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COVID-19 New Hampshire City and Town Annual Reports Collection Final Report

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COVID-19 New Hampshire City and Town Annual Reports Collection

Final Report, February 3, 2023

The New Hampshire City and Town Annual Reports Collection is used widely throughout the state and beyond, and is a valuable source of historical data on the fiscal management and vital statistics of New Hampshire's municipalities. With the funding provided we successfully completed the goals of this project by making accessible all known annual reports from the University of New Hampshire Library (UNH Library) and New Hampshire State Library (NHSL) collections. This project adds to the collection previously developed and internally funded by The UNH Library and more than doubled the size of the combined projects. The combined collections are in the UNH Scholars Repository and current use statistics can be found in the collection dashboards, linked below.

Project Outcomes

In this project a total of **20,606** volumes were added to the collection, including **18,879** volumes that were scanned and **1,727** volumes retrieved from city/town websites. The total scanned volumes include **1,189** annual reports of New Hampshire's 10 counties, added to the scope of this project with permission of the New Hampshire State Library Assistant Library Director because their content complements that found in the city and town reports. The number of volumes retrieved from each location was as follows:

- New Hampshire State Library: 11,685
- University of New Hampshire Library: 7,194
- City/town websites: 1,727

At the beginning of the project 20 of 234 New Hampshire's cities/towns were not represented in the digital collections. All towns are now represented. Content for an additional eight village precincts and two extinct towns was also added.

A list of volumes added by location can be found on pages 3-6 of this report. The combined collections contain **35,491** volumes as of this report.

Links:

NH Town and City Annual Reports Collection: https://scholars.unh.edu/nh_town_reports

Dashboard:

<https://dashboard.bepress.com/?dashboardToken=60380d8f8f04a16c5eeb47faKlIEDtrLKvDEZp5titwIAcWADd4UmjJgJlkS4nd>

NH County Annual Reports Collections: https://scholars.unh.edu/nh_counties/

Dashboard:

<https://dashboard.bepress.com/?dashboardToken=63dd6467ae383806e301d36fnhK15rK8OugHx9GwzHKqUfC9q83NzW05iMSbiCSM>

Methods:

A list of all previously digitized reports was generated and used to create a list of potentially missing volumes. This list was checked against the holdings of first the UNH Library and then NHSL, and the matching volumes were retrieved, checked for condition, packed, and shipped via ground carrier to the Internet Archives scanning center at the Boston Public Library. Once scanning was completed, the resulting digital volumes were quality checked, described in a metadata records, and uploaded to the repository. Physical volumes were shipped back to UNH, inventoried, and returned to their respective home collections. Newer reports, typically those produced in the past decade, were retrieved from and city/town websites, described, and uploaded.

Budget Summary

Category	Budgeted	Expenditures	Budget Balance
Hourly personnel	45,402.00	33,576.86	11,825.14
Travel	1,432.00	96.44	1,335.56
Supplies (shipping and scanning)	186,208.00	199,368.42	-13,160.42
F&A Expenditures	9,322.00	9,321.73	0.27
Total	242,364.00	242,363.45	0.55

We overestimated hourly and travel costs and redirected the extra funds toward shipping and scanning services; this change was within 10% of the total budget. Our original estimate of volumes to scan (14,720) was slightly low because the NHSL had earlier volumes in their collection than anticipated.

The UNH Library contributed an additional \$6,257.30 to cover shipping and scanning services to complete the final shipment of reports, covering approximately 600 volumes. This was invoiced directly to the UNH Library.

VOLUMES ADDED BY CITY/TOWN/DISTRICT/COUNTY

Acworth	69
Albany	60
Alexandria	77
Allenstown	115
Alstead	98
Alton	18
Amherst	82
Andover	68
Antrim	66
Ashland	54
Atkinson	62
Auburn	81
Barnstead	64
Barrington	54
Bartlett	56
Bath	15
Bedford	49
Belmont	22
Belknap County	150
Bennington	75
Benton	54
Berlin	48
Bethlehem	65
Boscawen	59
Bow	44
Bradford	67

Brentwood	63
Bridgewater	59
Bristol	28
Brookfield	60
Brookline	44
Campton	39
Canaan	67
Candia	73
Canterbury	38
Carroll	64
Carroll County	115
Center Harbor	33
Charlestown	64
Chatham	58
Cheshire County	109
Chester	59
Chesterfield	76
Chichester	37
Claremont	85
Clarksville	51
Colebrook	64
Columbia	55
Concord	51
Conway	127
Coos County	120
Cornish	56

