

Librarians IV: Financial Records



Charles F. Cummings New Jersey Information Center
The Newark Public Library
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Location: Charles F. Cummings New Jersey Information Center

Size: 17 boxes, 7 ½ linear feet

Processed: William A. Peniston, Ph.D., 2015

Formats: Textual materials

Subjects: Newark Public Library – Administration; Libraries – Administration

Time Periods: 19th Century; 20th Century; 21st Century

Language: English

Access policy: Open for research

Restrictions on Access

Access Restrictions

There are no access restrictions on this collection.

Photocopying of materials is limited and no materials may be photocopied without permission from library staff.

Use Restrictions

Researchers wishing to publish reproduce, or reprint materials from this collection must obtain permission.

Preferred Citation

Librarians IV: Financial Records, Charles F. Cummings New Jersey Information Center, Newark Public Library.

Scope and Content

Collection Description:

The financial health of the institution (Newark Public Library) has always been important. The director is responsible for preparing a budget, which is submitted to the Board of Trustees for its approval. Ultimately, however, it is the Mayor and the City Council that appropriates funds for the Library. Various kinds of reports are made to the director, to the Board of Trustees, and to the Mayor and the City Council.

Collection Contents:

These financial records consist of auditor's reports, budgets and budget reports, financial reports and statements, treasurer's reports, contracts, and information on bequests.

Container List:

Box

1	Auditor's Reports (see also Financial Statements) 1904, 1906, 1907 1910-1914 1918-1932 1933 1934 1935 1936 1937 1938 1939 1940 1941 1942-43 1946 (oversize) 1947 (oversize) 1948 (correspondence + report) (2 folders) 1949 (correspondence + report) (2 folders)
2	Auditor's Reports 1950 (correspondence + report) (2 folders) 1951 (correspondence + report) (2 folders) 1952 (letter-size) 1952 (oversize) 1953 (correspondence + report) (1 folder) 1954 (correspondence + report) (1 folder) 1955 (correspondence + report) (2 folders) 1956 (report only) (1 folder)
3	Board of Education – Bills (to be discarded?) 1948-1953 1954-1958 1961-1963 1964-1966
4 (legal-size):	Budget Reports: 1912, 1914-1920 1922-1926, 1928-1930 1931-1934 1935-1938 1939
5	Budgets: ca.1933-1941 (see also above) 1940 1941 1942 1943 1944 1944-1951 (bound volume)
6	Budgets: 1945

	<p>1946 1947 1948 1949 1950 1951 1952 1953 1954 1955 1956 (see also 4 bound volumes) 1957 (oversize) (see Box Fin4) 1958-1960 (missing)</p>
7	<p>Budgets: 1961 (drafts) 1962 (drafts) 1963 (drafts) 1964 (drafts) 1965 (drafts) 1966 (drafts) Budget – Book Fund Allotment – 1962-1966</p>
8 (legal-size):	<p>Budgets: 1957 (official operating copy) 1964 (official operating copy) 1965 (official operating copy) 1966 (official operating copy) 1967 (official operating copy) 1968 (official operating copy) 1969 (official operating copy) 1970 (official operating copy) 1971 (official operating copy)</p>
9	<p>Financial Reports (see also Treasurer's Reports): 1946 1947 1949 1950 1951 1952 1953 1954 1955 1956 1957 1958 1965 1968</p>
10	<p>Financial Statements (see also Audits) 1968 1969 1970 1971 1970-71 1972 1972-73 1974 1974-75</p>

	<p>1975-76 1976-77 1978-82 1982-83</p>
11	<p>Examination of Project Costs, 1969-1973 Examination of Expenditures for Capital Projects, 1976 Income Tax – Receipts – 1942-1947 Income Tax – Exemption Letter – 1964 Incorporation Papers—NPL--1911 Insurance Automobile – 1943-1947 Fund – 1944-1946 Graphic Insurance Audit – 1943 Treasurer’s and Assistant’s Bond – 1925-1942 Workmen’s Liability – 1946-1948</p>
12	<p>Treasurer’s Reports (see also Financial Reports): 1903, 1905-1907 1908 1909 1910 1911 1912 1913 1915 1918 1919-1929 1930-1941 1942-1944</p>
13	<p>Treasurer’s Reports 1960 1961 1962 1963 1964 1965 1966</p>
14	<p>Treasurer’s Reports 1967 (2 folders) 1968 (2 folders) 1969</p>
15 (legal-size):	<p>Bequests: Begbie Bequest 1942-1963 1927-1942 Correspondence – 1924-1925 Statements – 1929-1948 Will – 1919 Louise Connolly Bequest – 1927-1939, 1934-1947, 1948 Re: Library and Museum Scholarship</p>
16 (legal-size):	<p>Bequests: Howell Bequest 1946-1948 1943-1945 1936-1942 (6 folders) 1916-1935</p>

17 (legal-size, half-box):	Bequests: Howell Bequest Letter from Law Department – 1927 List of Mortgages Suggestions for Investment Tully-Higgim Co. [general information] – 1939-1942 Jenkinson (Richard C.) Bequest – 1925-1930
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