

CRANDALL PUBLIC LIBRARY

A Guide to its Records

OVERVIEW OF THE RECORDS

- Repository:** Crandall Public Library
Center for Folklife, History, and Cultural Programs,
Glens Falls, NY.
- Creator:** Crandall Public Library.
- Title:** Crandall Public Library Records.
- Dates:** 1892 - 2000.
- Abstract:** These are the official records of Crandall Public Library, mainly covering the administration of Christine McDonald, who became Director of the Library in 1979. Some records date from the establishment of the Library in 1892, particularly minutes and related records of the Board of Trustees. Included are records for administration, charter, building, and public programs of the library.
- Quantity:** ca. 160 cubic feet (ca. 300 boxes)
- Identification Number:**

ADMINISTRATIVE HISTORY:

Beginning in 1835 several small membership, social, subscription, and school district libraries were established in Glens Falls. In 1852 libraries of several school districts were united to form the Common School Library of Glens Falls, for use by the residents of those districts. In 1882 a reorganization of the school districts resulted in the formation of the Glens Falls Public School Library. Sherman Williams, the first Superintendent of Schools, emphasized the need for a public library in Glens Falls.

In 1892 Henry Crandall (1821-1913), a Glens Falls resident with little formal education, but who had accumulated a fortune in lumbering and real estate, approached Sherman Williams (1846-1923) with an offer to make available the second floor of a commercial building he owned on 3 Bay Street for use as a public library. In addition he provided \$2,500 for the purchase of books. These offers were gratefully accepted and Crandall Free Library was dedicated on November 10, 1892. Furthermore, Henry Crandall donated his receipts from rental of first floor space, and made other generous gifts to the library. The library received a formal charter from the Board of Regents of the University of the State of New York on February 9, 1893. A Board of Trustees of sixteen members, each serving four-year terms, was established to govern the library. An annual meeting was set, and special meetings could be called. By his will Henry Crandall established the Crandall Trust, the income from which supported Crandall Library and two city parks.

From 1919 to 1931 the Crandall Library was housed in the former Jerome Lapham residence at 50 Ridge Street, while planning and preparations were under way for a city park and a new library building adjacent to it. The present library building was completed and opened in 1931, and a new wing was added to it in 1970. Crandall Library became a charter member of the Southern Adirondack Library System in 1958 and was designated as the central reference library of the system.

In 1992 special legislation was passed by New York State to establish the Crandall Public Library District for the City of Glens Falls, the Town of Queensbury, and the Town of Moreau. As a result of the creation of the Crandall Public Library District, on February 19, 1993 the Board of Regents of the University of the State of New York issued a charter Crandall Public Library, and the 1893 charter previously issued to Crandall Free Library was dissolved on April 23, 1993.

Christine McDonald began her service as Director in April 1979, and most of the records of Crandall Public Library in the Archives pertain to her administration. The Library has accomplished significant growth and change during this period in staffing, technical services, circulation practices, automation, reference, interlibrary loan, outreach services (especially to senior citizens), children's services and programming, care of local history and related special collections, changes in fiscal and accounting practices, and building renovations. All of these developments are documented in the archives.

In addition, many special public programs for the community, funded by grants from the New York State Council of the Arts and various other state, federal, and private agencies, were either launched or significantly expanded. These include Film and Video Festivals, Writers Appearances, Writers-in-Residence, Arts-in-Education, music programs, special exhibits, and reading discussion and lecture programs. Other grant supported library services for the community were the Job Information Center (established in 1980, ended in 1990) and the Family Focus Center (established in 1992). Beginning in 1983 folk traditions became a public programming focus, starting with North Country (especially Adirondack) Folklife and Traditions. In 1986 a Folk Arts Project was established specifically to develop public programs and conduct research, which ultimately led in 1993 to the establishment of a Center for Folklife, History, and Cultural Programs.

Crandall Library has received generous gifts and bequests from numerous individuals and corporations, as well as significant grant support from public and private agencies. The Friends of Crandall Library, established in 1951, have also contributed generously to the library's support. Donations from various sources of books, maps, art works, prints, photographs, examples of early printing (particularly a page of an original Gutenberg Bible and a volume of *The Nuremberg Chronicle*) have provided valuable special and often unique materials for the library. A significant collection of books, manuscripts, and other materials concerning the history of northern New York State, Vermont, and other northeastern states, assembled by Austin Wells Holden (1819-1891) and his son James Austin Holden (1861-1918) was given to the library in 1919. The Holden Collection was the foundation of a special Holden Room devoted to regional and American history. These historical collections have been significantly expanded and are now housed in a larger reading room which opened in 1995, part of the library's Center for Folklife, History, and Cultural Programs.

For additional information on the history of Crandall Public Library, consult the following articles (which have formed the basis of this historical summary), located in the Glens Falls Vertical Files under Crandall Library - History and also in Box 1 of the series, History and Commemorations of Crandall Public Library records.

James A. Holden, "History of Glens Falls' Libraries and Crandall Free Library"
(1892) (photocopy of typescript)

Sherman Williams, "A Historical Sketch of Crandall Free Library"
(1915) (photocopy of typescript)

Marion Mosher, "Appraisal of Crandall Library," (1949)

Joyce Oddy, "Glens Falls New York and the Crandall Free Library,"
(Simmons College School of Library Science paper, 1961)

Crandall Library, Glens Falls New York: The First Seventy-five Years, 1893-1968 (printed leaflet)

Dedication of the enlarged Crandall Library building, May 22, 1971
(also includes information about the building and some historical information prepared about that time)

Additional historical clippings about Crandall Library can be found in the Glens Falls Vertical Files under Crandall Library - History

The Librarians or Directors of Crandall Library:

(Beginning in 1960 with Jack Bryant the Librarians were designated Directors):

Ella MarshallNovember 1892 - January 1893
Mary GreensJanuary 1893 - June 1895
Annie DelongJune 1895 - November 1899
Gertrude FergusonNovember 1899 - July 1923
Inez Bissell..... July 1923 - May 1927
Theodore FrostJuly 1927 - November 1928
Gertrude Ferguson.....November 1928 - May 1932
Rebecca Wright May 1932 - November 1937
Gertrude Ferguson..... November 1937 - February 1938
Jonathan Thatcher Sears.....February 1938 - December 1957
Leonard H. Freiser.....January 1958 - May 1960
Jack Bryant.....September 1960 - February 1962
Mabel Corney.....March 1962 - April 1965
Elizabeth McAndrew, Acting.....April 1965 - January 1966
Hilda Cameron.....April 1966 - April 1979
Christine McDonald.....April 1979 - to date

