

The City and Town Annual Reports Collection

University of New Hampshire

Eleta Exline, Scholarly Communication Librarian
Sarah Stinson, the Digital Collections Coordinator



University of
New Hampshire

Library

This is what we looked like when this project began:

UNIVERSITY of NEW HAMPSHIRE



Exline, Eleta
Faculty/Staff

Issue: *01*

UNIVERSITY of NEW HAMPSHIRE



Stinson, Sarah
Faculty/Staff

Issue: *01*

And after:



Early Project History

2008

New England Regional Digitization Center at the Boston Public Library opens.

2008-2013

Digitized **14,900** annual reports from our collection.

2013-2020

Added 800 reports to the collection with in-house scanning.



$$\frac{18,879 \text{ reports}}{114 \text{ per year}} = 166 \text{ years}$$

Transcribing Titles: a Covid Project

Project description: Add titles and dates to metadata records for town reports of NH.

Approximate scope: 15,000 records. Estimating 3 minutes per record, the project would take 750 hours.

ANNUAL REPORTS

...OF THE...

SELECTMEN, ROAD AGENT
BOARD OF EDUCATION
SCHOOL BOARD, FIREWARDS
TRUSTEES MINOT-SLEEPER
LIBRARY AND
PARK COMMISSION

...OF THE...

TOWN OF
BRISTOL

...FOR THE...

YEAR ENDING FEB. 15, 1916

BRISTOL, N. H.
MUSGROVE PRINTING HOUSE
1916

Receipts and Expenditures

OF THE

TOWN OF DURHAM,

FOR THE YEAR

Ending March 1st, 1859.

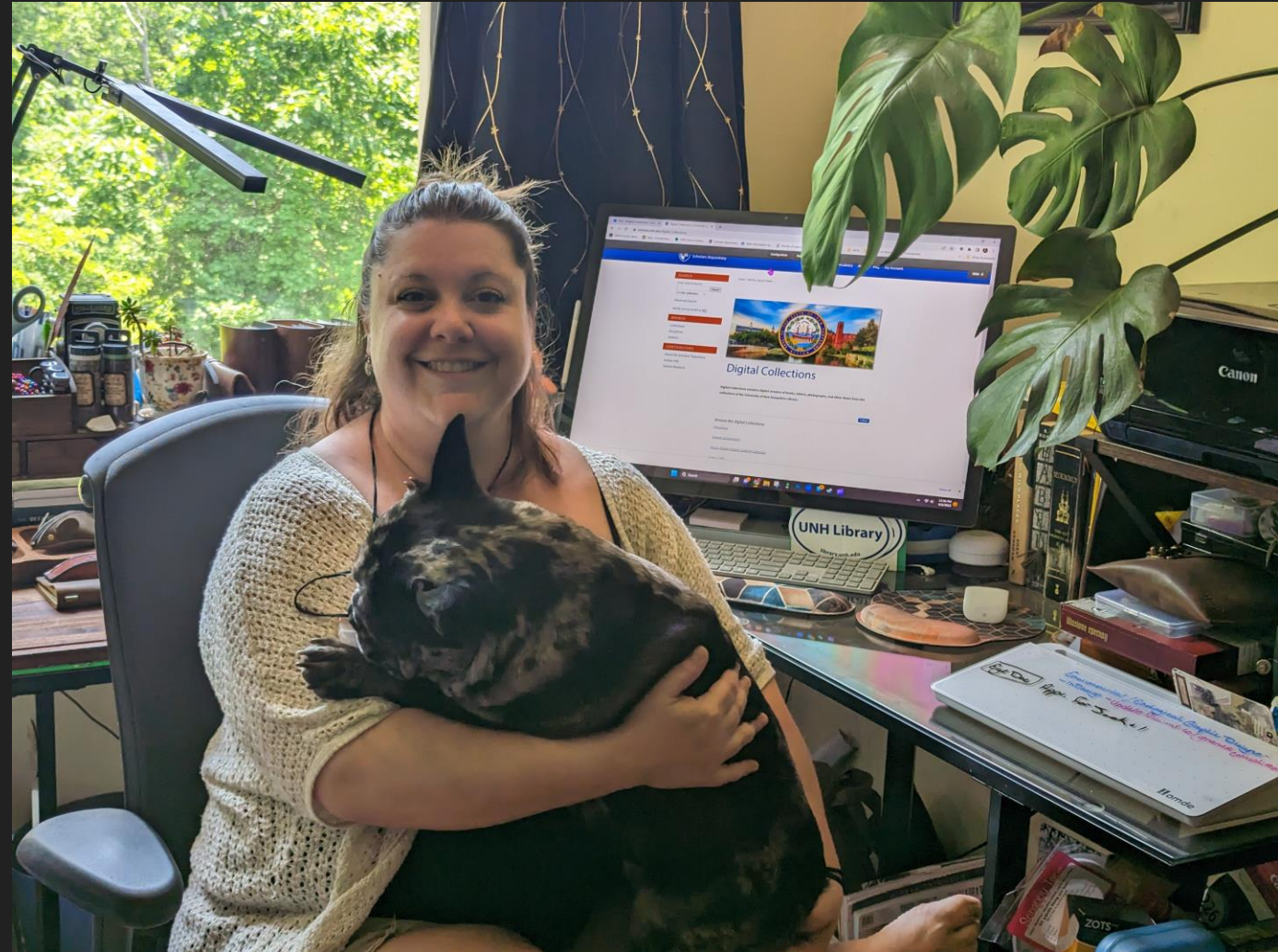
DOVER, N. H.

