

Librariana VIII: Staff



Charles F. Cummings New Jersey Information Center
The Newark Public Library
5 Washington Street, PO Box 630, Newark, New Jersey 07101-0630
Phone: (973) 733-7775; Email: njreference@npl.org
URL: <http://www.npl.org/Pages/Collections/njic.html>

© 2015 All rights reserved.

Location: Charles F. Cummings New Jersey Information Center
Size: 16 boxes, 6 ½ linear feet
Processed: William A. Peniston, Ph.D., 2015
Formats: Textual Materials; Photographs;
Subjects: Newark Public Library – Administration; Newark Public Library – History; Libraries -- Administration; Libraries – History
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

Librariana VIII: Staff, Charles F. Cummings New Jersey Information Center, Newark Public Library.

Scope and Content

Collection Description:

The staff of the Newark Public Library is responsible for the day-to-day operations of the library and its branches, along with its overall planning and development, etc... Some staff members were remarkable leaders not only in the library but in the community itself.

Collection Contents:

These materials relating to the staff are arranged in three series: 1) Staff Association; 2) Staff Notices; and 3) Staff Members.

The Staff Association was a group formed to promote staff morale. Related to the administration and activities of this organization, this small collection consists of by-laws, minutes, reports, notices, membership lists, and correspondence between staff members. A number of publications were printed by this association. Its primary purpose was to boost morale, although it also addressed personnel issues, such as salaries and benefits. Eventually the union replaced it.

Staff Notices includes the internal memos from the directors to the staff regarding the policies of the library and their enforcement.

The final series on staff members gathers together information on individuals, specifically relating to their careers, interests, and occasionally their family and friends.

Container List:

Box

| | |
|--------------|--|
| St1-7 | <p>Series I: Staff Association:</p> <p>Box St1: Staff Association Announcements – late 1940s-early 1950s Constitution #1 & #2 Constitution – 1946 Discount List – 1941 Education Committee – 1937-1938 Education Committee – 1939-1940 Executive Committee – 1937-1942 Glee Club Notices Parking and Publicity Programs – 1930s-1940s Representation Scholarship Committee and Social Committee Tennis Court Rules and Schedule Trustees Treasurer’s Reports – 1938-1943</p> <p>Box St2: Staff Association Miscellaneous – 1936-1938 [General Information] – 1937-1941, 1937-1945, 1949-50 [General Information] – 1957-58, 1958, 1959, 1959-60, 1962 Correspondence – A-Z (17 folders) – late 1930s-early 1940s</p> <p>Box St3: Staff Association Correspondence – 1937-1938 Correspondence – 1938-1939 Correspondence – 1948-1952 Correspondence – 1952-1957 Correspondence – 1956, 1957, 1959 Correspondence – 1961-62 (2 folders) Correspondence – 1962-63</p> <p>Accounting Book – 1943-1964 Activities – 1960</p> |
|--------------|--|

| | |
|---------------|---|
| | <p>Candidates Financial Information – 1950s Library Classification (Civil Service) Library Guide – 1970s Members – 1956 Miscellaneous – 1950s Monthly Executive Meetings – 1939-1944 News – Olds and Ends – 1950s Open House – 1959 Pensions – 1939-1947 Pensions – Correspondence – 1945-1946 Pensions – Contributory – 1950s Pensions – Non-Contributory – 1950s</p> <p>Box St4: Staff Association Personnel – 1936-1937 Placard Personnel Reporter – 1950s-1960s President – 1955-1956 2nd Vice President – 1958-1963 Programs – 1910s-1920s Programs – 1919 Programs, Publicity – 1950s Reorganization – 1942-1944 Residency – 1959 Residency – Newspaper clippings – 1950s Scrapbook – 1940 Spring Banquet – 1961</p> <p>Box St5: Staff Association Treasurer’s Reports – 1953-1956 Working folder – 1954-1957, 1955-1956, 1962 Scrapbook – late 1930s</p> <p>Box St6: Staff Association Minutes – 1937-1942 Minutes and Committee Reports – 1938-1939 Minutes – 1945-1961 Minutes – 1962-1963</p> <p>Box St7: Staff Association Publications: Staff Bulletin – v.1 (1937-1939) v.2 (1938) v.3 (1939-1941) v.4 (1941-1942) v.1-2 (1937-1938) (bound) v.3 (1939-1941) (bound) v.4 (1941-1942) (bound) News Reporter – 1964-1965 Memo to Staff – 1972-1975 Yearbook – 1952-1953</p> |
| St8-13 | <p>Series II: Staff Notices</p> <p>Box St8: Staff Notices – Notebooks – 1903-1905</p> |