SCOPE AND CONTENT OF THE RECORDS

Most of the official records of Crandall Public Library encompass the administration of Director Christine McDonald from 1979 to the present. However, a significant portion of the records document the earlier years of the library. Of particular interest here are the records of the Board of Trustees from 1892, scrapbooks beginning in 1894, annual reports of the Librarian or Director to the Board of Trustees after 1918, annual reports submitted to the New York State Education Department from 1923, statistical reports from 1892-1908 and after 1940, the 1893 charter, and numerous blueprints of the 1931 library building adjacent to City Park. Financial reports to the Board of Trustees are included with the records of the Board of Trustees. Additional financial reports in 1931 and after 1945 are kept separately. Included with these financial records are files for the Library's Development Program, 1966-1974. Some early records of the Friends of Crandall Library date from 1951-1952, but most are from after 1970. A few library staff records date from 1972. Other than annual reports submitted to the Board of Trustees, few records of Librarians or Directors are located in the Archives.

The creation of the Crandall Public Library District in 1992 is documented in the series, Library District, 1987-1993, and the new 1993 Charter for Crandall Public Library, with related documents, is in the Charter series.

Administrative records, other than the essential minutes, reports, and policies described in the records of the Board of Trustees and in the annual reports of the Director, can be found mainly within the following series: Financial, Staff, Security, and Statistical Reports. Building renovations are described in the Building records and Blueprints series. Two special community service projects are documented: Job Information Center and Family Focus Center (the latter within a section in the Children's Department series).

Public programs developed by Christine McDonald and her staff, supported by numerous grants from the New York State Council on the Arts and other agencies, are extensively documented in the records. See especially the following series: Program files (Film and Video Programs, Writers' Programs, Democracy in America: Chautauqua, 1995, Other Programs), Folklife Programs, and Historical Services. Newspaper reports describing many of the programs may be found in the Scrapbooks.

Visual material can be found in the series designated Posters, Photographs, Video Recordings, Exhibits, History and Commemorations, and Folklife Programs. Audio recordings of interviews relating to regional folk traditions can also be found in the Folklife Programs series. Information regarding archives and special collections held by the library can be found under the series designated Archives and Special Collections, Folklife Programs, and Historical Services. A few objects presented to or used by the Library can be located in the Artifacts series. Special awards and plaques presented to recognize the Library for its community service, as memorials to Trustees, Directors, and donors, or to persons or organizations that have provided special services to the Library, are in the Awards and Plaques series.

ORGANIZATION OF THE RECORDS:

The records of Crandall Public Library have been organized into the following series:

- Annual Reports, 1918-2000. 1.5 cubic feet.
- Archives and Special Collections, 1924-1999. 5 cubic feet.
- Artifacts, 1994 and undated. 0.5 cubic feet.
- Awards and Plaques, 1954-1995 and undated. 1 cubic foot.
- Blueprints, 1917-1918, 1930-1931, 1966-1969, 1991-1994. 10 cubic feet.
- Building Records, 1966-1997. 8 cubic feet.
- Charter, 1893-1993. 0.2 cubic feet.
- Children's Department, 1969-1996. 5 cubic feet.
- Exhibits, 1934-1995. 1 cubic foot.
- Financial Records, 1931, 1945-1994. 13 cubic feet.
- Folklife Programs, 1983 to present. ca. 50 cubic feet.
- Friends of Crandall Library, 1951-1952, 1970-1995. 1 cubic foot.
- Grants, 1967-1980. 0.2 cubic feet.
- Historical Services and Projects, 1975-1991. 2 cubic feet.
- History and Commemorations, 1889-1993. 2 cubic feet.
- Job Information Center, 1980-1985, 1989-1990. 1 cubic foot.
- Library District, 1987-1994. 1.5 cubic feet.
- Photographs, 1892-1995. 1.5 cubic feet.
- Posters, ca. 1960-1987. 1 cubic foot.
- Program Files, 1978-1997. 7.5 cubic feet.
- Public Relations, 1962-1994. 2 cubic feet.
- Scrapbooks, 1894-1994. 6 cubic feet.
- Security, 1979-1993. 0.7 cubic feet.
- Sister City: Saga City, Japan, 1996-1998 and undated. 3 cubic feet.
- Staff of the Library, 1972-1996. 2 cubic feet.
- Statistical Reports, 1892-1908, 1940-1997. 3 cubic feet.
- Trustees, Board of, 1892-1995. 6 cubic feet.
- Video Recordings, 1982-1999 and undated. 1 cubic foot.

RESTRICTIONS ON ACCESS:

Some of the records are restricted in order to protect the privacy of users, donors, and staff of the Library.

INDEX TERMS

- Topics:** Folklore—New York (State)—Library resources.
Government aid to libraries—New York (State)
Libraries—Cultural programs—New York (State)
Libraries—New York (State)—Special collections.
Library outreach programs—New York (State)
Public libraries—Administration—New York (State)
Public libraries—Glens Falls (N.Y.)
Public libraries—Moreau (N.Y.)
Public libraries—Queensbury (N.Y.)
- Organizations:** Crandall Public Library (Glens Falls, N.Y.)
Southern Adirondack Library System (New York (State))
- People:** McDonald, Christine.
Crandall, Henry, 1821-1913.
Williams, Sherman, 1846-1923.

ADMINISTRATIVE INFORMATION

- Preferred Citation:** Crandall Public Library Records
Center for Folklife, History, and Cultural Programs,
Crandall Public Library, Glens Falls, NY.
- Accession Information:**
- Processing Information:** Most of the records were arranged and described in 1996 by Katherine Philip Chansky, Albert W. Fowler, Diane Jones, and Donna Brunig, with the support of a grant from the Local Government Records Improvement Fund of the New York State Archives and Records Administration. Records added since 1996 have been arranged and described by Albert W. Fowler.

DESCRIPTIONS OF RECORDS SERIES

Annual Reports.

Dates: 1918 – 2001.

Quantity: 1.5 cu. ft. (5 boxes).

Arrangement: Chronological (within each sub-series).

Scope and Content:

Reports were prepared annually by the Library's Directors to summarize the activities of the library. One set of reports, the Annual Report, was prepared for the Board of Trustees. The other set, the Library Report, was prepared for the New York State Education Department.

Sub-Series 1: Annual Reports prepared by the Library Director for the annual meeting of the Trustees. The appearance of the report changes in the mid-1950s. It has a cover and appears to have been reproduced for the public. The Annual Reports are not more than ten to twelve typed pages. The Reports contain a letter from the President of the Board, followed by the Director's report. Reports by Sears and Bryant give an overview, a financial statement, a list of exhibits, a list of organizations using the Library for meetings and a list of individuals and organizations supporting the Library with donations. The Reports by Carney, Cameron, and McDonald give greater detail and include sections written by library department heads.

