

GUIDE TO THE PORT WASHINGTON PUBLIC LIBRARY RECORDS

Collection Abstract:

The Port Washington Public Library was founded as a cooperative book club in 1892 by the Port Washington Woman's Club. The club, whose original officers included Caroline Hicks, Mrs. J.H. Tredwell, Mrs. Walter Cornwell, Miss L.P. Onderdonk, and Miss Wilhelmina Mitchell, established the library soon after their first meeting. Books donated by the club's members and other townspeople were made available in the front hall of Wilhelmina Mitchell's home. The records of the Port Washington Public Library span the years 1892-2005 and include accession books, annual reports, ledgers, budget information, minutes, correspondence, circulation statistics, alphabetical files, clippings, photographs, printed matter and artifacts pertaining to the history of the library.

Collection Title: Port Washington Public Library Records

Inclusive Dates: ca. 1892-2005

Size: 33 boxes and 9 volumes Boxes (18 l.f.)

Source: Port Washington Public Library

Prepared by: Camille Dee and Francesca Pitaro, 2004; 2008

Repository: Port Washington Public Library Local History Center

PORT WASHINGTON PUBLIC LIBRARY RECORDS

INTRODUCTION:

The Port Washington Public Library was founded as a cooperative book club in 1892 by the Port Washington Woman's Club. The club, whose original officers included Caroline Hicks, Mrs. J.H. Tredwell, Mrs. Walter Cornwell, Miss L.P. Onderdonk, and Miss Wilhelmina Mitchell, established the library soon after their first meeting. Books donated by the club's members and other townspeople were made available in the front hall of Wilhelmina Mitchell's home. The library was so successful that after two months it moved to larger quarters at the Baxter House on May 11, 1892. The Library received its official charter from the State Department of Education on November 21, 1895. The library had two other locations: the "Burtis store" (1903-1926) and Belleview Avenue (1926-1970) before moving to its present location. A major renovation and extension project was completed in 2002.

SCOPE AND CONTENT:

The records of the Port Washington Public Library span the years 1892-2005 and include accession books, ledgers, financial records, annual reports, minutes, correspondence, circulation statistics, property records, alphabetical files, clippings, photographs, printed matter and artifacts pertaining to the history of the library. The collection also includes all of the publications of the Local History Center.

Accession books and ledgers are among the earliest records in the collection dating back to 1895. Minutes date from 1892 through 2005 with a gap for the years 1919-1943. Annual reports required by New York State are included for the years 1896-1963. The collection also includes early records of the Port Washington Woman's Club, records relating to the library's buildings, the Friends of the Library, the Art Advisory Council, the Nautical Advisory Committee, files on the "Most Influential Books" projects (1942 and 1992) and a box of Wilhelmina Mitchell's personal papers. Among Wilhelmina Mitchell's papers are photographs, books, and a watch inscribed to her from the Library Association of Port Washington in 1921.

To celebrate its 50th anniversary (1942) and its 100th anniversary (1992) the Library asked a number of scholars and writers to "choose and comment on the books of the past fifty years that have most profoundly affected the thoughts and actions of humankind". Although only one original reply exists from 1942 (from Edmund Wilson), 1992 respondents include Rosamond Bernier, Daniel J. Boorstin, John Cage, Jimmy Carter, Maxine Hong Kingston, Eugene McCarthy and Sandra Day O'Connor.

Photographs are filed in binders and include images of the Belleview Avenue building as well as the current location, photographs of library construction, events, programs and staff. Photographs from the Business Oral History Project, sponsored by the Friends of

the Library, include images of Lewis Oil Company, Falconer Florist, Greenfield Pharmacy, Hunold Pharmacy, Quality Fish Market, Fairview Service Station, and other Port Washington businesses. [Oversized photographs of the present building are located in Box 16.] Alphabetical files contain bibliographies, brochures, committee files, memorabilia and property files. Additional property files (B0x 32), added in 2008, include legal documents, plans, and photographs for 214 Main St. and 14 Locust Ave. (Baker property).

Clippings from the *Port Washington News* (ca. 1913-1994) are filed in boxes 23-25. A binder of publicity clippings (ca. 1961-1973) was created by the Library's Community Relations Department.

OTHER SUBJECTS:

Art Advisory Council (A.A.C.)
Friends of the Library
Nautical Advisory Committee

BOX LIST:

<u>Box</u>	<u>Contents</u>
1	Accession Books, Ledgers, 1901-1920
2	Accession Books, Ledgers, 1920-1927
3	Accession Books; Books Purchased, 1895-1926; Financial Ledger, ca. 1949-1955; Catalog System Table (Cutter Table)
4	Statistics – Circulation, 1899-1927
5	Statistics – Circulation, 1927-1934
6	Board of Trustees Minutes, 1892-1918
7	Board of Trustees Minutes, Jan. 1944 – Dec. 1963
8	Board of Trustees Minutes, Jan. 1964 – Dec. 1970
9	Board of Trustees Minutes, Jan. 1971- Dec. 1977
10	Board of Trustees Minutes, Jan. 1978 – Dec. 1984