Remote work as necessity had a silver lining

Established remote workflows set us up to be successful on a short timeline.

Tools used:

- Zoom (30 minute meetings)
- Box
- Microsoft Teams
- Email





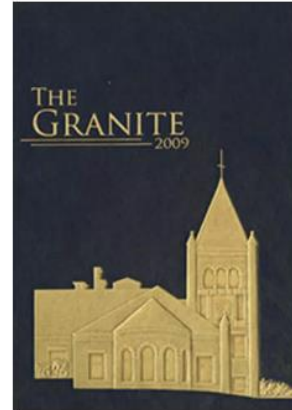
The Great Migration

- Local technology environment changed due to IT centralization.
- Digital Collections migration from Fedora Commons repository to Digital Commons, our IR platform.
- Better SEO meant more traffic and renewed attention for this collection.
- Stats dashboard made it possible to track use by location/type.

Digital Collections

Digital Collections contains digital versions of books, letters, photographs, and other items from the collections of the University of New Hampshire Library.

[BROWSE DIGITAL COLLECTIONS](#)



UNH Publications



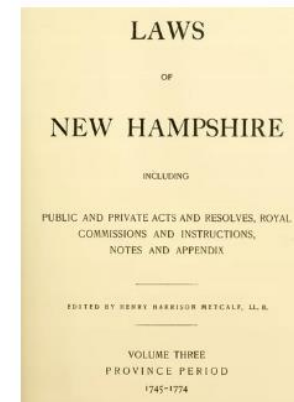
**Irma G. Bowen
Historic Clothing
Collection**



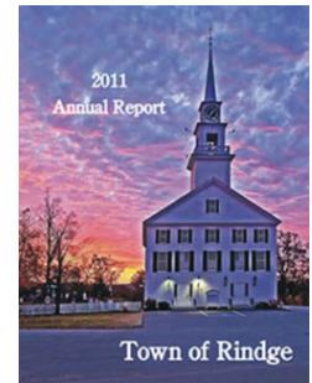
UNH Archives



Maps & Atlases



NH State Publications



NH Cities & Towns

Project readiness

- We had just migrated to a new platform
- Updated our metadata
- Developed time estimates
- Trained remote-work ready staffing
- Had experience with local vendors

A New Opportunity

It's an ill wind that blows no good.

New Hampshire State Library received \$2,297,692.00 in American Rescue Plan Act (ARPA) Funds to distribute in FY2021.

With NHSL as a partner, we received a sub-grant of \$242,364 for UNH to complete the project.

Reports would come from UNH, NHSL, and City/Town websites.



Our Target

Digitize or collect born-digital copies of all known New Hampshire Town and City Annual Reports:

- Cities and towns: 234
- Village districts: 8
- Extinct towns: 2 (Livermore & Wentworth Location)