Information in the Reports contributes to the history of the Institution. Significant topics include: W.P.A. projects, significant donations, exhibits, management of the local history collection, Skidmore Extension College, new equipment (Regiscope-Rapidex '64, movie projector in '61, elevator in '70), anniversary celebrations (70th, 75th) and the new wing in '71.

Early records, prior to 1927, are in the volume, *Records of Crandall Free Library*, Trustee Records - Minutes & Related Materials, Box 1.

Sub-Series 2 - Library Reports, in 2 boxes: prepared by the Library Director for the New York State Education Department. The reports contain statistical information on the population served by the library, library hours, interlibrary loan, book stock, serial collection, non-book holdings, plus the names and addresses of officers and trustees, library personnel information and financial information. The reports are signed by the President of the Board and the library director.

Archives and Special Collections.

Dates: 1924-2002 (Bulk dates, 1980-2000)

Quantity: 6 cu. ft. (2 records center storage boxes, 11 archival documents boxes)

Historical Background:

Early in its existence Crandall Library established an Americana Collection devoted to the history of New York State and especially to the history of the region surrounding Glens Falls. The idea of an Americana Collection was strongly supported by Sherman Williams, and it may have existed from the founding of the Library in 1892. In addition to books, the Americana Collection included pamphlets, photographs, some manuscripts, and other ephemera.

The Americana Collection received a major boost in 1919 when the Library received the donation of local history books, pamphlets, manuscripts, and ephemera collected by James Austin Holden and his father, Dr. Austin Wells Holden. Additional donations of books, files, maps of local history, fine art and rare books (notably, a page from the Gutenberg Bible and incunabula) have further augmented these holdings of special materials.

Another significant gift, the Miller Collection, came in 1978. Created by Alexander Ward Miller and his wife Irene Floyd Miller, this important collection is composed of regional history scrapbooks, articles, manuscripts, photographs, genealogies, and ephemera. Particularly noteworthy is a collection of maps. Later additions to the Library's special collections have included a collection of Native American Baskets, and small collections of memorabilia (doll collection, campaign buttons, shells). A large collection of historic photographs was catalogued under the direction of Bruce Cole, Librarian/Historian.

While many items in Special Collections were on display in the library, the materials described in the files were located first in the Holden Room. This room for local history research was established first in the former library building at Lapham Place, later moved in 1931 to the second floor of the new library. Items from Archives and Special Collections were often lent or put on display in the library.

Beginning in 1993, the administration of Archives and Special Collections became the responsibility of the Center for Folklife, History and Cultural Programs, directed by Todd DeGarmo. In 1995 a Reading Room and Archives Storage Room were constructed in the basement of Crandall Public Library. Archives and Special Collections were transferred to the Storage Room from the Holden Room and from other locations in the Library. Researchers using these materials must consult them in the Reading Room under staff supervision.

Scope and Content:

The Archives and Special Collections records consist of administrative files, finding aids and correspondence relating to collections; correspondence in response to historical and genealogical research requests; source material used by school groups visiting the Folklife Center; daily statistics logs for the Reading Room; special projects such as the Conservation survey by Northeast Document Conservation Center, 1982; Environmental Monitoring Project, Federation of Historical Services, 1992; the Inventory of Local Government Records and the Warren County Tourism Project, both funded by

the New York State Archives and Records Administration (SARA). Some of the records from the 1980's and earlier years were created by Bruce Cole and Elizabeth McAndrew.

Artifacts.

Dates: 1994 and undated.

Quantity: 0.5 cu. ft. (1 box)

Scope and Content:
Crandall Library seals (2).

Awards and Plaques.

Dates: 1954-1995 and undated.

Quantity: 1 cu. ft. (1 box, 13 items)

Scope and Content:
These awards and plaques concern recognition to the library for community service, memorials to trustees, directors, and donors, or persons or organizations that have provided special services to the Library. Most plaques are mounted on metal or wood and formerly were on public display in the Library.

Blueprints.

Dates: 1917-1918, 1930-1931, 1966-1969, 1991-1994, 1998, 2000.

Quantity: 10 cu. ft. (458 blueprints and drawings in 26 containers, including tubes and boxes.)

Scope and Content of Records:
299 blueprints concern the design and construction of the Crandall Public Library building in City Park, Glens Falls, NY 1930-1931. From 1919 to 1931 Crandall Library was housed in the Jerome Lapham house on Ridge Street, north of City Hall. This temporary location was necessary while residential and business structures were removed for the construction of the new library building and establishment of the city park. The blueprints were mainly prepared by Charles A. Platt, architect, of New York, NY from 1930 to 1931 and include some preliminary drawings made during 1917-1918. Also included are 24 blueprints by Bloomington Limestone Company, Bloomington, IN; 1 by Milton Lee Crandell, architect, Glens Falls, NY; 12 by E.H. Friedrich Company, Holyoke, MA; 2 by National Theatre Supply Company, New York, NY; 5 by Otis

Elevator Company; 3 by Schenectady Tile Company; 27 by Snead and Company, Jersey City, NJ; 5 by John H. Swenson Granite Company, Concord, NH; and 30 by Vermont Marble Company, Proctor, VT. The principal contractor for the building was R. H. Rheinlander, Glens Falls, NY. More than two copies are available for many of the blueprints. Many of the blueprints from 1917-1918 and 1930-1931 are extremely brittle and in some cases are badly damaged.

Architectural drawings for an addition to the library were prepared from 1966-1969 by William and Geoffrey Platt of New York, NY. 88 drawings, including many duplicates, are in this collection.

23 drawings by Northfield Design of Lake George and Diamond Point, NY, 1991-1993, are for entrance renovations, including a ramp for handicap access to the library. Duplicates are also included in this collection. Northfield Design also prepared four drawings in 1994 for the Center for Folklife, History, and Cultural Programs reading room, storage room, and display cases.

Also included in the collection are 43 blueprints prepared by J.E.R. Carpenter, architect, New York City, in 1922 for the construction of the Sagamore Club on Lake George. Some duplicate drawings are present in this collection. Many of these blueprints are extremely brittle, and in some cases badly damaged. R. H. Rheinlander, Glens Falls, NY, was probably the contractor for this building, since many of the Sagamore Club drawings.

A database using Filemaker Pro software has been prepared to enhance access to the blueprint collection.

