Librariana VIII: Staff

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

<table>
<thead>
<tr>
<th>St1-7</th>
<th>Series I: Staff Association:</th>
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<tbody>
<tr>
<td></td>
<td>Box St1: Staff Association</td>
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<tr>
<td></td>
<td>Announcements – late 1940s-early 1950s</td>
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<tr>
<td></td>
<td>Constitution #1 &amp; #2</td>
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<td>Constitution – 1946</td>
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<td>Discount List – 1941</td>
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<td>Education Committee – 1937-1938</td>
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<td>Education Committee – 1939-1940</td>
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<td>Executive Committee – 1937-1942</td>
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<td>Glee Club</td>
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<td>Notices</td>
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<td>Parking and Publicity</td>
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<td>Programs – 1930s-1940s</td>
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<td>Representation</td>
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<td></td>
<td>Scholarship Committee and Social Committee</td>
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<td>Tennis Court Rules and Schedule</td>
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<td></td>
<td>Trustees</td>
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<td></td>
<td>Treasurer’s Reports – 1938-1943</td>
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</table>

|       | Box St2: Staff Association |
|       | Miscellaneous – 1936-1938  |
|       | Correspondence – A-Z (17 folders) – late 1930s-early 1940s |

|       | 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 |

|       | Accounting Book – 1943-1964 |
|       | Activities – 1960  |
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

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

Box St5: Staff Association
Treasurer’s Reports – 1953-1956
Scrapbook – late 1930s

Box St6: Staff Association
Minutes – 1937-1942
Minutes and Committee Reports – 1938-1939
Minutes – 1945-1961
Minutes – 1962-1963

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

Series II: Staff Notices
Box St8: Staff Notices – Notebooks – 1903-1905
| 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) |

**St14-16 Series III: Staff Members (Individuals)**

| 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 Women's Journal, 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>| 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>
<table>
<thead>
<tr>
<th>Hill, Frank P. – 1934-38</th>
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<tbody>
<tr>
<td>Kircher, Clara</td>
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<tr>
<td>Kundla, Mary</td>
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<tr>
<td>Link, Ruth</td>
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<tr>
<td>McLean, Mary</td>
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<tr>
<td>Manley, Marian* – ALA &amp; SLA – 1939-1940</td>
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<tr>
<td>Manley, Marian* – Expenses relating to SLA – 1940</td>
</tr>
<tr>
<td>Manley, Marian* – Business Branch Needs – 1940</td>
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<tr>
<td>Manley, Marian* – Obituary</td>
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</tbody>
</table>

*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 Winser. These three folders relating to Manley and the Business Branch Library contain acquisitions requests and budgets; correspondence to and from Winser regarding Manley's committee work for library organizations (1939-1940), etc… |

<table>
<thead>
<tr>
<th>Newcomb, Russell – Correspondence re: publicity at NPL &amp; TNM – 1930-32</th>
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<tbody>
<tr>
<td>Phelan, Estelle</td>
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<tr>
<td>Sabine, Julia</td>
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<tr>
<td>Schein, Bernard – Director – 1973-1977</td>
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<tr>
<td>Articles on…</td>
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<tr>
<td>Correspondence – 1950s-1970s</td>
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<td>Professional Certificate – 1958</td>
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<td>Schwartz, Lawrence</td>
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<td>Shein, Bernard</td>
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<tr>
<td>Small, Edward</td>
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<tr>
<td>Urban, William and Ruth</td>
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</tbody>
</table>

*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). |

<table>
<thead>
<tr>
<th>Urban, William and Ruth</th>
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<tbody>
<tr>
<td>[General information]</td>
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<tr>
<td>Financial records – 1980-2004</td>
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<tr>
<td>Photographs</td>
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<tr>
<td>Retirement</td>
</tr>
</tbody>
</table>

| Van Dyne, Catherine         |
| Vogt, Howard                |
| Wardell, Joan               |
| West, Sandra                |
| Winser, Beatrice – Text of presentation by Timothy J. Crist, 2019 |
| Winser, Beatrice – Awards – 1941 |
| Winser, Marion Manley – see Manley, Marion |

<table>
<thead>
<tr>
<th>Box St16: Staff Members (Individuals) (legal-size)</th>
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<tr>
<td>Brown, James (43 folders)</td>
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