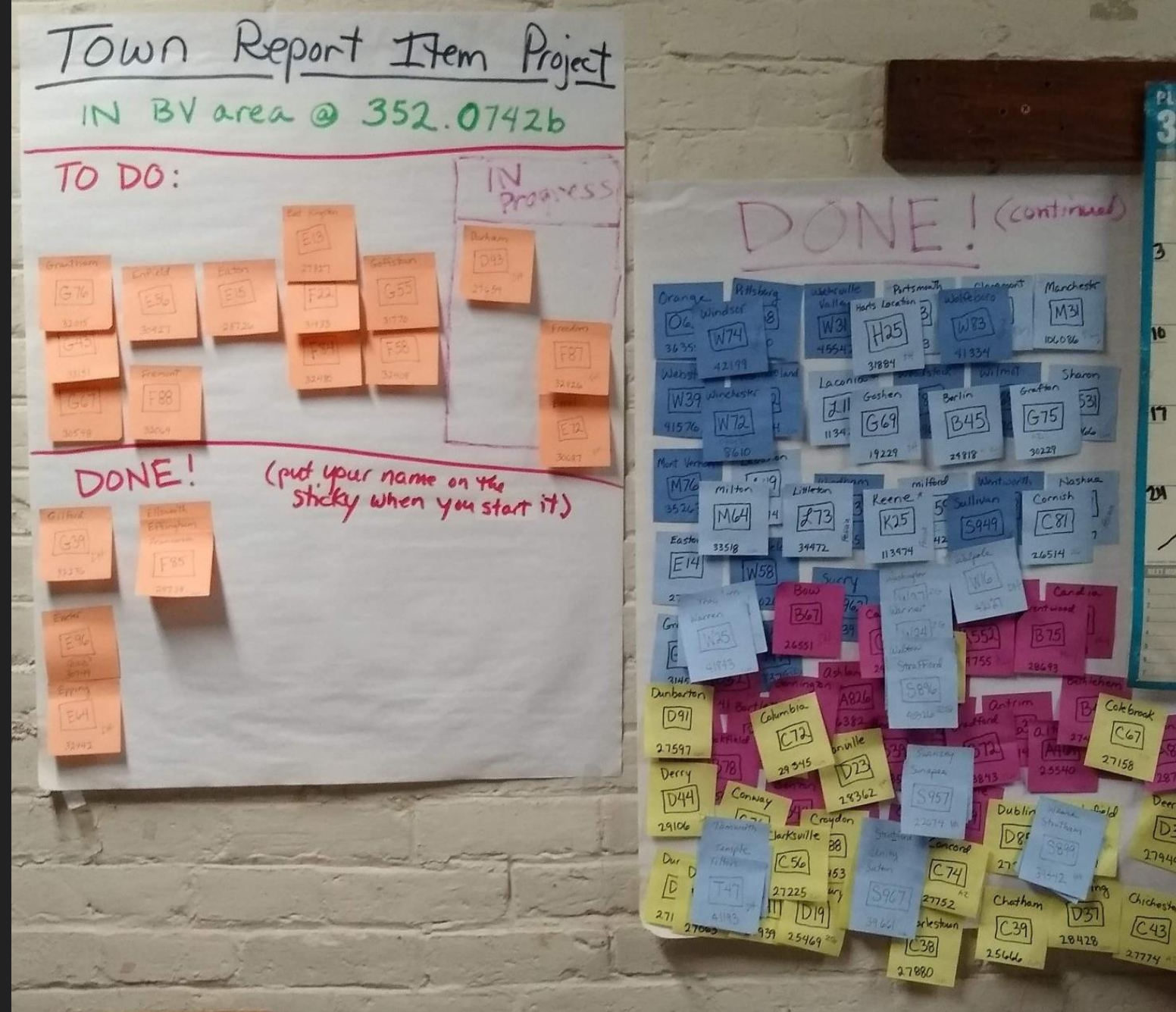


Estimating challenges

- **NH Cities & Towns:** There are 221 towns and 13 cities in NH. We'll lump these together and refer to them all as towns. $221 + 13 = 234$ towns
- **Total annual reports:** Most of our holdings begin in the late 1800's (no real clarity on when each town issued their first town report – this remains a mystery to be solved). Let's assume every town began issuing annual reports in 1880 and continued to issue one report per year through 2020. Thus, we can presume each town has 140 years of annual reports. 140 yearly reports x 234 towns = **32760 annual reports.**
- **Total outstanding reports:** We currently have 15,700 reports in our Scholars' Repository. $32760 - 15700 = 17060$ outstanding reports.
- **Born Digital reports:** There is no set date towns began to make a born digital (pdf) of their reports available online. There were some early adopters, others came late. Let's average these and say that born digital reports became available by 2010 giving us 10 years of born digital reports (which would need to be gathered, processed, metadata created, but *not* scanned). 10 years x 234 towns = **2340 born digital reports.**
- 17060 outstanding reports – 2340 born digital reports = **14720 reports to be scanned.**
- The average annual report contains 122 pages. $122\text{pgs} \times 14720$ reports = **1,795,840 pages to scan.**

Project Process

- Estimating
- Identifying the gaps
- Retrieving volumes
- Shipping
- Tracking progress





