



The Historical  
Society of  
Pennsylvania

Collection 3023

Philadelphia City Institute  
Records

1852-1999

29 boxes, 36 vols., 15 lin. feet

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**Restrictions:** None

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## Philadelphia City Institute

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### Abstract

The Philadelphia City Institute (PCI) is a non-profit organization that has supported a free library in center city Philadelphia for 150 years. The PCI Library has had three primary locations, with the current site at 1905 Locust Street, on Rittenhouse Square. Today, the PCI Library functions as a branch of the Free Library of Philadelphia. The Free Library serves as librarian, agent, and administrator. The Philadelphia City Institute maintains ownership of the premises and the assets, and the PCI Board of Managers, with endowment income, provides operational support, and funding for new books and equipment.

The collection includes annual reports from 1856 through 1984 (most years), Board of Managers' meeting minutes, membership information, librarian's reports, financial records, correspondence, and photographs.

### Background note

The Philadelphia City Institute was founded March 15, 1852. The organization originated from the Young Man's Institute, which had begun two years earlier for the purpose of providing the city's youth with positive alternatives to the activities of fire companies (which, at the time, were gang-like), and other "perils to which they are exposed in a large city." The Young Man's Institute encouraged the establishment of libraries in the city and nearby districts. A meeting at Central High School, for the purpose of organizing a free library for the City of Philadelphia, resulted in the formation of PCI. In 1852, the "City" was the area bounded by the Delaware and Schuylkill Rivers and Vine and South Streets. PCI concentrated its efforts in the area west of Broad Street.

PCI's object was "the promotion of the moral and intellectual improvement of young persons by means of a Library and Reading Room, Lectures and class instruction, and such other measures as the Board of Managers may adopt." Weekly lectures by prominent Philadelphians and free night schools were important activities of PCI in its early years. Initially these were reserved for young men, but PCI soon decided to "extend the advantages of the Institute to females." Evening lectures, which covered topics

such as “Physiology,” “William Penn and the Holy Experiment,” and “Naples and Its Vicinity,” were well attended, but not by the class of people PCI was trying to help. To address the problem, an agent was hired in 1860 to promote PCI in factories and on the streets, and to encourage young men to attend events. When the City began to provide free night schools in the late 1880s, the PCI Board of Managers decided to concentrate its efforts on the Library. Later, the Library directed more resources, including a dedicated librarian, to developing children’s programs. Throughout its history, PCI has maintained its focus on center city Philadelphia and programs for young people.

From its beginning, PCI offered several classes of membership. The first constitution stated, “Any person by paying one dollar annually or twenty dollars at one time, as a life subscription, if approved by the managers, shall be entitled to membership in this Institute and to all its privileges.” PCI’s first annual report in 1856 cited 295 subscribers. In the early years, paying members were important to cover the expenses of the library. But PCI did not exist for subscribers exclusively. In its first constitution there were provisions for non-members to use the Reading Room and borrow books “upon such terms as may be directed by the Managers upon giving satisfactory security.” The earliest written reference to a free library seems to be the 1865 Annual Report, which described the classes of membership, and added, “All others free.” Later, the PCI Library is frequently, and prominently, described in its publications as a “free library.”

PCI was incorporated and granted a charter in June 1852. The first officers were: William H. French, President; Cornelius A. Walborn, Vice President; Edwin Greble, Vice President; William Rhoads, Treasurer; David T. Burr, Recording Secretary; and J. Vaughan Merrick, Corresponding Secretary. Twenty-four other men served on the first Board of Managers. They are listed in Appendix A. These men, and others, pledged funds “for the purpose of purchasing a lot, erecting a building, and furnishing a library for the use of the Philadelphia City Institute.”

In August 1853, PCI purchased property at the northeast corner of 18<sup>th</sup> and Chestnut Streets, and in May 1854 began construction of its first library building. The library opened in March 1855 on the second floor. The first floor was rented as store space, and other extra rooms were rented, as well. PCI remained at that location until 1923, when the building was sold and a residential property at 218 South 19<sup>th</sup> Street was purchased. Alterations were made to the building to facilitate the Library, and a favorable cash balance from the exchange enabled an endowment fund to be established. In 1955, the property on South 19<sup>th</sup> Street was sold to a developer who demolished the old structure, and constructed an apartment building, known as 220 West Rittenhouse Square. The transaction included a provision for the PCI Library, on the ground floor of the apartment building, under a 99-year (1957-2056) lease, with the address 1905 Locust Street.

The subsequent sale of the apartment building to Fidelity Mutual Life Insurance Company, and its conversion to a condominium in 1971, resulted in unexpected conflict with Fidelity Mutual and the condominium association, interference with the Library’s operations, unplanned expenses for asbestos abatement, installation of sprinklers and other physical improvements, extended legal battles, and intense negotiations until the

1990s. Throughout the turmoil, PCI remained dedicated to its purpose of providing library services to the public.

The first librarians of the PCI Library were men. But from 1864 to 1944, the PCI librarians and assistant librarians were women. Among them were Mrs. Mary A. Fell and Miss Euretta Rank. Mrs Fell started as an assistant librarian in 1871 and retired as head librarian forty-nine years later, in 1919, at age 84. Miss Rank was hired to lead the Children's Department in 1927 and developed many new programs for children. She later became the head librarian, and held that position in 1944 when the PCI Library joined the Free Library system.

In 1996, the Philadelphia City Institute Library Friends was founded by Cirel Magen and Valla Amsterdam. This group conducted membership drives and fund raising activities in behalf of the PCI Library. It was also instrumental in securing a temporary location, at the Lucy Eaton Smith Residence at 1929 Sansom Street, during the 1997-1998 construction project to establish independent heating and ventilating systems for the library premises. Magen is now President of the Board of Managers.