Board of Trustees.

Dates: 1892 to 2002.

Quantity: 8 cu. ft. (21 boxes)

Historical Background:

The By-Laws of Board of Trustees in 1892 called for a Board of sixteen members to serve for four years each. The annual meeting was set in January, and special meetings could be called. There were originally two committees, the Book Committee and the Executive Committee. The Board elected its officers and selected the librarian. The librarian's duties as listed in the By-Laws, include supervision of employees, an account of finances, and the preparation of an annual report. The librarian could not vote.

Original trustees:

Henry Crandall, President, (replaced in 1903 by Sherwin Williams)

Sherwin Williams, Treasurer, and President 1903

Rev. G. B. Gow, Vice President

J.A. Holden, J.C. Mahoney, Rev. F.M. Cookson, C.A. Foster, L.M. Brown, A.W. Thompson, R.A., Little, B.G. Streeter, Jerome Lapham, A.B. Colvin, Dr. G.R. Martine, M.B. Little, Daniel O'Leary, A.B. Abbot.

The Board came to hold monthly meetings and the list of committees expanded. Under the terms of the By-Laws of 1986, the trustees hire the director, conduct public relations, assess and contribute to policy decisions concerning community programming needs, help prepare the annual budget, set policy for governance of the library, set policy for book and other material acquisitions, and set policy for library planning and evaluation.

Committees:

Executive; Budget, Finance, Investment; Building; Central Library Committee; Planning & Library Services; Nominating; Legislation; Personnel; Special Public Library Tax District.

Scope and Content:

Of special importance are the minutes of meetings of the Trustees. The earliest volume of minutes, from 1892-1927, also contains minutes of committees of the Trustees, along with related material including scrapbook pages, news clippings, notations about statistical information, some financial information, and a small amount of correspondence. Some of the significant events recorded in the minutes include: Opera House Dedication of the Crandall Free Library, 11/10/1892; Agreement with City of Glens Falls, December 1931; minutes of the First Annual Meeting in the new building, 1/9/1932; affidavit of Frederick B. Richards concerning housing of the James Holden collection of Glens Falls newspapers; resolution passed 1/19/1965 defining the service of the library; Dedication Committee papers of 1971; and annual reports to the Southern Adirondack Library System (SALS) for the years 1971-1974.

Next there are Treasurer's reports that contain mostly monthly financial reports. Then follow records of committees of the Trustees, 1964-1994, that are mainly for the years from 1981 to 1994. Committee records contain minutes, agendas, memoranda, correspondence, and handwritten notes. Topics include building renovation, repair, trustee member lists, committee assignments, staff addresses, salary schedules, 1988 wage and benefit survey of Glens Falls, and special collections holdings of fine art. Audited financial statements are prepared annually for the Trustees by the accounting firm of Silverstein, Loftus & Ross. Also present are public notices of meeting dates of the Board of Trustees sent to Board members, press and interested parties.

Finally, there are the Trustees files of Library Director Christine McDonald that contain correspondence, copies of Board of Trustees By-Laws, documentation of the membership of the Board of Trustees, resignation of members, the Director's monthly reports to the Trustees from 1980 to 1994, along with sample Trustees nomination packets prepared for public distribution in July 1995.

Organization of the Records:

- Sub-series 1: Minutes and related materials.
- Sub-series 2: Treasurer's reports.
- Sub-series 3: Committee records.
- Sub-series 4: Audited financial statements.
- Sub-series 5: Public notices
- Sub-series 6: Library Director's Trustees files.

Building Records.

Dates: 1966-1997 (bulk 1984-1995).

Quantity: 6 cu. ft. (5 cartons, 2 boxes)

Scope and Contents of Records:

The building records pertain to major projects (planning and construction): auditorium renovation (1985-1988), reference area renovation (1990-1991), the handicapped entrance (1990-1994), lobby renovation (1992-1995), the building of the Center for Folklife, History, and Cultural Programs (1993-1995), and the Reading Room renovation, 1996-1997. Types of records include bids, design samples, funding information, and related correspondence.

Files of miscellaneous projects including roof estimates (1984 and 1987), an electrical retrofitting (1992-1993), and asbestos removal (1989-1990) are also part of this series.

Two preliminary boxes concern mostly the addition to Crandall Library, 1966-1970, and also other building matters up to 1978, during the administration of Hilda Cameron, Director.

Charter.

Dates: 1893-1993.

Quantity: 0.2 cu. ft. (1 box)

Historical Background:

Crandall Free Library was granted a charter by the Board of Regents of the University of the State of New York on February 3, 1893. This charter was amended but eventually dissolved on April 23, 1993, following the establishment of the Crandall Public Library District in 1992. The Board of Regents granted an Absolute Charter to Crandall Public Library on February 19, 1993.

Scope and Contents of Records:

These records are the 1893 and 1993 Charters and other documents either related directly to the Charters or are otherwise critical to Crandall Library. These additional documents include a petition to amend the Charter (1930), By-Laws, a resolution (1965), agreements (1965 and 1969), a mission statement (1989), and a Certificate of Registration issued by New York State (June 16, 1993). Many additional documents and correspondence in 1992 concern Crandall Library's successful application for the new Charter issued in 1993. Many of the documents are typed copies or photocopies of the originals.

Children's Department.

Dates: 1969-1996 (bulk 1986-1996).

Quantity: 5 cu. ft. (5 cartons)

Scope and Contents of Records:

These are primarily the administrative records of the Children's Department from 1986-1996 when James Karge was Head of Children's Services. Records include correspondence, reports, budgetary matters, staff, statistics, calendars, and publicity. Much of this material concerns special programs, many of them grant funded, developed by the Children's Department. One special program, the Family Focus Center is described below as a sub-series.

Sub-Series 1: Family Focus Center.

Dates: 1992-1994.

Quantity: 1 cu. ft. (1 carton)

Historical Background of Family Focus Center: Family Focus Center is designed to serve parents whose children have or may have developmental disabilities. As part of the Children's Department, the Family Focus Center has assembled a collection of books and multi-media materials on parenting, child development, education, and information on specific developmental disabilities. Also provided are reader advisory services for families and annotated bibliographies on specific developmental disabilities. Special workshops are prepared for both parents and children, and there is also a strong outreach component. The Family Focus Center has received grant support, especially from the New York State Developmental Disabilities Planning Council.

Scope and Content of the Records:

Most of the records of the Family Focus Center concern grant applications prepared from 1992-1994 by Director Christine McDonald. There is related material concerning grants, information collected concerning parenting centers and related social agencies, and articles, handbooks and other material concerning parent education.