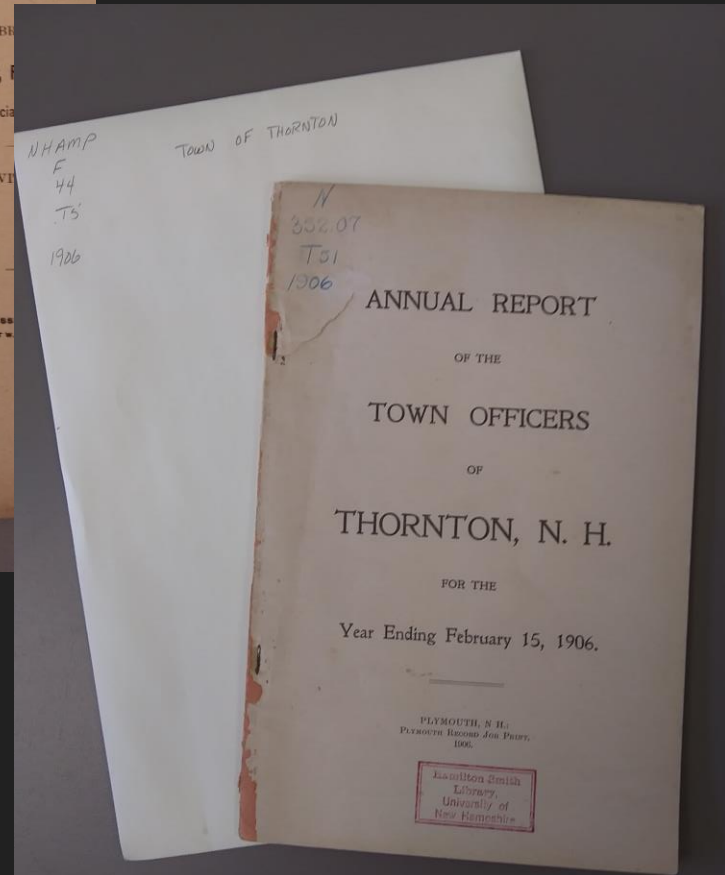
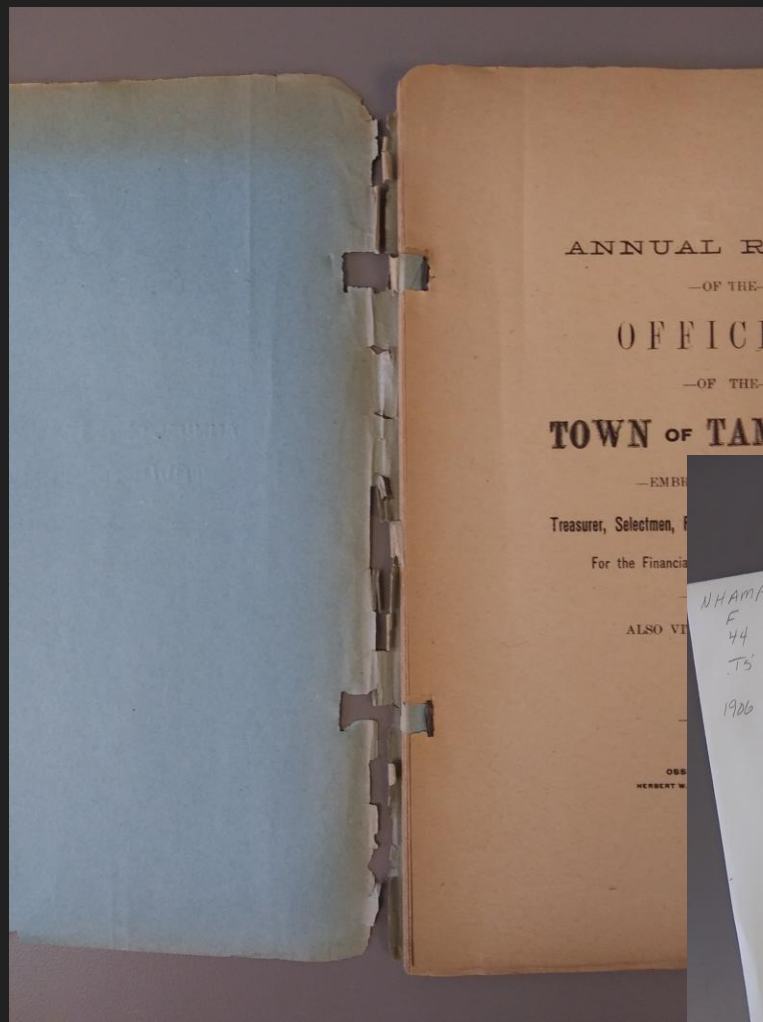
Carta Boxes

Sent via NH Van
Arrived 4/11

Arrived at UNH 4/11

Item Type	Call number	Barcode	Copy number	LNIN Notes
Circulating	352.0742b F22	34677003356207	1878 c.2	
Circulating	352.0742b F22	34677003356208	1880 c.2	
Circulating	352.0742b F22	34677003356800	1891 c.2	
Circulating	352.0742b F22	34677003356804	1894 c.2	
Circulating	352.0742b F22	34677003356827	1895 c.2	
Circulating	352.0742b F22	34677003356834	1898 c.2	
Circulating	352.0742b F22	34677003356872	1899 c.2	
Circulating	352.0742b F22	34677003356935	1900 c.2	
Circulating	352.0742b F22	34677003356938	1902 c.2	
Circulating	352.0742b F22	34677003356932	1903 c.2	
Circulating	352.0742b F22	34677003356924	1904 c.2	
Circulating	352.0742b F22	34677003356908	1905 c.2	
Circulating	352.0742b F22	34677003356926	1906 c.2	
Circulating	352.0742b F22	34677003356924	1913 c.2	
Circulating	352.0742b F22	34677003356929	1918 c.2	
Circulating	352.0742b F22	34677003356922	1917 c.2	
Circulating	352.0742b F22	34677003356920	1918 c.2	
Circulating	352.0742b F22	34677003356928	1920 c.2	
Circulating	352.0742b F22	34677003356946	1921 c.2	
Circulating	352.0742b F22	34677003356923	1922 c.2	
Circulating	352.0742b F22	34677003356941	1924 c.2	
Circulating	352.0742b F22	34677003356925	1928 c.2	
Circulating	352.0742b F22	34677003356930	1929 c.2	
Circulating	352.0742b F22	34677003356933	1930 c.2	
Circulating	352.0742b F22	34677003356937	1931 c.2	
Circulating	352.0742b F22	34677003356936	1932 c.2	
Circulating	352.0742b F22	34677003356938	1933 c.2	
Circulating	352.0742b F22	34677003356940	1934 c.2	
Circulating	352.0742b F22	34677003356941	1943 c.2	
Only	G 352.0742b F22	34677003356939	2001-2006 c.1	2004 and 2006 are needed
Only	G 352.0742b F22	34677003356934	2007 c.1	
Only	G 352.0742b F22	34677003356958	2014 c.2	