Today (2003), the PCI Library operates as a branch of the Free Library, which serves as librarian, agent and administrator. PCI owns the library premises and leases it to the Free Library. The Philadelphia City Institute also maintains ownership of the assets, including the books, and its Board of Managers, with endowment income, provides operational support and funding for new books and equipment.

## **Scope & content**

The records of the Philadelphia City Institute include documents about the foundation of the organization, administrative reports, financial records, and correspondence from many years of service to the citizens of Philadelphia, especially the challenging times in the 1970s, 1980s, and 1990s.

The records are organized in five series: Administrative, Library Operations, Correspondence, Financial, and Photographs. The Administrative series is the largest. The annual reports and minutes of Board of Managers meetings provide information about the management of PCI, and the kind of social impact PCI endeavored to make in Philadelphia. Annual reports, particularly from 1856 to 1935, when they were published in booklet form, were external documents with a public, promotional purpose. They documented PCI's accomplishments and appealed for further financial support. The minutes, on the other hand, were internal documents. They provide insight into the issues faced by a group of public-spirited, volunteer managers.

The Library Operations series details information summarized in the annual reports. For example, while annual reports give summary figures about attendance and book circulation, the documents in the Library Operations series provide monthly, and often daily, figures. PCI's library holdings grew from 832 books in 1855 to more than 26,000 in 1902 at its 50<sup>th</sup> anniversary, and grew further to over 42,000 by 1984 (possibly the latest figure quoted in the collection). The librarian's reports, along with annual reports

in the early years, describe how the Library acquired its books, and what classes of books were acquired and most eagerly borrowed. They also provide insight into the role of the librarians at the PCI Library. In addition, this series contains the real estate records related to PCI's properties, particularly its first location at 18<sup>th</sup> and Chestnut Streets, including a number of deeds and indentures.

The Correspondence series is composed of more recent material, most of which reflects the challenges faced by PCI since the 1970s. There were serious threats to both the library premises and its operations. The records reflect the actions of the PCI Officers and Board of Managers to those threats. PCI committed substantial financial resources to keeping the Library in operation, sometimes in temporary quarters, and to make capital improvements to assure a suitable and secure home for the future.

The Financial series includes some early records and some recent investment reports. Most of the series is treasurer's reports from 1892 to 1945. The Photographs series includes a variety of images from all three of PCI's Library locations.

## Overview of arrangement

Series I	Administrative, 1856-1998, n.d.	Boxes 1-9, 22-24
	a. Charter, Constitution and By-Laws, 1852-1915, n.d.	Boxes 1, 22
	b. Annual/Quarterly Reports, 1856-1998	Boxes 1-5
	c. Board of Managers, 1870-1998, n.d.	Boxes 5-9, 22-24
Series II	Library Operations, 1852-1988, n.d.	Boxes 9-12, 25-28
	a. Attendance Registers, 1898-1937	Box 25
	b. Catalogues, 1871-1887	Box 26
	c. Librarian's Cash Books, 1856-1912	Box 27
	d. Librarian's Reports, 1889-1974	Boxes 9-10
	e. Members and Subscribers, 1852-1943, n.d.	Boxes 11, 28
	f. Anniversaries and Memoirs, 1893-1988	Box 11
	g. Real Estate, 1852-1955	Box 11, Flat File
Series III	h. Miscellaneous, 1858-1965, n.d.	Boxes 11-12
	Correspondence, 1855-1998, n.d.	Boxes 12-17
	a. President, 1978-1998	Boxes 12-15
	b. Treasurer, 1913-1987	Boxes 15-16
	c. Librarian, 1892-1928, n.d.	Box 17
	d. "Old Letters" File, 1855-1917, n.d.	Box 17
Series IV	e. Miscellaneous, 1855-1957	Box 17
	Financial, 1853-1999, n.d.	Boxes 17-21, 29
	a. Treasurer's Reports, 1892-1945	Boxes 17-20
	b. Investment Reports, 1938-1999	Box 20
Series V	c. Miscellaneous, 1853-1998, n.d.	Box 21, 29
	Photographs, n.d.	Box 21

## Series description

### Series 1. Administrative, 1856-1998, n.d. (Boxes 1-9, 22-24)

a. Charter, Constitution and By-Laws, 1852-1915, n.d.

A copy of the original Constitution and Charter, dated 1852, as well as several amendments are in this subseries. Several published versions of the constitution, by-laws, and rules and regulations “for the government of the Board of Managers” are included. Many of the published versions are undated. The most recent version cites a charter amendment in February 1946.

b. Annual and Quarterly Reports, 1856-1998

Annual reports were presented at PCI Annual Meetings in March of each year, and most of the documents reflect events of a fiscal year ending the preceding February. From 1856 through 1935, annual reports were published in booklet form. These reports typically included some historical background, and listings of the Board of Managers, standing committees and staff, life members, and contributors. There was also a report of the past year’s activities, often including statistics on new acquisitions, number of visitors, books loaned, etc. After 1935, annual reports were not published, but were still produced and presented at annual meetings. Beginning with 1958, the collection includes mid-year or quarterly reports as well as the annual reports. These reports are typed and provide more details of library activities. Beginning in 1966, the annual reports are identified with The Free Library of Philadelphia. Beginning in 1968-1969, the annual and quarterly reports reflect a fiscal year ending in June.

Annual reports also provide information about the people involved with PCI. The list of Board of Managers over the years includes noted Philadelphia names, including Biddle, Lippincott, Morris, Norris, Pennypacker, Yarnall, and others. For some, PCI was a family commitment. Sons often succeeded their fathers on the Board of Managers. For example, John Harrison, Jr. served in several capacities from 1911 to 1951. In 1952, his son John, III joined the Board. PCI presidents, Wood and Reath, whose correspondence is in series III, were preceded by their fathers as members of the Board of Managers.

