

# 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the total number of books and other materials and the number added by gift, purchase and otherwise; the number lost or withdrawn, (f) the number of borrowers and readers and a statement of the use of the property of the library in furthering the educational requirements of the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 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 ETNA, N.H.  
 Library's Post Office Address ETNA Zip Code 03750 Telephone —  
 Librarian (Miss, Mrs., or Mr.) Mary Jane Cook Date Appointed June 1973  
 Librarian's Post Office Address P.O. Box 208 Etna Zip Code 03750 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 Bookmobile and State Library which you loaned to patrons.

Adult non-fiction loaned 113 Adult fiction 255  
 Books for children 988 Magazines (adult and juvenile) 251 Recordings —  
 Films — Other — Grand Total 1607

### LIBRARY RESOURCES

	Adult	Juvenile	Total
Number of volumes at beginning of year			<u>3287</u>
Number of volumes added during year	<u>12 hardcover</u> <u>36 paperback</u>	<u>95 hardcover</u> <u>92 paperbacks</u>	<u>235</u>
Total			<u>3522</u>
Number of volumes discarded during year			<u>200</u>
Total number of volumes at end of year			<u>3322</u>
Number of recordings owned by library	<u>0</u>	<u>0</u>	<u>0</u>
Number of 8mm films owned by library	<u>0</u>	<u>0</u>	<u>0</u>
Number of 16 mm films owned by library	<u>0</u>	<u>0</u>	<u>0</u>
Number of filmstrips 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>15</u>	<u>4</u>	<u>19</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
	(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 year if retained by library .....	All other Operating Expenditures .....
	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 .....  
(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
.....	2:30-4:30	.....	10-12 noon	.....	.....	.....
.....	7-9	.....	2:30-4:30	.....	.....	8

Summer Hours (if different) .....

#### REFERENCE SERVICE.....

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

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? ..... No



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

## 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 ✓ Trustees ..... Book Committee ..... Other one trustee sometimes helps

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

Has library acquired a multivolume encyclopedia since 1970? ..... If so, how many? .....

## SERVICE

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

Number of talks by staff ..... Number of story hours 6

Number of film programs 4 Number attending film showings 15-40

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 - discuss book selection

Do you cooperate with the local high school librarian? ..... If so, how? Borrow AV equipment

Do you cooperate with the local elementary schools? yes If so, how? consult about book selection also have borrowed AV equipment

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

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? ..... 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 3 Trustees 2



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.	Expiration 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).

Signed .....  
Chairman of the trustees

Signed Mary Jane Cook .....  
Librarian

.....  
Date  
6/1/76  
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 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, 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 ETNA, N.H.  
 Library's Post Office Address ETNA Zip Code 03750 Telephone —  
 Librarian (Miss (Mrs.) or Mr.) ILA DOUPLE Date Appointed April, 1977  
 Librarian's Post Office Address HANOVER CTR. Rd ETNA Zip Code 03750 Telephone 643-3237

### ANNUAL CIRCULATION & USE

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

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

Adult non-fiction loaned 150 Adult fiction 162  
 Books for children 1722 Magazines (adult and juvenile) 341 Recordings —  
 Films — Other — Grand Total 2375

### LIBRARY RESOURCES

	Adult	Juvenile	Total
Number of volumes at beginning of year	<u>2541</u>	<u>1087</u>	<u>3628</u>
Number of volumes added during year	<u>44</u>	<u>117</u>	<u>161</u>
Total	<u>2585</u>	<u>1204</u>	<u>3789</u>
Number of volumes discarded during year	<u>—</u>	<u>125</u>	<u>125</u>
Total number of volumes at end of year	<u>2585</u>	<u>1079</u>	<u>3664</u>
Number of recordings owned by library	<u>0</u>	<u>0</u>	<u>0</u>
Number of 8mm films owned by library	<u>0</u>	<u>0</u>	<u>0</u>
Number of 16mm films owned by library	<u>0</u>	<u>0</u>	<u>0</u>
Number of filmstrips 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>20</u>	<u>4</u>	<u>24</u>
Number of newspapers currently received	<u>0</u>	<u>0</u>	<u>0</u>