Item Type	Call number	Barcode	Copy number	Notes
Circulating	352.0742b W74	34677003356821	1888 c.2	
Library Use Only	G 352.0742b W74	34677003356821	1895-1916 c.1	Only the years 1922-1934 are needed
Circulating	352.0742b W74	34677003356821	1894 c.2	
Circulating	352.0742b W74	34677003356821	1895 c.2	
Circulating	352.0742b W74	34677003356821	1896 c.2	
Circulating	352.0742b W74	34677003356821	1897 c.2	
Circulating	352.0742b W74	34677003356821	1898 c.2	
Circulating	352.0742b W74	34677003356821	1899 c.2	
Circulating	352.0742b W74	34677003356821	1900 c.2	
Circulating	352.0742b W74	34677003356821	1901 c.2	
Circulating	352.0742b W74	34677003356821	1902 c.2	
Circulating	352.0742b W74	34677003356821	1903 c.2	
Circulating	352.0742b W74	34677003356821	1904 c.2	
Circulating	352.0742b W74	34677003356821	1905 c.2	
Circulating	352.0742b W74	34677003356821	1906 c.2	
Library Use Only	G 352.0742b W74	34677003356821	1915-1915 c.1	All years are needed in this sequence. incl 1925
Library Use Only	G 352.0742b W74	34677003356821	1916-1935 c.1	Only the years 1928-1935 are needed.
Circulating	352.0742b W74	34677003356821	1938 c.2	
Circulating	352.0742b W74	34677003356821	1939 c.2	
Circulating	352.0742b W74	34677003356821	1933 c.2	
Circulating	352.0742b W74	34677003356821	1935 c.2	
Circulating	352.0742b W74	34677003356821	1937 c.2	
Circulating	352.0742b W74	34677003356821	2007 c.2	
Circulating	352.0742b W74	34677003356821	2008 c.2	
Circulating	352.0742b W74	34677003356821	2009 c.2	
Circulating	352.0742b W74	34677003356821	2010 c.2	
Circulating	352.0742b W74	34677003356821	2011 c.2	
Circulating	352.0742b W74	34677003356821	2012 c.2	
Circulating	352.0742b W74	34677003356821	2013 c.2	
Circulating	352.0742b W74	34677003356821	2014 c.2	
Circulating	352.0742b W74	34677003356821	2015 c.2	
Circulating	352.0742b W74	34677003356821	2016 c.2	
Circulating	352.0742b W74	34677003356821	2017 c.2	
Library Use Only	G 352.0742b W74	34677003356821	2018 c.1	
Circulating	352.0742b W74	34677003356821	2019 c.2	
Library Use Only	G 352.0742b W74	34677003356821	2020 c.1	







Project Process

- Downloading files
- Updating titles
- Ingesting batches
- Returning volumes



Grant Management

- Shifting final deadline & complex extension approval process.
- Crunching and re-crunching the numbers.
- Communicating with partners about timeline and process.
- Understanding all the rules.



Executive Council meeting postponed after anti-vaccine-mandate protesters disrupt proceedings

Councilor says state employees feared for their lives

Share



Updated: 10:41 AM EDT Sep 30, 2021

Infinite Scroll Enabled



Adam Sexton f t e

Political Director



Tim Callery f t e

News Reporter



COVID-19
VACCINE

**ANTI-VACCINE MANDATE PROTESTERS FORCE
CANCELLATION OF EXECUTIVE COUNCIL MEETING**



Our project approval was originally on the 60+ item agenda for this meeting.