Annual reports for most years since 1856 are in folders by year, filed chronologically. Reports for the year’s 1873, 1878, and 1896 are not in folders, but are stored in the appropriate minute books (Boxes 22 and 23). Annual reports for the following years are not included in the collection: 1861-1864, 1870, 1943, 1944, 1946-1956, 1980-1983, and 1985 and subsequent. In addition, a set of bound reports, including all years from 1856 to 1935, except 1861-1864, 1870 and 1899, has been removed to the HSP Library.

c. Board of Managers, 1870-1998, n.d.

This subseries covers minutes of meetings of the Board of Managers. It includes Stated (or regularly scheduled) Meetings, Special Meetings and Annual Meetings.

The minutes from 1870 to 1909 are in three minute books (see Boxes 22, 23, 24). An additional copy of minutes from 1893, as well as minutes from 1910 to 1998, are in folders by year, filed chronologically. There is a gap in the collection from 1983 to 1994.

**Series 2. Library Operations, 1852-1988, n.d. (Boxes 9-12, 25-28)**

a. Attendance Registers, 1898-1937

This subseries contains six volumes in which the librarians recorded the daily attendance at the Library. Attendance is noted separately for the day and evening hours. Usually members of the Board of Managers in attendance are noted by name. The registers also usually include notes regarding the weather and temperature. In some registers, weather information clipped from a newspaper is attached under each day. Registers exist for the following six years: 1898, 1917, 1924, 1928, 1929, and 1937.

b. Catalogues, 1871-1887

Library catalogues were published periodically by PCI. The first catalogue was reportedly published in 1864. In this subseries, there are catalogues from 1871, 1882 and, 1887. In addition, there is a supplement to the catalogue dated 1877.

c. Librarian's Cash Books, 1856-1912

PCI librarians were responsible for routine cash transactions including collection of membership fees, charges for taking out more books than permitted under a borrower's class of membership, and fines for late returns. The collection includes six volumes, which cover most of the years from 1856 to 1912. Gaps exist from 1874-1877 and 1881-1889.

d. Librarian's Reports, 1889-1974

The early librarian's reports, from 1889 to 1906, include monthly statistics on membership; number of visitors to the Library; number of books loaned; number of new books added; and an accounting of cash received for membership, contributions, fines, etc. These reports are arranged by calendar year. There is a gap in the collection between 1907 and 1925. Reports beginning March 1926 are arranged by fiscal year (March to the following February). Beginning in 1927, some reports include a supplemental report from the children's librarian. This becomes a regular feature in 1928, and continues through 1945.

There is another gap in the collection from the late 1940s through most of the 1950s. By 1958 however, librarian's reports are included with the PCI annual and quarterly reports (see Series I.b.). These reports contain more narrative explanations about events and programs, and separate reports are produced for adult and children's activities. The last folder in this subseries has reports from the Children's Department from 1964 to 1974. These reports are duplicates of those found with the annual and quarterly reports. All reports are filed chronologically.

e. Members and Subscribers, 1852-1943, n.d.

This subseries includes several volumes documenting membership in PCI. Two receipt books list life members. Three other volumes document financial pledges during the early years of PCI. Most pledges are listed as commitments to fund the original purchase of land and first library building at 18<sup>th</sup> and Chestnut Streets.

f. Anniversaries and Memoirs, 1893-1988

The records for PCI's 50<sup>th</sup> Anniversary (1902) and 100<sup>th</sup> Anniversary (1952) are included in this subseries. Two documents, entitled "A Reminiscence," and "Chronology," prepared by Mrs. Mary A. Fell, who worked as a librarian at the PCI Library from 1871-1919, are among several informal histories of PCI. In addition, the Levi Knowles memorial volume is a short biography of a man who served on the PCI Board of Managers from 1852 to 1897. Knowles was an officer for most of that time, including president from 1889 to 1897.

g. Real Estate, 1852-1955

This subseries documents the real estate transactions and holdings of PCI. Three major events are documented: the purchase of property and construction of the first library building at 18<sup>th</sup> and Chestnut Streets in 1854-55; the sale of that property and the acquisition of the building at 218 South 19<sup>th</sup> Street in 1923; and the sale of the 19<sup>th</sup> Street building and negotiation of a 99-year lease for library premises in the building constructed by the new owner. Deed and indenture documents concerning the 18<sup>th</sup> and Chestnut Street property are in flat file storage.

h. Miscellaneous, 1858-1965, n.d.

The Miscellaneous subseries includes newspaper articles, various cards, bookmarks, etc. from the PCI Library, and information about the Estate of George S. Pepper. Pepper, who died in 1889, left \$150,000 for the establishment of a free library in center city Philadelphia. PCI, already in operation for over forty years, believed it was entitled to at least part of what was known as the "Pepper Legacy." Instead the legacy became the foundation of the Free Library of Philadelphia.

**Series 3. Correspondence, 1855-1998, n.d. (Boxes 12-17)**

a. President, 1944-1948, 1978- 1998

The President's correspondence is from three recent presidents, H. Norris Harrison (1948-1951), Edward F. R. Wood, Jr. (1981-1989), and George Reath, Jr. (1989-1999).

Harrison's correspondence was found in a folder labeled "H.N. Harrison Personal File," and most predates his time as president. It is included here because it relates directly to a PCI President. The correspondence includes information regarding the 1944 agreement between the Philadelphia City Institute and the Free Library of Philadelphia.

