of DAC delegate Name of DAC delegate Image: Comparison of DAC delegate Image: Comparison of DAC delegate CENERAL (To be answered by trustees and/or librarian) Image: Comparison of DAC delegate Image: Comparison of DAC delegate Privat suggestions do you have that might enable the State Library to give better service to your library? (Use more sheets if needed). Image: Comparison of DAC delegate	IAIRMAN (1978) Mrs. Ann Cioffi	Partridge Ruad, Etna, N.H. 03750 643-5234 1
Do trustees belong to N.H. Library Trustees Association? <u>YeS</u> Number of Board of Trustees meetings held in 1977.2 Name of DAC delegate <u>ILA DOUPLE</u> Alternate <u>ANN CLOFFI</u> SENERAL (To be answered by trustees and/or librarian) That suggestions do you have that might enable the State Library to give better service to your library? (Use more sheets if needed).		Nrs. Alice Hayer	
Number of Board of Trustees meetings held in 1977. Name of DAC delegate ILA DUFLE Alternate ANN COFFI ENERAL (To be answered by trustees and/or librarian) That suggestions do you have that might enable the State Library to give better service to your library? (Use more sheets if needed).		Mr. Edger Mead	Etna, NH. 03750 643-374/ 19
Number of Board of Trustees meetings held in 1977. Name of DAC delegate ILA DUFLE Alternate Autor Coffic ENERAL (To be answered by trustees and/or librarian) That suggestions do you have that might enable the State Library to give better service to your library? (Use more sheets if needed).			
Number of Board of Trustees meetings held in 1977. Name of DAC delegate ILA DUFLE Alternate Autor Coffic ENERAL (To be answered by trustees and/or librarian) That suggestions do you have that might enable the State Library to give better service to your library? (Use more sheets if needed).		the state	
Number of Board of Trustees meetings held in 1977.2 Name of DAC delegate ILA DOUPLE Alternate ENERAL (To be answered by trustees and/or librarian) That suggestions do you have that might enable the State Library to give better service to your library? (Use more sheets if needed).			
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Name of DAC delegate ILA DOUPLE Alternate ANN CLOFFI ENERAL (To be answered by trustees and/or librarian) That suggestions do you have that might enable the State Library to give better service to your library? (Use more sheets if needed).			
ENERAL (To be answered by trustees and/or librarian) That suggestions do you have that might enable the State Library to give better service to your library? (Use more sheets if needed).		· · · · · · · · · · · · · · · · · · ·	
That suggestions do you have that might enable the State Library to give better service to your library? (Use more sheets if needed).	Name of DAC	delegate	Alternate
needed).		The second state of the second state and a second state of the sec	
		at the state of th	
	That suggestions do	at the state of th	
	That suggestions do	at the state of th	
	That suggestions do	at the state of th	
	That suggestions do	at the state of th	
	/hat suggestions do needed).	o you have that might enable the	State Library to give better service to your library? (Use more sheets if
	That suggestions do needed).	o you have that might enable the	State Library to give better service to your library? (Use more sheets if
	That suggestions do needed).	o you have that might enable the	State Library to give better service to your library? (Use more sheets if
	That suggestions do needed).	o you have that might enable the	State Library to give better service to your library? (Use more sheets if
the second and the second seco	/hat suggestions do needed).	o you have that might enable the	State Library to give better service to your library? (Use more sheets if
and it is a second a descent and a second	/hat suggestions do needed).	o you have that might enable the	State Library to give better service to your library? (Use more sheets if
	/hat suggestions do needed).	o you have that might enable the	State Library to give better service to your library? (Use more sheets if
	/hat suggestions do needed).	o you have that might enable the	State Library to give better service to your library? (Use more sheets if
	/hat suggestions do needed).	o you have that might enable the	State Library to give better service to your library? (Use more sheets if

Librarian 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 1978

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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 desireable, (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."

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(Please do not w	rite above this line)			
Name of Library HANDVER TOWN LIBRARY	Town ETA	VA		
Library's Post Office Address <u>ETNA</u> , N.H.	Zin Code 0	3750 Telephone		
Librarian (Miss, Mrs., or Mr.) <u>ILA DOUPLE</u>				
Librarian's Post Office Address Hondover CTR RD. E.	$\overline{\mathcal{N}A}$ Zip Code <u>03</u>	750 Telephone	643-3237	
ANNUAL CIRCULATION & USE				
Please state period of circulation: 2 weeks, 3 w	eeks, 4 weeks	, renewa	ls?	
Include circulation figures of books borrowed from Bookme	bile and State Library wh	nich you loaned to n	bookmobile	Stat
	_ Adult fiction21		297	5
Books for children $\frac{1686}{51}$		1	Recordings	
Films Other	_ Grand Total27	24		
LIBRARY RESOURCES	Adult	Juvenile	Total	
Number of volumes at beginning of year	2920	1477	4397	· , bet
Number of volumes added during year	264	235	499	melle li
Total	3184	1712	4891	proble
Number of volumes discarded during year				the 1
Total number of volumes at end of year		1712	4896	
Number of recordings owned by library		22	22	
Number of 8mm films owned by library		-		
Number of 16mm films owned by library		-		
Number of filmstrips owned by library		-		
Number of other non-book materials				
Number of reels of microfilm owned by library				
Number of magazines currently received Number of newspapers currently received		2	32	
the second of newspapers currently received		-		