*figures include paperback count which is a vital part of our circulation*



FINANCES FOR THE FISCAL YEAR BEGINNING 1976, 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

Town Appropriation	<u>\$3,765</u>
Endowment Income	_____
Cash Gifts, 1976	_____
State Aid	_____
Federal Revenue - Sharing Funds	_____
Other Income (Specify)	_____
Balance from previous year if retained by library	_____
Grand Total Receipts	<u>3,765</u>

#### Expenditures

(Include Federal Revenue-Sharing Funds)

Salaries	
Librarian	<u>1,221</u>
Assistant Librarian	_____
Other Staff	_____
Social Security, Blue Cross, Etc.	_____
Janitorial	<u>228</u>
Books (Periodicals, including State Aid)	<u>709</u>
A-V Materials (Records, Filmstrips, etc.)	_____
Binding	_____
All other Operating Expenditures	<u>874</u>
Grand Total Expenditures	<u>3032</u>
Balance at end of year	<u>733</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 noon</u>	_____	_____	_____
_____	<u>7:00-9:00</u>	_____	<u>2:30-4:30</u>	_____	_____	<u>8</u>

Summer Hours (if different) \_\_\_\_\_

#### REFERENCE SERVICE

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

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? NO



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

## 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 ✓ Trustees — Book Committee — Other One trustee sometimes helps

How often are books purchased? 2-4 times a year Discount received 15-40%

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 10

Number of film programs 4 Number attending film showings Adv. 15

We provided 2 films for local groups 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? yes If so, how? attend meetings; discuss book selection

Do you cooperate with the local high school librarian? — If so, how? have also borrowed

Do you cooperate with the local elementary schools? yes If so, how? mainly discuss book selection  
also borrow A.V. equipment from Howe library

Do you give service to hospitals, nursing homes, or shut-ins? — If so, how? I have brought books & magazines to a few people who don't have cars.

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? — Toilet facilities? — The town budgeted \$2,000 for facilities but we must wait until the new sewer comes in.

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 3 Trustees —



STAFF

How many full time (over 30 hours a week) \_\_\_\_\_

How many part time \_\_\_\_\_ / \_\_\_\_\_

TRUSTEES: List trustees as constituted after town meeting of March 1977.

Indicate Mr., Mrs., Miss Name	Mailing Address & Zip Code	Tel. No.	Expiration of Term
CHAIRMAN (1977) <u>Mrs Ann Cioffi</u>	<u>Partridge Rd</u>		
	<u>Etna, 03750</u>	<u>643-5234</u>	
<u>Mrs Alice Hayes</u>	<u>Etna 03750</u>	<u>643-3687</u>	
<u>Mr Edgar Mead</u>	<u>7 Currier Pl.</u>		
	<u>Hannover 03755</u>	<u>643-3741</u>	

Do trustees belong to N.H. Library Trustees Association? \_\_\_\_\_

Number of Board of Trustees meetings held in 1976? \_\_\_\_\_

Name of DAC delegate As of April 77 IIA Douple Alternate Ann Cioffi

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 \_\_\_\_\_

Chairman of the trustees

Signed Mary Jane Cook

Librarian

Date

3/16/77

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 1977

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 ETNA, N.H.  
 Library's Post Office Address ETNA Zip Code 03750 Telephone —  
 Librarian (Miss Mrs. or Mr.) ILA DOUPLE Date Appointed APRIL 1977  
 Librarian's Post Office Address HANOVER CENTER RD, ETNA Zip Code 03750 Telephone 643-3237

### ANNUAL CIRCULATION & USE

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

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

Adult non-fiction loaned 115 Adult fiction 129  
 Books for children 2105 Magazines (adult and juvenile) 591 Recordings —  
 Films 5 Other — Grand Total 2945