The Wood and Reath correspondence covers the legal battles between the Council of 220 West Rittenhouse Square Condominium and Fidelity Mutual Life Insurance Company, into which PCI was drawn. It also covers various construction and renovation projects that PCI undertook during this period. There is some overlap



with the Treasurer subseries, as Reath served as Treasurer during the 1980s, while Wood was President.

b. Treasurer, 1913-1987

This subseries includes the correspondence of several PCI treasurers. Much of the early correspondence involves investment issues. The later correspondence in the 1980s concerns the remediation of asbestos problems at the PCI Library.

c. Librarian, 1892-1928, n.d.

The Librarian's correspondence is primarily to or from Mary A. Fell who worked at the PCI Library for forty-nine years, retiring in November 1919. Correspondence is arranged by year.

d. "Old Letters" File, 1855-1917, n.d.

This subseries comes from a file labeled "Old Letters." Many date from the early years of PCI and concern the lectures that were part of PCI's original purpose. Included are notes from Joseph Leidy (1855) and Richard Vaux (1856). Correspondence is filed by year.

e. Miscellaneous, 1855-1957

The early correspondence are form letters inviting members to the weekly lecture series, and encouraging inactive members to resume participation.

Also in this subseries is correspondence to the Library from military or government agencies during World War I. Topics include announcements of patriotic meetings, a request to remove from the shelves books pertaining to explosives, and Food Administration letters concerning milk and the conservation of food supplies.

**Series 4. Financial, 1853-1999, n.d. (Boxes 17-21, 29)**

a. Treasurer's Reports, 1892-1945

The treasurer's reports generally include detailed receipts and disbursements by month. Reports prior to fiscal year 1902 are only annual summaries. The reports from 1902 to 1945 are arranged by fiscal year and filed chronologically.

b. Investment Reports, 1938-1999

This subseries includes the reports provided to PCI by its investment advisors. Reports exist only for 1938 to 1943 and 1994 to 1999. Four different investment advisors are represented. Reports in file are quarterly, or monthly for the last month of a calendar quarter. They are arranged by advisor and by year.

c. Miscellaneous, 1853-1998, n.d.

This subseries includes early accounting records in a ledger book, as well as various audit reports, financial statements, insurance records, tax notices, and documentation of PCI's tax exemption.

**Series 5. Photographs, n.d. (Box 21)**

This series includes 25 photographs. Most are images of the 218 South 19<sup>th</sup> Street and 1905 Locust Street locations of the PCI Library. There are also photographs from the Queen Memorial Branch of the Free Library of Philadelphia showing programs funded by PCI. In addition, there are three glass-plate negatives of images from the original 18<sup>th</sup> and Chestnut Streets Library building, and two printer's plates, one exterior view of the 18<sup>th</sup> and Chestnut building, and the other an interior view of 218 South 19<sup>th</sup> Street.

## **Separation report**

The following were separated to The Historical Society of Pennsylvania Library:

Twelve volumes of PCI Annual Reports.

Pamphlet: Central High School, Department of English, Lectures and Readings. Hand dated 1914-15.

Pamphlet: Excerpts from "Our National Government or Life and Scenes in Our National Capital" Mrs. John A. Logan, editor., n.d.

"Library Chat," Volume 1, Number 4, December, 1913.

"Library Chat," Volume 1, Number 5, January-February, 1914.

## **Related materials**

At HSP:

A discourse on the tendencies of modern science: read before the Philadelphia City Institute, December 1855. Philadelphia: Inquirer Printing Office, 1856.

Annual Report, Philadelphia City Institute. February 1916/17.

Appeal in behalf of the Philadelphia City Institute. Philadelphia, 1855.

Appeal in behalf of the Philadelphia City Institute. Philadelphia, 1853.

Philadelphia City Institute: constitution and charter [S.I.]

Philadelphia City Institute, 1915. Image of library. Campbell Collection, v. 14, p. 159.

Young Man's Institute. Constitution and 2<sup>nd</sup> to 6<sup>th</sup> Annual Reports. Philadelphia 1850-1856.

## **Subjects**

Burr, David T.

Fell, Mary A.

French, William H.

Greble, Edwin

Harrison, H. Norris

Knowles, Levi

Leidy, Joseph, 1823-1891

Magen, Cirel

Merrick, J. Vaughan  
Rank, Eurette  
Reath, George Jr.  
Vaux, Richard, 1816-1895  
Rhoads, William  
Walborn, Cornelius A.  
Wood, Edward F. R. Jr.

Lectures  
Librarians  
Library buildings -- Pennsylvania -- Philadelphia.  
Library catalogs -- Pennsylvania -- Philadelphia.  
Subscription libraries -- Pennsylvania -- Philadelphia.

220 West Rittenhouse Square Corporation  
Fidelity Mutual Life Insurance Company  
Free Library of Philadelphia  
Philadelphia City Institute  
Young Man's Institute (Philadelphia, Pa.)

## **Administrative Information**

### **Restrictions**

The collection is open for research.

### **Acquisition information**

Gift of the Board of Managers of the Philadelphia City Institute, 2002.

Accession: 2002.66

### **Alternative format**

None

### **Preferred citation**

Cite as: [Indicate cited item or series here], Philadelphia City Institute, Records (Collection 3023), The Historical Society of Pennsylvania.

### **Processing note**

Processed by: Jack Gumbrecht

Completed: January 2003

Records were received by HSP in various conditions. Some records were filed and clearly labeled; others were not organized. Where organization existed, it was maintained and the series and folder reflect the original organization. There were multiple copies of many documents and most of the duplicates have been removed. Exceptions are annual reports, which have two copies, when possible, retained in the folders.

Minute books and report books were of several types. Older books, where minutes were recorded, in hand, directly in the books, have been maintained. Other books or binders had minutes or reports glued, taped, or stapled to the pages of the books. In these cases, the books were taken apart, staples and tape removed, and pages filed in folders. Newspaper articles and some correspondence, especially that on thermal fax paper was received in poor condition. These were photocopied for preservation purposes.