<https://www.wmur.com/article/new-hampshire-executive-council-meeting-postponed/37790951#>

New Hampshire Town and City Reports

Progress Report and New Budget Projections

Progress report as of 6/14/22

	Scanned	Born-Digital	Total	Percent of Estimate
Volumes identified			11061	75%
Volumes acquired	7758	1472	9230	63%
Volumes complete	6215	1472	7687	52%

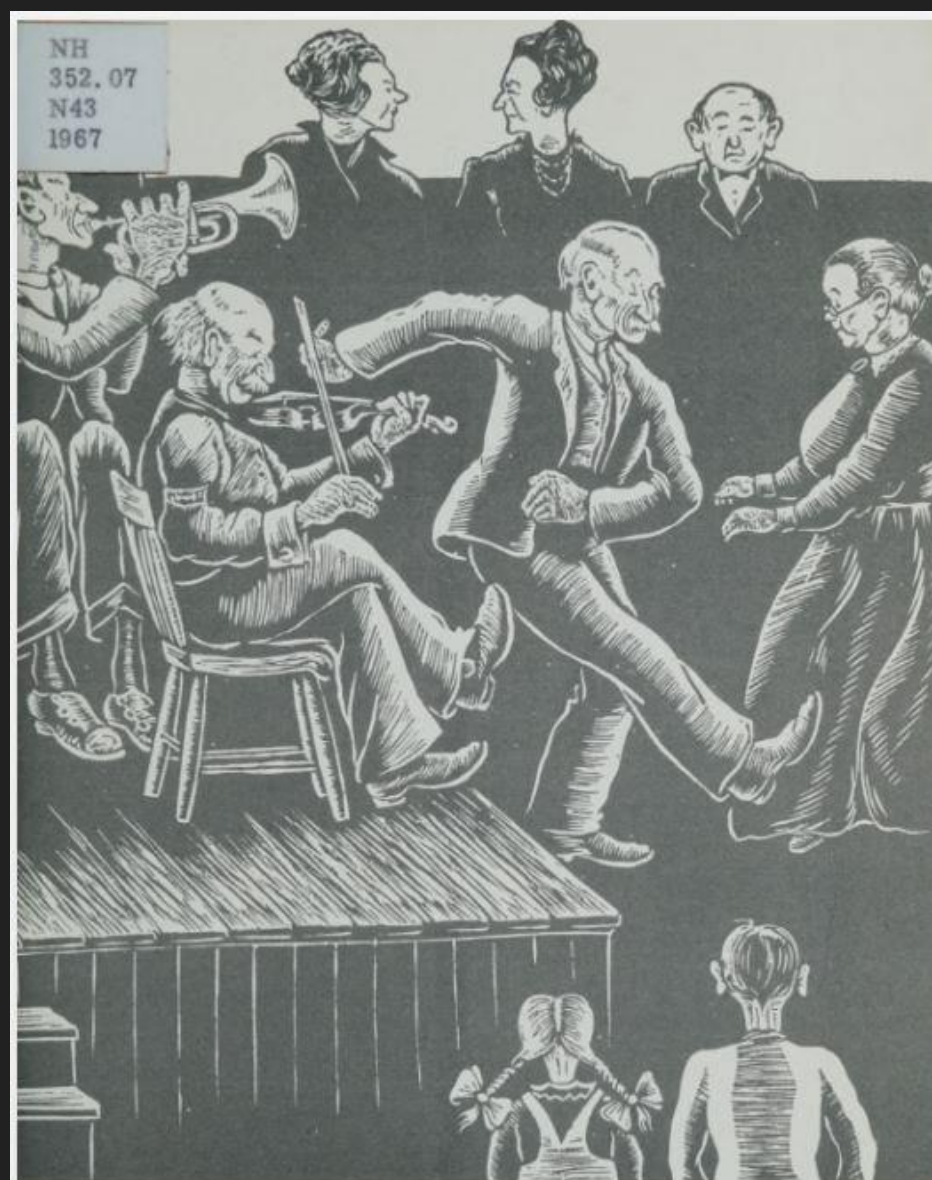
New Budget Projections

	Original Estimate	Current Projection
<i>Hourly labor</i>	18,620	42,000
<i>Fringe</i>	1,471	3,318
Total labor	20,091	45,318
Supplies: scanning/shipping	212,951	186,208
Travel	0	1,516
Direct costs	233,042	233,042
Indirect costs	9,322	9,322
Total	242,364	242,364

\$0.56

Project Accomplishments

- Added 20,606 volumes
- Complete collection now 34,302
- Captured all known reports from the NHSL and UNH collections.
- Every report returned and reshelved!



1967 Annual Reports
Nelson, New Hampshire

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The Scholars' Repository, a service of the University Library, is a collection of scholarly and creative works of University of New Hampshire faculty, staff, and students. The items included here have been selected by the library or deposited by academic departments, research institutes, and individual contributors.

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LIBRARY REPORT FOR 1939

RECEIPTS

Cash on hand, Jan. 31, 1939	\$21 73	
Rec'd from Town	26 40	
Rec'd from Dues	2 10	
Rec'd from Ken McKenzie Show	28 00	
Rec'd from Belinda C. Wood Fund	25 00	
		\$103 23

EXPENDITURES

Lois G. Eaton, Librarian	\$26 40	
Sears Roebuck Co., Books	15 22	
Montgomery Ward Co., Books	4 07	
Postage and Fees	19	
		\$45 88
Cash on hand		57 35
		\$103 23

DONALD CHASE
 DORIS McKAY
 JENNIE M. COLE
 Trustees

Community Response

“This is great to have all of these online now. Really nice work on your part! It's stuff like this that will make in-depth research of New Hampshire history much more possible. It might begin to open a whole new era of discovery because the best (almost only) way to get at it is through the real time documents like these town reports, tax records, and deeds.