Director.

Dates: ca. 1950 - 1985.

Quantity: 0.6 cu. ft. (2 boxes)

Scope and Contents of Records:

Included is the Librarian's notebook, containing notes of Librarian (later Director) in charge of Crandall Library. Material in this small loose-leaf volume was mostly compiled by J. Thatcher Sears, who served as Librarian through the year 1957. The information concerns primarily administrative and related matters. Also included is a photocopy of this notebook.

There are also correspondence and related papers, 1977-1985 (unsorted). This is mostly correspondence of Christine McDonald, though there is some material for Hilda Cameron and also Betty McAndrew (Assistant Director).

Exhibits.

Dates: 1931-1954, 1995-2000 (bulk, 1995-2000)

Quantity: 1 cu. ft. (2 boxes, including one oversize)

Scope and Contents of Records:

Most of the records document the "Dream Blocks" exhibit of 1995. This exhibit, held from June 3 - 30 exhibit, " Dream Blocks: American Women Illustrators from the Golden Age (1890 - 1925)," interpreted the role of women artists of this period involved in illustration. Materials on display were from the Library's Children's Book Collection and many items were on loan from regional institutions and private collectors. Christine McDonald, Library Director, organized the exhibit in conjunction with a temporary exhibit at the Hyde, " Nostalgic Journey: American Illustration from the Collection of the Delaware Art Museum." The "Nostalgic Journey" exhibit opened first on April 29 with a gallery talk by Ruth Copans, followed on May 7 by the Dorset Theatre Festival storytelling hour at the Crandall. On June 3 Dream Blocks opened at the Crandall, and on June 4 Crandall sponsored a Symposium to highlight the role of women artists in the tradition of American illustration. The three presenters were Donna Hassler, Curator at the Hyde Collection Art Museum; Ruth Copans, Humanities Librarian at Skidmore; and Professor C. Berheide, Sociology Professor at Skidmore. Hassler spoke on the Nostalgic Journey exhibit, Copans spoke on Dream Blocks and Prof. Berheide 's talk was titled," The Cult of Domesticity and Working Women at the Turn-of-the-Century."

Other exhibits are documented with catalogs of art exhibits 1933, 1934, 1942, 1943, 1944, 1945 and 1946. American Artists, European artists, contemporary artists (1944)

arranged by Woman's Civic club of Glens Falls and Joseph J. Dodge, Curator of the Hyde Collection. The file includes a typed description of images in the *Look Magazine* exhibit, Aug. 14, 1944, "Hometown, China and Hometown England."

Financial Records

Dates: 1931, 1945-1997 (bulk 1966-1997).

Quantity: 13 cu. ft. (13 boxes)

Restrictions on Access: Some of these records are restricted to protect the privacy of donors and library staff.

Scope and Content:

Financial records been arranged into five sections: Endowment, Bequests and Donations, Miscellaneous, Development Program (to support the building of a new wing to the Library in 1970), and Employee Records. Records consist of financial statements, reports, correspondence and related documents.

Folklife Programs.

Dates: 1983-2000.

Quantity: ca. 70 cu. ft.

Restrictions on Access: Most of the Folklife Programs records are unprocessed and only available for use with the permission of Todd DeGarmo, Director of the Center for Folklife, History and Cultural Programs.

Historical Background:

Crandall Library has conducted public programs since 1983 concerning the folk traditions of the North Country, which includes the southern Adirondacks and upper Hudson River Valley, especially the counties in the Glens Falls region (Warren, Washington, Saratoga, and Hamilton). The programs present traditional music, dance, stories, crafts, and occupations in performances, children's workshops, lectures, exhibits, festivals, and publications.

Bruce Cole, Historian and member of the Library's Reference Staff organized these programs from 1983-1986. Beginning in 1986 folklorist Todd DeGarmo developed the folklife programs based on field research. He served as Consultant to Crandall Library from 1986-1989, and again in 1993; Staff Folklorist from 1990-1992; and beginning in 1994 as the founding Director of Crandall Library's Center for Folklife, History and Cultural Programs. In addition to public programs, the Center also is involved in publications, research, and the administration of Crandall Library's archives and special

collections. Bruce Cole continues to organize additional public programs on traditions of the North Country as a member of the Reference Department of Crandall Library.

Most of the public programs have been supported by grants from the Folk Arts Program of the New York State Council on the Arts and also from other funding agencies such as the National Endowment for the Arts, New York State Council for the Humanities, the Documentary Heritage Program of the New York State Archives and Records Administration, and the Frances Dewing Foundation. This Folklife Programs series contains records created by folklorist Todd DeGarmo.

Many of Crandall Library's folklife public programs are gathered around specific group titles, especially "North Country Folklife and Traditions," 1983-1986; Festival of the Adirondacks, 1988-1990; "Growing up in the North Country," 1989-to present; and also Folklife Music and Dance (1994-present), and Folklife Lecture Series (1994-present). Other projects involving both public programming and field research in the region were conducted beginning in 1986: Folk Arts Survey of Warren and Hamilton Counties (1986), Women in the Adirondacks (1988), Folk Arts in a Tourist Economy (1987), Balsam Traditions, Indian Camps and Upstate Tourism, Warren County Tourism (amusements, summer camps and dude ranches), Sauna (Finnish Baths in Washington County). In addition, there are records concerning the development of Crandall Library's Center for Folklife, History, and Cultural Programs.

Todd DeGarmo has conducted other folklife projects and research, not sponsored by Crandall Library, for which records exist. Researchers may inquire regarding their availability. For records of Bruce Cole's programs for Crandall Library on North Country folk traditions, see the series designated Historical Services and Projects. For records concerning Crandall Library's archives and special collections, see the series identified as Archives and Special Collections.

Scope and Content:

The records of the Folklife Programs contain project files, mainly concerning field research and administration of the folklife projects. These records include program files, biographical files of tradition bearers, subject files, files concerning grant support, and correspondence files. Records also include scrapbooks of promotional material related to the public programs; annual reports; photographs (mostly color slides of field research and public programs) of people demonstrating crafts and traditional occupations, audio recordings of interviews concerning craft traditions (particularly woodcrafts, quilts, and balsam pillows), amusements (especially rodeos, dude ranches, and Adirondack climbing), music, food ways, and garnet mining. Logs and/or transcripts exist for some audio recordings of interviews. Some video recordings of public events are also available.

Friends of Crandall Library.

Dates: 1951-1952, 1970-1995.