The recent (1990s) investment reports from Bryn Mawr Trust were monthly. Only the reports for the third month of each calendar quarter were retained.

Some minutes from the 1910-1915 period were printed with dark blue/purple ink, like mimeograph ink. These papers should be reviewed in the future to be sure they are still readable.

## Box and folder listing

### Series 1. Administrative. a. Charter, Constitution, and By-Laws

Folder title	Date	Box	Folder
Charter, Constitution and By-Laws	1852, 1854, 1855, 1861, 1885, 1915, n.d.	1	1
Constitution and By-Laws of the Philadelphia City Institute (volume 1)	n.d.	22	NA

### Series 1. Administrative. b. Annual and Quarterly Reports

Folder title	Date	Box	Folder
Annual Report	1856	1	2
Annual Report	1857	1	3
Annual Report	1859	1	4
Annual Report	1865	1	5
Annual Report	1867	1	6
Annual Report	1868	1	7
Annual Report	1871	1	8
Annual Report	1872	1	9
Annual Report	1873	22	In Vol
Annual Report	1874	1	10
Annual Report	1875	1	11
Annual Report	1876	1	12
Annual Report	1877	1	13
Annual Report	1878	22	In Vol
Annual Report	1879	1	14
Annual Report	1880	1	15
Annual Report	1881	1	16
Annual Report	1882	1	17
Annual Report	1883	1	18
Annual Report	1884	1	19
Annual Report	1885	1	20
Annual Report	1886	1	21
Annual Report	1887	1	22

Annual Report	1888	1	23
Annual Report	1889	1	24
Annual Report	1890	1	25
Annual Report	1891	1	26
Annual Report	1892	1	27
Annual Report	1893	1	28
Annual Report	1894	1	29
Annual Report	1895	1	30
Annual Report	1896	23	In Vol
Annual Report	1897	1	31
Annual Report	1898	2	1
Annual Report	1899	2	2
Annual Report	1900	2	3
Annual Report	1901	2	4
Annual Report	1902	2	5
Annual Report	1903	2	6
Annual Report	1904	2	7
Annual Report	1905	2	8
Annual Report	1906	2	9
Annual Report	1907	2	10
Annual Report	1908	2	11
Annual Report	1909	2	12
Annual Report	1910	2	13
Annual Report	1911	2	14
Annual Report	1912	2	15
Annual Report	1913	2	16
Annual Report	1914	2	17
Annual Report	1915	2	18
Annual Report	1916	2	19
Annual Report	1917	2	20
Annual Report	1918	2	21
Annual Report	1919	2	22
Annual Report	1920	2	23
Annual Report	1921	2	24
Annual Report	1922	2	25
Annual Report	1924	2	26
Annual Report	1925	2	27
Annual Report	1926	2	28
Annual Report	1927	2	29
Annual Report	1928	2	30
Annual Report	1929	3	1
Annual Report	1930	3	2
Annual Report	1931	3	3
Annual Report	1932	3	4

Annual Report	1933	3	5
Annual Report	1934	3	6
Annual Report	1935	3	7
Annual Report	1936	3	8
Annual Report	1937	3	9
Annual Report	1938	3	10
Annual Report	1939	3	11
Annual Report	1940	3	12
Annual Report	1941	3	13
Annual Report	1942	3	14
Annual Report	1945	3	15
Annual Report	1957	3	16
Annual and Mid-Year Reports	1958	3	17
Annual and Mid-Year Reports	1959	3	18
Annual and Mid-Year Reports	1960	3	19
Annual and Quarterly Reports	1961	3	20
Annual and Quarterly Reports	1962	3	21
Annual and Quarterly Reports	1963	3	22
Annual and Quarterly Reports	1964	3	23
Annual and Quarterly Reports	1965	3	24
Annual and Quarterly Reports	1966	4	1
Annual and Quarterly Reports	1967	4	2
Annual and Quarterly Reports, f.y. January - June	1968-1969	4	3
Annual and Quarterly Reports, f.y. July - June	1969-1970	4	4
Annual and Quarterly Reports, f.y. July - June	1970-1971	4	5
Annual and Quarterly Reports, f.y. July - June	1971-1972	4	6
Annual and Quarterly Reports, f.y. July - June	1972-1973	4	7
Annual and Quarterly Reports, f.y. July - June	1973-1974	4	8
Annual and Quarterly Reports, f.y. July - June	1974-1975	4	9
Annual and Quarterly Reports, f.y. July - June	1975-1976	4	10
Annual and Quarterly Reports, f.y. July - June	1976-1977	4	11
Annual and Quarterly Reports, f.y. July - June	1977-1978	4	12
Annual and Quarterly Reports, f.y. July - June	1978-1979	4	13



Annual and Quarterly Reports, f.y. July- June	1979-1980	4	14
Annual and Quarterly Reports, f.y. July – June	1980-1981	4	15
Quarterly Reports, June- May	1981-1982	5	1
Quarterly Reports, June –May	1982-1983	5	2
Annual and Quarterly Reports, f.y. July – June	1983-1984	5	3
Quarterly Reports, December - February	1993-1994	5	4
Quarterly Reports, December - February	1994-1995	5	5
Quarterly Reports, September- November	1996	5	6
Quarterly Reports, September- May	1997-1998	5	7