<u>Box</u>	<u>Contents</u>
11	Board of Trustees Minutes, Jan. 1985 – June 1991
12	Board of Trustees Minutes, July 1991 – June 1997
13	Board of Trustees Minutes, July 1997 – June 2003
13A	Board of Trustees Minutes, July 2004 – June 2005
14	Woman’s Club – Reports, Membership Lists, Misc., 1892-1914; PW Free Library, 1892 - 1913
15	Board of Trustees – Correspondence, 1993-94 Buildings – Belleview Ave. Building
16	Buildings – Modern Library Building (1960s) [Includes oversized photographs]
17	Buildings – Modern Library Building – 2002 Opening
18	Buildings – Modern Library Building – Media Center
19	Friends of the Library [See also: Photograph Albums – Friends of the Library] (Includes Book & Author Lunch)
20	Friends of the Library Art Advisory Council (A.A.C.) [See also: Scrapbooks - AAC]
21	Art Advisory Council (A.A.C.)
22	Most Influential Books
23	Clippings, 1892-1903 <i>Port Washington News</i> Clippings (Copies), 1913-1938
24	<i>Port Washington News</i> Clippings (Copies), 1964-1977
25	<i>Port Washington News</i> Clippings (Copies), 1978-1994; 2004
26	Miscellaneous Clippings
27	Wilhelmina Mitchell Personal Papers

<u>Box</u>	<u>Folder</u>	<u>Contents</u>
28		PWPL Alphabetical files
	1	Advisory Council Policy, 1982
	2	Awards – John Cotton Dana Publicity Award, 1966
	3	Bibliographies, ca. 1950's-1960's
	4	Brochures – Instructional booklets
	5	Brochures – “Unlocking the Past”, 1964
	6	Brochures – Miscellaneous
	7	By-Laws and Constitution, 1913; 1951; 1989
	8	Catalogue (printed), undated
	9	Centennial Celebration – Exhibit text and photocopies, 1992 [See also: Photograph album 6 –Friends of the Library]
	10-11	Centennial Celebration – Printed matter, 1992
	12	Committees – Garden Committee, ca. 1930's
	13	Committees – Garden Committee notebook, 1934-36
	14	Committees – Planning Committee, 1919
	15	Correspondence – General, 1918-1963
	16	deSciora, Edward – Term papers, 1951; 1954
	17	Employees – Retirement party (Marie Cosolito), 1995
	18	Employees – Contracts and policies
	18a	50 Outstanding US Public Libraries, Univ. of Illinois Poll, 1986
29	1	Fiftieth Anniversary Celebration, 1941-42
	2	Foundation
	2A	History of the PWPL, 1892-1967, by Clara B. Bloomgarden, 1967
	3	Insurance Policy, 1895
	4	Memorabilia
	5	Memorabilia – Bookmarks
	6	Miscellaneous papers and documents, ca. 1892-1990
	7	Non-user Questionnaire, 1969
	8	Policy Statements, ca. 1944-1977
	9	<i>PWPL News</i> , 10/68; 11/69 & Budget Message, 1967-68;1968-69
	10	Programs, ca. 1914-1967
	11	Programs – Publicity materials
	11A	Programs – Antique Car Rally, 1961
	12	Programs – Children's – Publicity materials
	12A	Programs – Oral History - It Looks Like Yesterday to Me, 1985
	13	Property – Deeds, Mortgages, 1874;1903
	14	Property – Deeds, Mortgages, 1912-1941
	14A	Property – Deed & Misc. re: One Library Drive, 1967-1992
		Property – 231 Main St. & 14 Locust Ave. (Baker property) –SEE BOX 32
	15	Property – Correspondence, Receipts, 1903; 1925-1947
	16	University of the State of NY – Correspondence and Charter Transfer documents, 1895-1929
	17	Wills and bequests, 1918-1935
	18	WPA Project, 1935

Box**Contents**

- 30 Guest Books, ca. 1964-71 & undated
Award from Concrete Industry Board, 1970
Printing blocks
- 31 Annual Reports to New York State, 1896 – 1963
Financial Records - Budgets and Treasurer's Reports, ca. 1914-1958
- 32 Property Records, Plans, & Photographs – 214 Main St. & 14 Locust
Ave. (Baker property), 1984-1998
- 33 Library Publications – Local History Center books
Nautical Advisory Committee, 1985-1997
Miscellaneous Slides
Audiotape: Library Budget Meeting, 2/16/1994
Audiotape: Susan Isaacs at PWPL, 11/17/1996
Audiotape: Library Space Redesign Forum, 6/10/1997

Scrapbooks –

- 1) Publicity Clippings, (Community Relations Department)
ca. 1961-1971
- 2) Art Advisory Council –Clippings, programs, exhibit publicity
1988-1997

Photograph Albums

Volume 1 –

Board of Trustees
Friends of the Library (including Book & Author Luncheons)
Art Advisory Council
Staff

Volume 2 –

Baxter Homestead
Burtis House
Bellevue Ave. (includes PW Garden Club decorations, 1940s-1950s)
Modern Building (1960's) – Plans, Construction, Models

Volume 3 -

Modern Building – Construction (1968-1969), Exterior Views

Volume 4 –

Modern Building (ca. 1960s) - Interiors, Children's Room, Contact Sheets,
Post Cards
Children's Services

Photograph Albums

Volume 5 -

Most Influential Books Respondents, 1991
Programs – General
Publicity – General
Publicity – Head Shots
Miscellaneous

Volume 6 –

Friends of the Library –
Exhibit and Publicity -“Century: 100 years of the Port Washington
Public Library”

Volume 7 –

Friends of the Library – Business Oral History Project

Oversize material

Library Charters from the University of the State of New York - In Janet West’s office

- 1) Port Washington Free Library, 1895; 1913
- 2) Port Washington Free Library (Amendment), 1913
- 3) Port Washington Public Library, 1925