Quantity: 1 cu. ft. (2 boxes)

Historical Background:

Friends of Crandall Library was established in 1951. Its purposes are:

- “1. To acquaint the community with the Library’s holdings, resources, and services;
2. To interpret the Library’s needs and programs to the public;
3. To provide assistance in the satisfaction of such needs and programs;
4. To make recommendations and advisory opinions to the Director and Board of Trustees;
5. To provide a vehicle whereby members of the community are given the opportunity and encouraged to participate in the activities of the Library.”

“All persons who financially support the Friends of Crandall Library shall be members of the Friends of Crandall Library.”

“The Board of Directors of the Friends of Crandall Library shall consist of at least twelve and no more than twenty at large representatives residing in Glens Falls, Queensbury, or the Town of Moreau, and the Director of the Library, ex-officio. In addition, the Board may consist of up to three at-large members who may reside outside of the City of Glens Falls[,] Town of Queensbury or Town of Moreau.”--all quotations above from the Constitution of the Friends of Crandall Library, as amended in 1987.

“The Friends of Crandall Library is a group which undertakes, finances and oversees projects not included in Crandall Library’s general budget.”--Friends of Crandall Library brochure.

The Friends hold book sales and other events to raise money for the library, organize programs (such as Books Sandwiched-In, Adirondack Folk Life programs, Children’s programs), and provide funds for library renovations and equipment.

Scope and Content of the Records:

Archival records include: Constitution and By-laws, history, minutes, Treasurer’s reports and other financial reports, files on projects supported by the Friends, correspondence, publicity, and miscellaneous files.

Some records date back to 1951-1952, but the bulk of the records dates from 1980-1995, during the time Christine McDonald has served as Director of the Library. Many letters memoranda, and other communications from her to the Friends are present in these records.

Grants.

Dates: 1967-1980 (bulk, 1967-1972).

Quantity: 0.2 cu. ft. (1 box)

Scope and Content:

Records contain grant applications and related correspondence to New York State Library, Division of Library Development, regarding support for Crandall Library acting as Central Library for the Southern Adirondack Library System (SALS).

A large quantity of records concerning other grants to Crandall Public Library have not been transferred to the Archives and may be consulted only with the permission of the Director of Crandall Public Library. Grants have supported numerous Crandall Public Library programs and projects including writers appearances, writers-in-residence, film exhibitions and festivals, video programs, arts-in-education, children's workshops, children's library in a hospital, music programs, folk arts projects, folk festivals, folk arts consultant, staff folklorist, and general program support.

Historical Services and Projects.

Dates: 1975-1991.

Quantity: 2 cu. ft. (2 cartons)

Historical Background:

These records document activities of Bruce Cole concerning various historical services and projects of Crandall Library. Bruce is a member of the Reference Department and also serves as Historian for Crandall Library. He is a specialist in the local history of the Glens Falls area and also of the Adirondack region. He arranges public programs for Crandall Library on the Adirondack region and local history, serves on advisory committees of various historical projects, and answers requests for information on local history. Until the formation of the Center for Folklife, History, and Cultural Programs in 1993, he was manager of Crandall Library's local history Collections, located in the Holden Room.

Scope and Content:

Records include announcements and related material concerning public programs on Adirondack and regional history, papers on local history projects, material on workshops on local history and genealogy, management of local history collections (especially about conservation), records of historical advisory committees, and material regarding the folklife programs of Crandall Library. Types of papers include announcements of events, reports, memoranda, and correspondence.

The bulk of the records are from 1982-1991.

History and Commemorations.

Dates: 1889-1993 (bulk 1993)

Quantity: 2 cu. ft. (4 boxes and oversize material)

Historical background:

Most of this material was either prepared or assembled for the celebration of the Centennial of Crandall Library in 1993. The Centennial was celebrated at the Library on February 9, 1993. A special message of tribute was delivered from U.S. Congressman Gerald B. Solomon, and proclamations and letters were received from local governmental bodies and also from New York State officials. In October a special display of photographs and other material describing the history of the Library was presented in the Library's gallery. Artist Cate Mandigo created a commemorative painting of the Library titled, "The Heart of the Community." Prints based on the painting were sold to the public.

Scope and content of records:

These records consist of historical material on the library collected to help prepare for the Centennial celebration in 1993, a scrapbook (mainly for recording events of the February 9th celebration) compiled and presented by the Friends of Crandall Library, proclamations and other commemorative documents, historical photographs used in the gallery display, newspaper articles reporting the Centennial, the commemorative painting by artist Cate Mandigo, two other artistic portrayals of the building, and related records of the Centennial.

Included in the historical material are several articles on the history of the library. Most of those articles, along with many newspaper clippings can also be found in the Glens Falls Vertical Files under Crandall Library - History.

Job Information Center.

Dates: 1980-1985, 1989-1990.

Quantity: 1 cu. ft. (1 carton)

Historical background:

The Job Information Center of Crandall Library provided personal counseling service for people in the Glens Falls area seeking assistance in career selection, change, planning, and training. The Job Information Center provided a variety of information sources including books, directories, job announcements, audio and video cassettes, college catalogs, civil service exam study books, an occupational information network, and related sources. Special features included job search seminars, small business

workshops, noontime job forums, a career decision-making system, and typewriters available for use by job seekers. The Counselor was Robert W. Meyer. The Center received funding support from the Federal Library Services and Construction Act, contracted by the Southern Adirondack Library System.

Scope and Content:

Records of the Job Information Center consist of leaflets, program announcements, reports, memoranda, correspondence (much of it involving Library Director Christine McDonald), grant applications, newspaper clippings, and related documents. Much of the material concerning funding of the Center involved communications with the Southern Adirondack Library System.

Library District.

Dates: 1987-2001.

Quantity: 1.5 cu. ft. (4 boxes)

Historical background:

In 1992 special legislation was passed in New York State to establish a public library district for the Town of Moreau, the Town of Queensbury, and the City of Glens Falls. The district is called the Crandall Public Library District. The legislation provides for the nomination and election of Trustees of the Library, provisions concerning the Library's budget, under certain circumstances elections in each municipality to approve or disapprove the budget, and other provisions concerning the library.

Scope and Content of the Records:

Library District files came primarily from the office of Christine McDonald, Director of Crandall Library. Most of the files are background material, especially involving the successful campaign to obtain the State legislation needed to establish the Library District. Some 1992-1994 files concern public hearings, elections, municipal resolutions, budgets, and public relations once the District was created. Records prior to the creation of the Library District include drafts of legislation, reports of legislation for other library districts, correspondence with public officials, statistics and comparisons, assessed valuations, public relations, minutes, notes, and related records.

Photographs.

Dates: 1892-1995.