Thanks for your hard work.”

John from Meredith, NH

UNH Library Digitizes Town Reports for Entire Granite State

Multi-year project includes every city and town in New Hampshire

Monday, February 20, 2023



 **SUBSCRIBE TO THE UNH TODAY NEWSLETTER**

 **SUBSCRIBE TO UNH TODAY RSS**




The UNH Library recently wrapped up a massive multi-year project that digitized and organized all known annual reports for every town in New Hampshire, an undertaking that essentially reached every municipality, past and



Jim Dean @UNHPrez · Feb 24

And we have a lot of towns!

 **University of New Hampshire** @UofNH · Feb 23

Our @unhlibrary just wrapped up a massive multi-year project that #digitized & organized all known annual reports for every town in New Hampshire, an undertaking that essentially reached every municipality, past & present, throughout the state. unh.me/3EyNfqqt



11



1,022





Steven Porter

@reporterporter



I'm so into this. scholars.unh.edu/nh_town_report... #NHPolitics

11:01 AM · Feb 23, 2023 · 161 Views

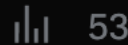


Sue Veal @smveal · Feb 23



Replying to @UofNH and @unhlibrary

Congratulations to all who worked on this! 🙌🙌🙌🙌🙌🙌



Deborah B @library_deborah · Feb 24



Replying to @eleta

I shared this with a lovely colleague who grew up in NH, and he quickly located several relatives and his driver's ed instructor!



Born-Digital Future

Created an online site for town administrators to upload their annual reports.

- Metadata creation
- Add to the existing collection

NH State Library will continue to collect paper copies of reports (NH RSA 41:22)



The screenshot displays the University of New Hampshire Scholars Repository website. The header features the UNH logo and navigation links: Home, UNH Library, About, FAQ, and My Account. The main content area is titled "New Hampshire City and Town Annual Reports" and includes a search bar, a breadcrumb trail (Home > DIGITAL_COLLECTIONS > NH_TOWN_REPORTS), and a large image of the Seal of the State of New Hampshire overlaid on a scenic view of a campus building and a pond. The page also contains a "BROWSE" section with links for Collections, Disciplines, and Authors, and a "CONTRIBUTORS" section with links for About the Scholars' Repository, Author FAQ, and Submit Research. A footer note states: "This project was made possible in part by the New Hampshire State Library and the Institute of Museum and Library Services (LS-250225-OLS-21)."



UNH New Hampshire City and Town Annual Reports

Information for cities and towns on depositing annual reports.

[Home](#)

Depositing electronic annual reports in the UNH Digital Collections

The UNH Library maintains an [online collection of New Hampshire Town and City annual reports](#). We welcome submission of new reports from cities and towns in PDF format. We no longer collect new reports in paper format.

- [City and Town Annual Reports Upload Folder](#)

Upload annual reports in PDF format. Please include the town or city and report year in the file name.

If you would would like to contribute paper copies of older reports missing from our collection, please contact [Sarah Stinson](#), Digital Collections Coordinator.

Depositing annual reports with the NH State Library

Per NH [RSA 41:22](#) it is required that the NH State Library receive two copies of each town's annual report. [Contact the NHSL](#).

Project Partners

New Hampshire State Library

Mary Russell

Scanning: Internet Archive

Tim Bigelow

Shipping: W.B. Meyers

Carla Caforio

Shipping: NH Van

Dan the Van Man

UNH Students and Staff:

Melissa Bauer

Grace McNally

Nikki Cogdill

Elizabeth Slomba

Angela Constantian

Ella Truesdale

Emeline Dehn

Morgan Wilson

Molly Gearhardt

Sophia Zydel

Jake MacInnis



Questions?



THE TOWN OF
SUTTON
NEW HAMPSHIRE

2018 ANNUAL REPORT

LYNDEBORO PUBLIC LIBRARY.

TREASURER'S REPORT.

Report of Treasurer of Public Library fund for the year ending
Feb. 16, 1897.

RECEIPTS.

1896.	Balance on hand from last year,	180 98
July 17,	Rec'd from L. P. Hadley on town order,	50 00
Dec. 1,	“ “ Librarian,	2 00
1897.		
Feb. 16,	“ “ L. P. Hadley on town order,	36 90
	“ “ Librarian,	1 25
	Total receipts,	<u>271 13</u>

LIBRARIAN'S REPORT.

To the Trustees of Lyndeboro Public Library:

The Librarian respectfully presents the following report for the year ending Feb. 15, 1897.