FINANCES FOR THE FISCAL YEAR BEGINNING

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 Town Appropriation Endowment Income Cash Gifts, 1978 State Aid Federal Revenue - Sharing Other Income (Specify)	Funds	3616, 7557, -0- -0- -0- -0- -0-	Expenditures (Include Federal Revenue-Sharing Funds Salaries Librarian Assistant Librarian Other Staff	1393,	
Balance from previous year if retained by library Grand Total Receipts	#3616 A	-0- 1-0-	Social Security, Blue Cross, Etc. Janitorial Books (Periodicals, including State Aid) A-V Materials (Records, Filmstrips, etc.) All other Operating Expenditures Grand Total Expenditures Balance at end of year	4954.4	1013

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 Ann (Treasurer of board of library trustees)

_, ENDING _12

REGISTRATION

R

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	of Hours
	3:30-5:	<u>30 pm.</u>	9:30-11:3	o a.m.		
	7-9p.m	<u>. </u>	3:30-5:	30 p.m.		
Summer Hour	s (if different)					
	2:30-4:	30 p.m.	10-12a.	m		
	7-9p	.m.	2:30-4:3	0 p.m.		8

REFERENCE SERVICE

Number of reference questions answered	
Number of books borrowed from state bookmobile 297 (Figure provided by Bookmobile Supervisor)	brary <u>5</u>
Number of books borrowed directly from another public library	
Number of books loaned directly to other public libraries	
Does the library subscribe to Reader's Guide to Periodical Literature?) We use Howe Library's
Or the Abridged Reader's Guide to Periodical Literature?	or Ray Schools
Does the library subscribe to current Books in Print?) selection guides
Publication date of most recently acquired multivolume encyclopedia 1976	

BOOK SELECTION

Does the library subscribe to ALA Booklist? <u>No</u> Library Journal? <u>No</u> New York Times Book Review? <u>No</u>
Horn Book? No
To what other book selection aids does it subscribe? We borrow Howe Library's and the Ray School Library's
Who selects the books? Librarian Trustees Book Committee Other
How often are books purchased? How often are books purchased? Discount received

SERVICE

Number of library exhibits inside the libraryO	Outside the libraryO	
Number of talks by staff	Number of story hours	8
Number of film programs3	Number attending film showing	ngs <u>average:20</u>
Number of discussion groups sponsored by libraryO		
Radio and television participation		
Number of booklists, leaflets or other printed materials distri		
Do you cooperate with neighboring libraries?	. If so, how? back selecti	on suggestions
Do you cooperate with local schools and their librarians?	25 If so, how?	
Do you give service to hospitals, nursing homes, or shut-ins?	If so, how?	

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

ADMINISTRATION

Does the librarian belong to N.H. Library Association? ______ N.E. Library Association? ______ American Library Association? ______ How many professional meetings, workshops, etc. attended? Librarian ______ Trustees _____

STAFF

How many full t	time (over 30 hours a week).	none		
How many part	time <u>2 (1 iba</u>	irian and 1 junifor)		,
TRUSTEES: List trus	stees as constituted after tow	n meeting of March 1979.		
Indicate M	Ar., Mrs., Miss Name	Mailing Address & Zip Code	Tel. No.	Expiration of Term
CHAIRMAN (1979)	Mrs. Ann Cioffi	Partridge Rd., Etna, N.H.	03750 643-5234	1981
		Etna, N.H. 03750	643-3741	1980
	Mr. Edgar Mead Mrs. Alice Hayes	Etna, N.H. 03750	643-3687	1982
Do trustees belo	ong to N.H. Library Trustees	Association? <u>Ves</u>		
Number of Boar	d of Trustees meetings held i	in 1978?	and freedom and and a	
Name of DAC de	elegate Ila Dauple		Alternate Ann Cioffi	
GENERAL (To be an	nswered by trustees and/or li	brarian)		

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

un S. firstfi Chairman of the trustees Signed _ (Nouple) la Signed . Librarian

<u>March 8, 1979</u> Date <u>March 8, 1979</u> Date

PLEASE RETURN ONE COPY OF THIS REPORT IMMEDIATELY FOLLOWING TOWN MEETING TO: N.H. STATE LIBRARY, CONCORD, NEW HAMPSHIRE