Quantity: 2 cu. ft. (5 boxes)

Scope and Content:

This series consists of photographs pertaining to Crandall Library. The first box contains photographs of the Presidents of the Board of Trustees, 1892-1980; photographs of Directors of Crandall Library; Bill Bronk, author, "Books Sandwiched In," May, 1982; and photographs of Saga City (Japan) delegation visiting Crandall Library, September, 1994.

The second box contains 3 groups of slides, 1966-1971, gathered by Director Hilda Cameron around the time of the expansion of the Library in 1970. These slides were probably used to publicize the new wing of the Library and describe present building along with earlier buildings, Henry Crandall and his wife, Library Trustees, activities in the Library, some important holdings of art works, and the page from the Gutenberg Bible. A second group of slides contains photographs taken in 1976 of art works, probably ones owned by Crandall Public Library. A final group consists of glass slides of documents, mostly maps.

The third box contains photographs of Crandall Library building, staff, Board, programs, and library patrons. These photographs were taken by Linda Murray between 1989 and 1992.

Finally, there are two oversize boxes of mostly framed photographs, some showing the Crandall Library building. Others show library rules and a dinner in honor of Jane King, Librarian, about 1956.

Additional photographs in the Archives can be located in particular series: "Dream Blocks: American Women Illustrators from the Golden Age (1890-1925)" in Exhibits; regional folklore in Folklife Programs; and the Centennial of Crandall Library, 1993, in History and Commemorations.

Many other photographs of Crandall Library can be found not in the Crandall Library Archives but in the Photograph Collection. Many have been assigned accession numbers and have been indexed on cards. One box is uncataloged and is labeled Crandall Library.

Posters.

Dates: ca. 1960-1987.

Quantity: (1 box)

Scope and Content:

Posters of Crandall Library programs and events, including films, historical displays, Adirondack programs, children's programs, art exhibits, writers and discussion programs, and other programs. Some posters are dated in the 1980's, but most are undated.

Program Files.

Dates: 1978-2000.

Quantity: 10 cu. ft. (15 boxes and 1 cloth banner)

Program Files: Film and Video Programs

Dates: 1978-2000.

Quantity: 9 boxes.

Historical Background:

In 1979, Crandall Library initiated the presentation of independently produced films and videos to the community, as programs with the titles Film Festivals (1979-1989), Visions in Video (1990), and Film and Video Festivals (1990-1992). Christine McDonald, Director of the Library, developed these film and video programs to provide the public with an alternative to commercial video and to introduce video as an art form. Filmmakers have been invited to discuss their work with the attendees since 1983 as a part of the "Meet the Filmmaker" program. Sources for the films and videos include national and international film and video companies and organizations, and individual directors. Financial support is received from local and state grants and funds are also provided through the library's budget.

Scope and Content:

The principal records describing the film and video programs are Film Books, beginning in 1981. Film Books were prepared to describe the Film Festivals from 1981 to 1990. The Film Books, located in Boxes 1-4, include program brochures, newspaper articles, press releases, film reviews, files concerning corporate support, attendance statistics, a map indicating where attendees have traveled from to view the films, and photographs of filmmakers as they discuss their work. The records included for Visions in Video, 1990 (Box 5), and the Film and Video Festivals, 1991 and 1992 (Box 6), parallel the records of the Film Festivals.

Organization Files in Box 6 concern contacts with film and video providers and organizations that supported these programs, particularly the New York State Council on the Arts. Box 7 has miscellaneous files. Box 8, 1988-1992, contains film reviews, contact information, film ideas, information about film directors. Box 9, 1996-2000, contains information about films shown at Crandall Public Library, film directors, notes, purchase orders (P.O.'s), along with general film catalogs, reviews, film festival programs.

Program Files: Writers' Programs.

Dates: 1983-1997.

Quantity: 2.5 cu. ft. (2 cartons, plus one additional box)

Historical Background:

Writers who came to Crandall Library to do public readings of their work included many poets, playwrights, novelists, storytellers from a wide variety of cultural backgrounds. Some writers participated in a Writer-in-Residence program that included instructional workshops in writing as well as public readings of works by the writer. Crandall Library's Director Christine McDonald was in charge of arranging these programs. Many of the Writer's Programs were supported by grants from the Literature Program of the New York State Council on the Arts.

Scope and Content:

Records of the Writer's Programs include announcements of the programs, newspaper clippings and press releases describing the programs, background material on writers, correspondence with them and with agents or organizations representing them, on occasion selections from the writer's work, material on writers proposed for the programs, and grant applications to the New York State Council on the Arts.

Program Files: Small Business Seminars.

Dates: 1991-1995.

Quantity: 0.5 cu. ft. (1 box)

Scope and Content:

Small Business Start-up and Survival Seminars were regular programs of Crandall Public Library from 1991-1995. Records for each seminar include program announcements, correspondence, memos, press releases, registration lists, evaluations, and related material.

Program Files: Democracy in America - Chautauqua.

Dates: July 12-15, 1995.

Quantity: 1.5 cu. ft. (1 box and 1 large cloth banner)

Historical Background:

This was a touring program, based on the Chautauqua touring format, which was developed by the Inland Empire Foundation and supported by the National Endowment for the Humanities and various New York State and local foundations. For four evenings, July 12-15, 1995, in a tent in City Park adjoining Crandall Library, actors portrayed Thomas Jefferson, Frances Wright, Horace Greeley, Maria Stewart, P.T. Barnum, Harriet Beecher Stowe, and Domingo Faustino Sarmiento. Accompanying the program were musical performances by regional artists.

Scope and Content:

Records of the program include publications, publicity, newspaper and magazine articles, evaluation forms completed by attenders of programs, budget, correspondence, photographs, audio recordings of programs, report to Board of Trustees, and other miscellaneous files. Records are mostly unsorted.

Program Files: Other Programs.

Dates: 1981-1993.

Quantity: 1 cu. ft. (1 box)

Historical Background:

Highlighted among the various reading and discussion series, led by guest lecturers, were American Century Book Discussion Series, Two Decisive Decades, Literature of the 1920s and 1930s, Fall 1993; "The Vietnam War: The Valor and the Sorrow," May and June, 1986; and "Our Constitution at 200", February and March, 1988. Other programs have included Nelson Schwenke and Marcelo Nilo, Guitarists and Songwriters from Chile in Concert, February 29, 1992; David Burgess, Guitarist, November 13, 1993; Creative Artists Public Service Program (Video Programs), 1982-1983; "Films Sandwiched In", 1985; Norma Fox Mazer, Author, 1981; and "A Christmas Memory," 1983.