Number of books in library Feb. 15, 1896,	646
Number of books received from Hildreth fund,	208
“ “ “ “ Mrs. Catherine Steele,	1
“ “ “ “ Geo. F. Willey, publisher,	1
“ “ “ “ State,	2
“ “ “ “ United States,	12

Total number of books in library, 870

Number of books loaned for the year ending Feb. 15, 1897 as follows:

Fiction,	1773
Juvenile fiction,	1091
Travels,	129
History,	46
Biography,	32
Art, science and natural history,	30
Miscellaneous,	67
Total number of books loaned,	3168
Average each library day,	31
Amount received in fines,	\$3 25

MRS. E. A. DANFORTH, Librarian.

Lee, NH: 1880 Treasure's Account: Damage Done by Dogs - \$15.50

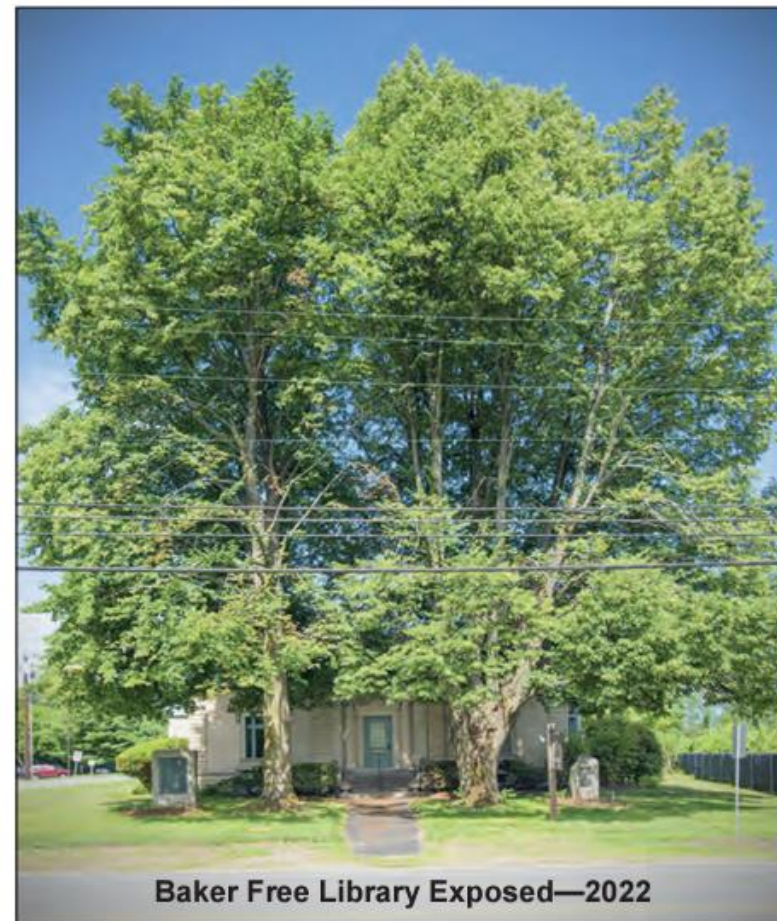
TREASURER'S ACCOUNT.

VALUATION OF ALL THE TAXABLE PROPERTY IN THE TOWN OF LEE, APRIL 1, 1879.

Total value,	\$355,822 00	
Reduced value,	177,911 00	
State tax,		\$1,021 00
County tax,		1,278 21
School tax,		1,036 35
Town tax,		961 10
Dog tax,		53 00
School house tax, No. 1,		165 02
School house tax, No. 6,		21 76
Amount given in after taxes were made,		10 80
Doomage,		39 24
Whole amount of Rate List,		\$1,889 48

DAMAGE DONE BY DOGS.

Paid Stephen C. Hanson,	3 50
Daniel Furber,	3 00
Isabella Furber,	3 00
Job Thompson,	6 00
	<hr/>
	\$15 50



Town of South Hampton New Hampshire

A night photograph of a bonfire. In the center, a large, bright fire burns on a pile of wood. Above it, a tall, dense structure of sticks or brush is being burned, creating a large plume of sparks and light. A crowd of people is gathered around the fire, some standing and some sitting on the ground. The background shows a dark field and some buildings in the distance, illuminated by streetlights.

2019 Annual Reports

ANNUAL REPORTS
OF THE
TOWN OFFICERS



TOWN OF STODDARD

NEW HAMPSHIRE



2019



TOWN OF
WINDHAM, NEW HAMPSHIRE
2016 ANNUAL REPORTS

20
19

Annual Report

CITY OF ROCHESTER, NH



FISCAL YEAR

July 1, 2018 Through June 30, 2019



TOWN OF HOLDERNESS NEW HAMPSHIRE

*Annual Report for
Year Ending December 31, 2013*

Contacts:

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Sarah Stinson, Digital Collections Coordinator

Sarah.Stinson@unh.edu

Project site: https://scholars.unh.edu/nh_town_reports/