### LIBRARY RESOURCES

	Adult	Juvenile	Total
Number of volumes at beginning of year	<u>2585</u>	<u>1079</u>	<u>3664</u>
Number of volumes added during year	<u>335</u>	<u>398</u>	<u>733</u>
Total	<u>2920</u>	<u>1477</u>	<u>4397</u>
Number of volumes discarded during year	<u>—</u>	<u>—</u>	<u>—</u>
Total number of volumes at end of year	<u>2920</u>	<u>1477</u>	<u>4397</u>
Number of recordings owned by library	<u>—</u>	<u>—</u>	<u>—</u>
Number of 8mm films owned by library	<u>—</u>	<u>—</u>	<u>—</u>
Number of 16mm films owned by library	<u>—</u>	<u>—</u>	<u>—</u>
Number of filmstrips owned by library	<u>—</u>	<u>—</u>	<u>—</u>
Number of other non-book materials	<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>30</u>	<u>3</u>	<u>33</u>
Number of newspapers currently received	<u>—</u>	<u>—</u>	<u>—</u>



FINANCES FOR THE FISCAL YEAR BEGINNING Jan. 1, 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.

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 \$2982  
 Endowment Income —  
 Cash Gifts, 1977 —  
 State Aid —  
 Federal Revenue - Sharing Funds —  
 Other Income (Specify) —

Balance from previous  
 year if retained by  
 library

Grand Total Receipts \$2982

#### Expenditures

(Include Federal Revenue-Sharing Funds)

Salaries \$1211  
 Librarian 4,814  
 Assistant Librarian —  
 Other Staff —  
 Social Security, Blue Cross, Etc. —  
 Janitorial \$102.50  
 Books (Periodicals, including State Aid) 833  
 A-V Materials (Records, Filmstrips, etc.) —  
 Binding 835  
 All other Operating Expenditures —  
 Grand Total Expenditures \$2982  
 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

Russ S. Cioffi  
 (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
	2:30-4:30		10-12			
	7:00-9:00		2:30-4:30			8
Summer Hours (if different)						

#### REFERENCE SERVICE

Number of reference questions answered —  
 Number of books borrowed from state bookmobile — Directly from State Library —  
 (Figure provided by Bookmobile Supervisor)  
 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? 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 Patrons' requests

How often are books purchased? 2-4 times Discount received 15-40%

Has library acquired a multivolume encyclopedia since 1972? yes If so, how many? 1

## SERVICE

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

Number of talks by staff — Number of story hours 10

Number of film programs 3 Number attending film showings 15-30

Number of discussion groups sponsored by library —  
*We provided films for 1 local group this year.*

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? discuss book selection; borrow AV equipment from 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? borrow AV equipment,

ideas for book selection

Do you give service to hospitals, nursing homes, or shut-ins? — If so, how? —

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

I supplied books for a local nursery school this year.

## PHYSICAL FEATURES

Does the library have running water? No Toilet facilities? No

Does the library have space for meetings? limited

Seating capacity limited

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? No American Library Association? No

How many professional meetings workshops, etc., attended? Librarian 2 Trustees 1



## 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 1978.

	Indicate Mr., Mrs., Miss Name	Mailing Address & Zip Code	Tel. No.	Expiration of Term
CHAIRMAN (1978)	Mrs. Ann Cioffi	Partridge Road, Etna, N.H. 03750	643-5234	1981
	Mrs. Alice Hayer	Etna, N.H. 03750	643-3687	1979
	Mr. Edgar Mead	Etna, N.H. 03750	643-3741	1980

Do trustees belong to N.H. Library Trustees Association? yesNumber of Board of Trustees meetings held in 1977? 1Name of DAC delegate ILA DOUPLEAlternate ANN CIOFFI

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

Ann S. Cioffi  
Chairman of the trustees

Signed

Ilia J. Douple  
LibrarianAug 3, 1978  
DateAug 4, 1978  
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

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.) ILA DOUPLE Date Appointed APRIL 1977  
 Librarian's Post Office Address HANDOVER CTR RD. ETNA Zip Code 03750 Telephone 643-3237