Scope and Content:

Program records include announcements, press releases, correspondence, background material, and related documents.

Public Relations.

Dates: 1962-1994.

Quantity: 2 cu. ft. (2 boxes)

Scope and Content of Records:

The bulk of these records are from 1980 through 1994. The records include newspaper articles about the library (mostly from the 1990s); press releases; program flyers; brochures; surveys; patron suggestion forms (1989-1993); old library policies; events calendars; thank you notes and letters addressed to library staff, friends, and trustees (1979-1992); and related records. Two folders contain several dozen samples of flyers, brochures, and bibliographies from other libraries and library systems.

The records are in labeled folders and have not been organized.

Sister City: Saga City, Japan.

Dates: 1988-1998 and undated.

Quantity: 3 cu. ft. (7 boxes, one container, and items in exhibit case and framed on wall)

Scope and Content:

The sister city relationship between Glens Falls/Warren County and Saga City, Japan was established in 1988, and the relationship between Crandall Public Library and Saga City Public Library in 1996. Most of the items in this collection were received as gifts from delegations from Saga City over the years, especially on the tenth anniversary of the sister city relationship in 1998. Materials in the collection consist of publications, posters, photographs, and stamps, along with ceramic objects (especially bowls, vases, and cups), jewelry, dolls, flags, and other artifacts. Some of the materials describe hot air balloon festivals in both cities.

Scrapbooks.

Dates: 1894-1994.

Quantity: 6 cu. ft. (10 boxes)

Scope and Content:

Scrapbooks mostly contain articles about Crandall Library, published in Glens Falls newspapers. Much information is provided about appointments, retirements, deaths, and activities of trustees and librarians. Financial difficulties and cuts in services are

described, along with various efforts to bolster funding of the Library. Additions, remodeling, and maintenance of the Library building are discussed.

Reports are provided on the acquisition of books and other library materials by purchase or gift, along with reports on the growth of circulation of Library materials. Fund raising efforts by the Friends of Crandall Library, especially its book sales, are described, along with information about book talks and other public programs sponsored by the Friends. Numerous newspaper columns by Minna F. Miller and others review books and mention Library activities. There are articles about various Library departments, especially the Children's Department. Numerous book displays are mentioned, especially ones during National Book Week. Beginning In the 1960's regional coordination of Library operations under the direction of the Southern Adirondack Library System (SALS) are discussed

Numerous art exhibits in the Gallery are reviewed, some of which include works by local artists such as Douglas Crockwell. In addition, the scrapbooks discuss lectures and present articles about art, especially by Joseph J. Dodge and Otto Wittmann, Jr., Curators of the Hyde Art Collection. Reports are provided of additional lectures and adult study classes held in the Library on history, art history, literature, nature, Bible, family life. Speakers and teachers included Josephine Demarest, Mary Fowler, Mrs. C. O. Judkins, and Margaret Wylie. Numerous community groups also held meetings and other events at the Library. Those groups included the Glens Falls Garden Club, Warren County Home Bureau, Glens Falls Academy of Medicine, Glens Falls Film Guild, and the Old Glens Falls Club. Training classes, including the F.B.I. Training School were held in the Library for the Glens Falls Police Department.

New Library programs launched after the appointment of Christine McDonald as Director in 1979 are extensively described. These include Film and Video Programs, Writers in Residence, regional folk traditions, local history and archives, Job Information Center, Business seminars, and the Family Focus Center.

There are also newspaper clippings about the library, 1996-2002, filed loose in folders in 2 documents boxes.

Organization of the Records:
Arranged chronologically.

Security.

Dates: 1979-1993.

Quantity: 0.7 cu. ft. (2 boxes)

Restrictions on Access:

Records are restricted.

Scope and Content:

Records concern efforts by the library to deal with library security issues, including vandalism, disruptions in the library building, theft of books, and accidents and illness of library patrons and staff.

The records in this series consist mainly of reports on security problems, arranged chronologically from 1979-1993

Staff of the Library.

Dates: 1972-1998.

Quantity: 2 cu. ft. (7 boxes)

Restrictions on Access:

Some records in this series are restricted.

Historical Background:

These are records generated by Crandall Library staff and administrative departments, mostly since 1980 during the administration of Director Christine McDonald. A few staff records from the 1970's are included. Most of these records came to the Archives from the Director's office. These records concern Library administration, including policies, procedures, supervision of staff, reports, programs, and related matters.

Scope and Content:

The records consist of minutes of staff meetings (both Library staff overall and meetings of staff of various administrative departments, including Department Heads, Management Team, Circulation and Reference Departments), reports from departments to Director Christine McDonald, staff policies, staff desk schedules, memoranda to staff from the Director's Office, automation manuals and notes, Southern Adirondack Library System procedures manuals, and some records from Children's Services, Circulation Department, Outreach Services, and Reference Department.

Statistical Reports.

Dates: 1892-1908, 1940-1997.

Quantity: 3 cu. ft. (8 boxes)

Historical Background:

Crandall Library throughout its existence has collected statistics documenting various aspects of library operations, especially its book holdings, circulation, and borrower registrations. Since 1981 interlibrary loan statistics have assumed importance and have been collected.

Scope and Content:

Statistical reports are available from the earliest period of the Library, 1892-1908. These early reports contain information about book holdings in various subject categories, books purchased, library cards in use, and some related statistics. After 1908 there is a gap in statistical reports, although some statistical information can be found in reports presented to the Board of Trustees [see records of the Board of Trustees] and (from 1923-1991) in annual reports sent to the New York State Education Department [see Annual Reports series].

Annual statistical reports are available from 1971-1981. These contain information about circulation of materials in various formats and media, interlibrary loan statistics, borrower registrations (adult, juvenile, and outreach), community use of the library (groups and attendance), reference questions, book stock (additions by purchase and gifts, and withdrawals), and related information. Detailed monthly statistics are available for the period 1988-1992.

Detailed circulation statistics are available from 1940-1992; borrower registration statistics from 1960-1985; Outreach Program statistics, 1973-1997; volunteer statistics, 1985-1997; book purchasing statistics, 1979-1992; interlibrary loan statistics, 1981-1991; Reference statistics (including local history statistics) for some years between 1984 and 1994; Children's Services statistics, 1988-1992, and a few program statistics for 1994.

Video Recordings.

Dates: 1982-1999 and undated.

Quantity: 1 cu. ft. (1 carton, 16 video recordings)

Scope and Content:

These video recordings have been collected or produced by Crandall Library, and most of them concern programs or events which have occurred at the Library, including celebrations, musical programs, and lectures.