Croydon	93
Dalton	61
Danbury	77
Danville	59
Deerfield	66
Deering	67
Derry	58
Dorchester	30
Dover	62
Dublin	49
Dummer	70
Dunbarton	69
Durham	12
East Kingston	57
Easton	29
Eaton	63
Effingham	61
Ellsworth	44
Emerald Lake Village District, Hillsborough	4
Enfield	64
Epping	63
Epsom	76
Errol	55
Exeter	43
Farmington	47

VOLUMES ADDED BY CITY/TOWN/DISTRICT/COUNTY

Fitzwilliam	22
Fracestown	83
Franconia	50
Franklin	41
Freedom	95
Fremont	61
Gilford	17
Gilmanton	14
Gilsum	74
Goffstown	51
Gorham	68
Goshen	57
Grafton	63
Grafton County	111
Grantham	49
Greenfield	49
Greenland	71
Greenville	84
Groton	20
Hampstead	82
Hampton	28
Hampton Falls	62
Hancock	36
Hanover	52
Harrisville	72
Hart's Location	30

Haverhill	27
Hebron	48
Henniker	105
Highland Haven Village District	16
Hill	72
Hillsborough	88
Hillsborough County	114
Hinsdale	52
Holderness	56
Hollis	67
Hooksett	88
Hopkinton	101
Hudson	92
Jackson	28
Jaffrey	72
Jefferson	11
Keene	32
Kensington	90
Kingston	68
Laconia	20
Lancaster	56
Landaff	143
Langdon	148
Lebanon	114
Lee	16

Lempster	140
Lincoln	88
Lisbon	151
Lisbon Village District	7
Little Boar's Head (Historic District)	84
Litchfield	104
Littleton	71
Livermore	15
Londonderry	130
Loudon	133
Lyman	116
Lyme	133
Lyndeborough	136
Madbury	43
Madison	101
Manchester	21
Marlborough	142
Marlow	128
Mason	135
Meredith	153
Merrimack	115
Merrimack County	122
Middleton	139
Milan	108
Milford	75

VOLUMES ADDED BY CITY/TOWN/DISTRICT/COUNTY

Milton	65
Monroe	89
Mont Vernon	151
Moultonborough	161
Mountain Lakes (District of Haverhill)	17
Nashua	39
Nelson	103
New Boston	100
New Castle	126
New Durham	133
New Hampton	143
New Ipswich	122
New London	225
Newbury	129
Newfields	132
Newington	44
Newmarket	53
Newport	86
Newton	143
Northfield	115
North Hampton	184
Northumberland	96
Northwood	86
Nottingham	104
Orange	152

Orford	135
Ossipee	127
Pelham	134
Pembroke	120
Peterborough	106
Piermont	112
Pittsburg	128
Pittsfield	73
Plainfield	102
Plaistow	119
Plymouth	88
Portsmouth	63
Randolph	130
Raymond	101
Richmond	112
Rindge	126
Rochester	45
Rockingham County	98
Rollinsford	51
Roxbury	57
Rumney	74
Rye Beach	17
Rye	66
Salem	88
Salisbury	74

Sanbornton	46
Sandown	44
Sandwich	47
Seabrook	86
Sharon	43
Shelburne	52
Somersworth	80
South Hampton	62
Springfield	79
Stark	55
Stewartstown	56
Stoddard	33
Strafford	63
Strafford County	137
Stratford	108
Stratham	135
Sugar Hill	60
Sullivan	142
Sullivan County	113
Sunapee	102
Surry	120
Sutton	138
Swanzy	91
Tamworth	100
Temple	133
Thornton	126

VOLUMES ADDED BY CITY/TOWN/DISTRICT/COUNTY

Tilton	106
Troy	117
Tuftonboro	97
Unity	134
Village District Eastman	4
Village Precinct of Hanover	4
Wakefield	162
Walpole	126
Warner	126
Warren	103
Washington	142
Waterville Valley	184
Weare	144
Webster	158
Wentworth	108
Wentworth Location	46
Westmoreland	140
Whitefield	111
Wilmot	146
Wilton	103
Winchester	148
Windham	130
Windsor	126
Wolfeboro	157

Woodstock	135
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Color key

Towns/Cities (234)
Village districts/precincts (8)
Extinct towns (2)
Counties (10)