| | |
|-----------------------|--|
| | <p>Box St9: Staff Notices – Notebooks – 1906-1908 Box St10: Staff Notices – Notebooks – 1909-1910 Box St11: Staff Notices – Notebooks – 1910-1913 Box St12: Staff Notices: Staff Notices – 1918-1920 Staff Notices – 1920-1922 Staff Notices – 1923-1924 Box St13: Staff Notices – ca.1930s (3 folders)</p> |
| <p>St14-16</p> | <p>Series III: Staff Members (Individuals)</p> <p>Box St14: Staff Members (Individuals) Alexander, Emma Allison, Elitea Buickley – Children’s Librarian Ball, Sarah Baretski, Charles Allen Belancourt, Ingrid Boyd, Alex – Director – 1988-2004 Braga, Maria Theresa de Aguiar Brite, Agnes Brown, James Bryant, James E. “Ned” – 1947-1956 Buzzell, Helen – 1931-1957 Cahalan, Gertrude Cahill, Holger – Correspondence re: publicity at NPL & TNM – 1929-1932 Cleffi, Geraldine Connolly, Louise* – Correspondence – 1924 Connolly, Louise* – National Committee for Better Films – 1921 *Louise Connolly was been a close colleague of both Dana and Winser. She held the position of Education Expert of Newark Public Library. In 1913 Connolly was invited by the Public Welfare Committee of Essex County to join a commission for the "study of the Motion Picture question throughout the state with a view to recommending legislation." By 1921 Connolly was a member of the National Committee for Better Films, whose motto was "Selection – not censorship – the solution." Her general correspondence file contains materials relating to her speaking tour of Georgia; a memo to Dana regarding the status and training of librarians; and a draft of a letter regarding the quality of the <i>Women's Journal</i>, and noting that she has "long been interested in suffrage." Cummings, Charles F. Death – 2005-2006 Death – Email messages Memorial Donations – 2005-2006 Obituaries – 2005-2006 Remembrances – 2005-2006</p> <p>Box St15: Staff Members (Individuals) Dana, William Dietz, Joseph – 1929-1938 Fabian, George Falk, Irene Figel, Loretta Fulinello, Jerome Gates, Marguerite – Resignation – 1942-46 Graves, Lewis Grey, Wilma J. – Director Hector, Jane</p> |

| |
|---|
| <p>Hill, Frank P. – 1934-38 Kircher, Clara Kundla, Mary Link, Ruth McLean, Mary Manley, Marian* – ALA & SLA – 1939-1940 Manley, Marian* – Expenses relating to SLA – 1940 Manley, Marian* – Business Branch Needs – 1940 Manley, Marian* – Obituary *Marian Manley was the head of the Business Branch of the Newark Public Library and chairwoman of the Library's Department Heads Group (ca.1920s-1950s). She was a strong supporter of Beatrice Winsler. These three folders relating to Manley and the Business Branch Library contain acquisitions requests and budgets; correspondence to and from Winsler regarding Manley's committee work for library organizations (1939-1940), etc...</p> <p>Newcomb, Russell – Correspondence re: publicity at NPL & TNM – 1930-32 Phelan, Estelle Sabine, Julia Schein, Bernard – Director – 1973-1977 Articles on... Correspondence – 1950s-1970s Professional Certificate – 1958</p> <p>Schwartz, Lawrence Shein, Bernard Small, Edward Urban, William and Ruth *Bill Urban began his career as NPL in 1947. In 1962 he became the Chief of the Lending and Reference Department and in 1972 he became Assistant Director. He served as the Director from 1977 until 1979. His wife, Ruth Urban, was the young adult librarian from 1947 to 1969. The following papers were given to NPL by their nieces and nephews (2014).</p> <p>Urban, William and Ruth [General information] Financial records – 1963-1998 Financial records – 1980-2004 Photographs Retirement</p> <p>Van Dyne, Catherine Vogt, Howard Wardell, Joan West, Sandra Winsler, Beatrice – Awards – 1941 Winsler, Marion Manley – see Manley, Marion</p> <p>Box St16: Staff Members (Individuals) (legal-size) Brown, James (43 folders)</p> |
|---|