### ANNUAL CIRCULATION & USE

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

Include circulation figures of books borrowed from Bookmobile and State Library which you loaned to patrons (bookmobile 297 State 5)

Adult non-fiction loaned 233 Adult fiction 215  
 Books for children 1686 Magazines (adult and juvenile) 555 Recordings 28  
 Films 1 Other — Grand Total 2724

### LIBRARY RESOURCES

	Adult	Juvenile	Total
Number of volumes at beginning of year	<u>2920</u>	<u>1477</u>	<u>4397</u>
Number of volumes added during year	<u>264</u>	<u>235</u>	<u>499</u>
Total	<u>3184</u>	<u>1712</u>	<u>4896</u>
Number of volumes discarded during year	<u>—</u>	<u>—</u>	<u>—</u>
Total number of volumes at end of year	<u>3184</u>	<u>1712</u>	<u>4896</u>
Number of recordings owned by library	<u>—</u>	<u>22</u>	<u>22</u>
Number of 8mm films owned by library	<u>—</u>	<u>—</u>	<u>—</u>
Number of 16mm films owned by library	<u>—</u>	<u>—</u>	<u>—</u>
Number of filmstrips owned by library	<u>—</u>	<u>—</u>	<u>—</u>
Number of other non-book materials	<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>30</u>	<u>2</u>	<u>32</u>
Number of newspapers currently received	<u>—</u>	<u>—</u>	<u>—</u>

*includes  
periodicals*



FINANCES FOR THE FISCAL YEAR BEGINNING

11/1/78

, ENDING

12/31/78

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 Funds

Other Income (Specify)

Balance from previous  
year if retained by  
library

Grand Total Receipts

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

## Expenditures

(Include Federal Revenue-Sharing Funds)

Salaries

Librarian

Assistant Librarian

Other Staff

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

BE SURE TO REPORT CAPITAL EXPENDITURES SEPARATELY

Signed

Russ S. Piffi

(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
	3:30-5:30 p.m.		9:30-11:30 a.m.			8
	7-9 p.m.		3:30-5:30 p.m.			
Summer Hours (if different)						
	2:30-4:30 p.m.		10-12 a.m.			8
	7-9 p.m.		2:30-4:30 p.m.			



## REFERENCE SERVICE

Number of reference questions answered —

Number of books borrowed from state bookmobile 297 Directly from State Library 5  
(Figure provided by Bookmobile Supervisor)

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? No } We use Howe Library's  
 Or the Abridged Reader's Guide to Periodical Literature? No } or Ray School's  
 Does the library subscribe to current Books in Print? No } selection guides

Publication date of most recently acquired multivolume encyclopedia 1976

## BOOK SELECTION

Does the library subscribe to ALA Booklist? No Library Journal? No New York Times Book Review? No

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? 2-3 times yearly Discount received 15-33%

## SERVICE

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

Number of talks by staff — Number of story hours 8

Number of film programs 3 Number attending film showings average: 20

Number of discussion groups sponsored by library 0

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? book selection suggestions

Do you cooperate with local schools and their librarians? yes If so, how? " "

Do you give service to hospitals, nursing homes, or shut-ins? no If so, how? —

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

## ADMINISTRATION

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

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



# STAFF

How many full time (over 30 hours a week) none

How many part time 2 (1 librarian and 1 janitor)

TRUSTEES: List trustees as constituted after town meeting of March 1979.

	Indicate Mr., 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
	Mr. Edgar Mead	Etna, N.H. 03750	643-3741	1980
	Mrs. Alice Hayes	Etna, N.H. 03750	643-3687	1982

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

Number of Board of Trustees meetings held in 1978?

Name of DAC delegate Ila Douple Alternate Ann Cioffi

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 Ann S. Cioffi  
Chairman of the trustees

Signed Ila Douple  
Librarian

At April 5, 1979  
Date

March 8, 1979  
Date

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

N.H. STATE LIBRARY, CONCORD, NEW HAMPSHIRE