**Series 1. Administrative. c. Board of Managers**

Folder title	Date	Box	Folder
Agenda	n.d., 1978	5	8
Attendance Record (volume 2)	1876-1894	22	NA
Lists of Managers	1940-1998	5	9
Minute Book (volume 3)	1870-1880	22	NA
Minute Book (volume 4)	1880-1901	23	NA
Minute Book (volume 5)	1901-1909	24	NA
Minutes	1893	5	10
Minutes	1910	5	11
Minutes	1911	5	12
Minutes	1912	5	13
Minutes	1913	5	14
Minutes	1914	5	15
Minutes	1915	5	16
Minutes	1916	5	17
Minutes	1917	5	18
Minutes	1918	5	19
Minutes	1919	5	20
Minutes	1920	5	21
Minutes	1921	5	22
Minutes	1922	5	23
Minutes	1923	5	24
Minutes	1924	5	26
Minutes	1925	5	27
Minutes	1926	5	28

Minutes	1927	5	29
Minutes	1928	6	1
Minutes	1929	6	2
Minutes	1930	6	3
Minutes	1931	6	4
Minutes	1932	6	5
Minutes	1933	6	6
Minutes	1934	6	7
Minutes	1935	6	8
Minutes	1936	6	9
Minutes	1937	6	10
Minutes	1938	6	11
Minutes	1939	6	12
Minutes	1940	6	13
Minutes	1941	6	14
Minutes	1942	6	15
Minutes	1943	6	16
Minutes	1944	6	17
Minutes	1945	6	18
Minutes	1946	6	19
Minutes	1947	6	20
Minutes	1948	6	21
Minutes	1949	6	22
Minutes	1950	6	23
Minutes	1951	6	24
Minutes	1952	6	25
Minutes	1953	7	1
Minutes	1954	7	2
Minutes	1955	7	3
Minutes	1956	7	4
Minutes	1957	7	5
Minutes	1958	7	6
Minutes	1959	7	7
Minutes	1960	7	8
Minutes	1961	7	9
Minutes	1962	7	10
Minutes	1963	7	11
Minutes	1964	7	12
Minutes, March and June	1965	7	13
Minutes, September and December	1965	7	14
Minutes, March and June	1966	7	15
Minutes, September and December	1966	7	16

Minutes	1967	7	17
Minutes	1968	7	18
Minutes, March and June	1969	8	1
Minutes, September and December	1969	8	2
Minutes, March and June	1970	8	3
Minutes, September and December	1970	8	4
Minutes	1971	8	5
Minutes	1972	8	6
Minutes	1973	8	7
Minutes	1974	8	8
Minutes	1975	8	9
Minutes	1976	8	10
Minutes	1977	8	11
Minutes	1978	8	12
Minutes (including Jan 7, 1980)	1979,1980	8	13
Minutes	1980	8	14
Minutes	1981	8	15
Minutes	1982	8	16
Minutes	1995	9	1
Minutes	1996	9	2
Minutes	1997	9	3
Minutes	1998	9	4

**Series 2. Library Operations. a. Attendance Registers**

Folder title	Date	Box	Folder
Library Attendance (volume 6)	1898	25	NA
Library Attendance (volume 7)	1917	25	NA
Library Attendance (volume 8)	1924	25	NA
Library Attendance (volume 9)	1928	25	NA
Library Attendance (volume 10)	1929	25	NA
Library Attendance (volume 11)	1937	25	NA

**Series 2. Library Operations b. Catalogues**

Folder title	Date	Box	Folder
Catalogue of the Library of the Philadelphia City Institute (volume 12)	1871	26	NA

Supplement to the Catalogue of the Library of the Philadelphia City Institute (volume 13- 2 copies)	1877	26	NA
Catalogue of the Library of the Philadelphia City Institute (volume 14- 3 copies)	1882	26	NA
Catalogue of the Free Library of the Philadelphia City Institute (volume 15- 2 copies)	1887	26	NA

**Series 2. Library Operations. c. Librarian's Cash Books**

Folder title	Date	Box	Folder
Cash Book (volume 16)	1856-1873	27	NA
Cash Book (volume 17)	1878-1880	27	NA
Cash Book (volume 18)	1890-1892	27	NA
Cash Book (volume 19)	1893-1896	27	NA
Cash Book (volume 20)	1897-1904	27	NA
Cash Book (volume 21)	1905-1912	27	NA

**Series 2. Library Operations. d. Librarian's Reports**

Folder title	Date	Box	Folder
Reports	1889	9	5
Reports	1890	9	6
Reports	1891	9	7
Reports	1892	9	8
Reports	1893	9	9
Reports	1894	9	10
Reports	1895	9	11
Reports	1896	9	12
Reports	1897	9	13
Reports	1898	9	14
Reports	1899	9	15
Reports	1900	9	16
Reports	1901	9	17
Reports	1902	9	18
Reports	1903	9	19
Reports	1904	9	20
Reports	1905	9	21
Reports	1906	9	22
Reports	1926-1927	9	23

Reports	1927-1928	9	24
Reports	1928-1929	9	25
Reports	1929-1930	10	1
Reports	1930-1931	10	2
Reports	1931-1932	10	3
Reports	1932-1933	10	4
Reports	1933-1934	10	5
Reports	1934-1935	10	6
Reports	1935-1936	10	7
Reports	1936-1937	10	8
Reports	1937-1938	10	9
Reports	1938-1939	10	10
Reports	1939-1940	10	11
Reports	1940-1941	10	12
Reports	1941-1942	10	13
Reports	1942-1943	10	14
Reports	1943-1944	10	15
Reports	1944-1945	10	16
Reports	1948	10	17
Reports, Children's Department,	1964-1974	10	18

**Series 2. Library Operations. e. Members and Subscribers**

Folder title	Date	Box	Folder
Life Members, List and Certificates	n.d., 1950	11	1
Membership (volume 22)	n.d.	28	NA
Pledge Book (volume 23)	1852(?), 1855,1857	28	NA
Pledge Book (volume 24)	n.d.	28	NA
Pledge Book (volume 25)	1880-1881	28	NA
Receipt Book, Life Members (volume 26)	1855-1860	28	NA
Receipt/Certificate Book, Life Members (volume 27)	1871-1943	28	NA
Receipt Book, Subscribers or Borrowers (volume 28)	1858-1860	28	NA

**Series 2. Library Operations. f. Anniversaries and Memoirs**

Folder title	Date	Box	Folder
48 <sup>th</sup> Anniversary	1900	11	2
50 <sup>th</sup> Anniversary	1902	11	3

100 <sup>th</sup> Anniversary	1952	11	4
Mary Fell, "A Reminiscence"	1916	11	5
Mary Fell, "Chronology"	1919	11	6
History	1893-1988	11	7
Levi Knowles- Memorial (volume 29)	1898	28	NA

**Series 2. Library Operations. g. Real Estate**

Folder title	Date	Box	Folder
18 <sup>th</sup> and Chestnut Streets Property	1852-1927	11	8
Deeds and Indentures		Flat File	
Leases	1901-1913	11	9
Offerings for Library Building Site	1922	11	10
Transactions	1923	11	11
220 Rittenhouse Square- 99 Year Lease	1955-1957	11	12

**Series 2. Library Operations. h. Miscellaneous**

Folder title	Date	Box	Folder
Agreement with Free Library of Philadelphia, revised	1960	11	13
Bookmarks, Cards, Corporate Seal	1869, 1893, 1925, 1965, n.d.	11	14
Estate of George S. Pepper	1889-1924	11	15
Newspaper Articles	189X-1962, n.d.	11	16
Personnel	1908, 1927	11	17
Reports of Library Committees	1925, 1937- 1939, n.d.	12	1
Reports to Pennsylvania Free Library Commission	1914, 1916	12	2
Signs	1889, 1890, n.d.	12	3
Young Man's Institute	1858, 1866, 1892, 1916	12	4

**Series 3. Correspondence. a. President**

<b>Folder title</b>	<b>Date</b>	<b>Extent</b>	<b>Box</b>	<b>Folder</b>
H. N. Harrison Personal File	1944, 1945 1947, 1948		12	5
Legal Matters	1978, 1979		12	6
Legal Matters	1981		12	7
Legal Matters	1982, 1983		12	8
Legal Matters, January-March	1984		12	9
Legal Matters, April-May	1984		12	10
Legal Matters, June-December	1984		12	11
Legal Matters, January-February	1985		12	12
Legal Matters, March-April	1985		12	13
Legal Matters, May	1985		12	14
Legal Matters, June	1985		13	1
Legal Matters, June	1985		13	2
Legal Matters, July	1985		13	3
Legal Matters, August-September	1985		13	4
Legal Matters, October-December	1985		13	5
Legal Matters	1986		13	6
Legal Matters	1987		13	7
Legal Matters	1988		13	8
Legal Matters	1989		13	9
Negotiations	1987		13	10
Negotiations	1988		13	11
Negotiations	1989		13	12
Renovations	1986		13	13
Renovations	1987		13	14
General Correspondence	1992		14	1
General Correspondence	1993		14	2
General Correspondence, March-July	1994		14	3
General Correspondence, August	1994		14	4
General Correspondence, September	1994		14	5
General Correspondence, October-December	1994		14	6
General Correspondence	1995		14	7
General Correspondence	1996		14	8
General Correspondence, January	1997		14	9
General Correspondence, February	1997		14	10

General Correspondence, March	1997	15	1
General Correspondence, April-May	1997	15	2
General Correspondence, June	1997	15	3
General Correspondence, July-October	1997	15	4
General Correspondence, November-December	1997	15	5
General Correspondence, January-March	1998	15	6
General Correspondence, April-May	1998	15	7
General Correspondence, June-October	1998	15	8

**Series 3. Correspondence. b. Treasurer**

Folder title	Date	Extent	Box	Folder
General Correspondence	1913, 1916		15	9
General Correspondence	1935-1936		15	10
General Correspondence	1938		15	11
General Correspondence, January-March	1939		16	1
General Correspondence, April-June	1939		16	2
General Correspondence, July-September	1939		16	3
General Correspondence, October-December	1939		16	4
General Correspondence, January-June	1940		16	5
General Correspondence, July-December	1940		16	6
General Correspondence, January-June	1941		16	7
General Correspondence, July-December	1941		16	8
General Correspondence, January-June	1942		16	9
General Correspondence, July-December	1942		16	10
General Correspondence	1943		16	11
Asbestos Problems	1986		16	12
Asbestos Problems, January-February	1987		16	13



Asbestos Problems, March-September	1987	16	14
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**Series 3. Correspondence. c. Librarian**

Folder title	Date	Extent	Box	Folder
General Correspondence	1892-1910		17	1
General Correspondence	1911-1914		17	2
General Correspondence	1915-1917		17	3
General Correspondence	1918-1919, 1928		17	4
General Correspondence	n.d.		17	5

**Series 3. Correspondence. d. Old Letters File**

Folder title	Date	Extent	Box	Folder
Letters	1855		17	6
Letters	1856		17	7
Letters	1857		17	8
Letters	1863, 1873, 1889		17	9
Letters	1902, 1914, 1916, 1917, n.d.		17	10

**Series 3. Correspondence. e. Miscellaneous**

Folder title	Date	Box	Folder
Miscellaneous	1855, 1856 1900, 1901 1924, 1935- 1940, 1942 1957	17	11
World War I	1918-1919	17	12

**Series 4. Financial. a. Treasurer's Reports**

Folder title	Date	Extent	Box	Folder
Reports	1892, 1894, 1895, 1900, 1901		17	13
Reports	1901-1902		17	14

Reports	1902-1903	17	15
Reports	1903-1904	17	16
Reports	1904-1905	17	17
Reports	1905-1906	18	1
Reports	1906-1907	18	2
Reports	1907-1908	18	3
Reports	1908-1909	18	4
Reports	1909-1910	18	5
Reports	1910-1911	18	6
Reports	1911-1912	18	7
Reports	1912-1913	18	8
Reports	1913-1914	18	9
Reports	1914-1915	18	10
Reports	1915-1916	18	11
Reports	1916-1917	18	12
Reports	1917-1918	18	13
Reports	1918-1919	18	14
Reports	1919-1920	18	15
Reports	1920-1921	18	16
Reports	1921-1922	18	17
Reports	1922-1923	18	18
Reports	1923-1924	19	1
Reports	1924-1925	19	2
Reports	1925-1926	19	3
Reports	1926-1927	19	4
Reports	1927-1928	19	5
Reports	1928-1929	19	6
Reports	1929-1930	19	7
Reports	1930-1931	19	8
Reports	1931-1932	19	9
Reports	1932-1933	19	10
Reports	1933-1934	19	11
Reports	1934-1935	19	12
Reports	1935-1936	19	13
Reports	1936-1937	19	14
Reports	1937-1938	19	15
Reports	1938-1939	19	16
Reports	1939-1940	19	17
Reports	1940-1941	19	18
Reports	1941-1942	20	1
Reports	1942-1943	20	2
Reports	1943-1945	20	3

**Series 4. Financial. b. Investment Reports**

Folder title	Date	Extent	Box	Folder
Smith, Barney & Co.	1938		20	4
Smith, Barney & Co.	1939		20	5
Smith, Barney & Co.	1940		20	6
Smith, Barney & Co.	1941		20	7
Smith, Barney & Co.	1942		20	8
Smith, Barney & Co.	1943		20	9
Newbold's Asset Management	1994		20	10
Bryn Mawr Trust	1994		20	11
Bryn Mawr Trust	1995		20	12
Bryn Mawr Trust	1996		20	13
Bryn Mawr Trust	1997		20	14
Bryn Mawr Trust	1998		20	15
Bryn Mawr Trust	1999		20	16
1838 Advisors	1986		20	17
1838 Advisors	1987		20	18

**Series 4. Financial. c. Miscellaneous**

Folder title	Date	Box	Folder
Treasurer's Ledger Book (volume 30)	1857-1882	29	NA
Account Book- Farmers' and Mechanics' Bank (volume 31)	1853-1859	29	NA
Account of Debts (volume 32)	1856, 1857	29	NA
Audit Reports	1916-17, 1926, 1938, 1942, 1943	21	1
Estate of Wilson Catherwood	1925-1926	21	2
Estate of Louis A. Duhring	1913	21	3
Estate of Mordecai D. Evans	1916	21	4
Financial Statements	1949, 1952, 1958, 1996, 1997, 1998	21	5
Insurance	1911-14, 1927, 1932	21	6
Miscellaneous	1913, 1928, 1947-1948, 1934-1943, n.d.	21	7
Recommended Security Sales and Purchases	1936-37	21	8

Tax Exemption	1863	21	9
Tax Notices	1883, 1908	21	10

## Series 5. Photographs

Folder title	Date	Extent	Box	Folder
Exterior- 218 South 19 <sup>th</sup> Street (8x10, black and white, duplicates)	n.d.	2	21	11
Interior- 218 South 19 <sup>th</sup> Street (8x10, black and white)	n.d.	7	21	12
Interior- 1905 Locust Street (8x10, black and white, Rooster Mural and artist)	n.d.	2	21	13
Queen Memorial Branch (3.5x4.5, color)	1992	10	21	14
Glass Plate Negative- Exterior view of 18 <sup>th</sup> and Chestnut Streets Library	n.d.	1	21	15
Glass Plate Negative- Interior view, Reading Room, 18 <sup>th</sup> and Chestnut Streets Library	n.d.	1	21	16
Glass Plate Negatives- Interior view, Reading Room, 18 <sup>th</sup> and Chestnut Streets Library	n.d.	1	21	17
Prints (7x9, black and white) of images on glass plate negs in folders 15,16, and 17)	n.d.	3	21	18
Printers Plates (Exterior of 18 <sup>th</sup> and Chestnut Street Bldg; Interior of 218 S. 19 <sup>th</sup> Street)	n.d.	2	21	19
Mounted interior view of 1905 Locust Street Library (11x14, 8x11 image, black and white)	n.d.	1	21	20
Mounted interior view of 1905 Locust Street Library (11x14, 8x11 image, black and white)	n.d.	1	21	21
Mounted interior view of 1905 Locust Street Library (11x14, 8x11 image, black and white)	n.d.	1	21	22
Mounted exterior view of 1905 Locust Street Library (11x14, 8x11 image, black and white)	n.d.	1	21	23

## APPENDIX A

The following were officers and members of the Board of Managers of the Philadelphia City Institute at its founding in 1852:

### Officers

William H. French	President
Cornelius A. Walborn	Vice President
Edwin Greble	Vice President
William Rhoads	Treasurer
David T. Burr	Recording Secretary
J. Vaughan Merrick	Corresponding Secretary

### Members of the Board of Managers

William Chapin  
Isaac R. Davis  
Israel Morris  
Robert A. Given  
Theodore Trewendt  
Singleton A. Mercer  
Robert A. Scott  
William Webster  
Charles S. French  
Franklin D. Haines  
Levi Knowles  
Jacob P. Jones  
James F. Johnston  
John C. Cresson  
William Divine  
Thomas Drake  
Ferdinand Dreer  
James R. Greaves  
George Howell  
John D. Jones  
William D. Kelley  
Charles E. Smith  
William Watt  
George Whitney

NOTE: The collection includes some inconsistent information about the members of the first Board of Managers. This list was developed from PCI's 1952 publication in celebration of its 100<sup>th</sup> Anniversary.