

Scope and Contents

This subseries includes the bulk of the records related to the governance and administration of the Library Company, especially financial records like accounts, invoices, receipts, checks and checkbooks. This subseries also includes correspondence and scrapbooks.

One item of interest is the 1790 account of librarian Zachariah Poulson for his expenses moving books to the new building, including a list of the laborers he paid (Box 4, Folder 41). Another item of interest is the correspondence regarding the Library Company donating books to Pennsylvania regiments during the Civil War (Box 6, Folder 86).

Various records relate to staffing at the Library Company, including a report on one assistant's request for a raise (Box 4, Folder 3) that mentions all salaries were reduced circa 1879 due to challenging financial circumstances. A handful of receipts record the work of Margaret Gibbs (see Box 9, Folders 25 and 61), an African American woman who worked as a "scrubber" for the Library Company between the 1850s and 1880s. A receipt also survives for the Christmas gift given to her in 1881 (Box 10, Folder 6).

Invoices and other financial records record payments to African American caterers like James Prosser and P. Albert Dutrieuille (Box 5, Folder 64; Box 6, Folder 26; Box 9, Folder 11), while multiple receipts show that directors enjoyed "segars" (cigars) and alcohol at Library Company dinners.

There are various records related to the Library Company's buildings, including records from the Fund to Erect a Fire Proof Building (Volumes 120 and 121; Box 8, Folders 35-37) and correspondence from architect Frank Furness regarding the Juniper and Locust circulating branch (Box 8, Folder 42 and Box 9, Folder 5). A scrapbook (Volume 185) includes black and white photographs of the interior and exterior of the finished Ridgway Building at Broad and Christian Streets, as well as photographs of staff, readers, and the movers hired to relocate the library to its 1314 Locust Street location.

This subseries also includes two black metal document boxes (Boxes 34 and 35).

Title/Description	Instances	
Articles of association (12482.F.698), 1731-07-01 General Stored in Graphic Arts Department.	box 37 (MSS00270)	
Correspondence from S. N. Sydsferfe (13205.Q), 1739-04-09	box 4 (MSS00270)	folder 20A
Order to pay William Allen (7438.F.1a), 1741-05-20 General Signed by B. Franklin and others	box 4 (MSS00270)	folder 21
Charter (12482.F.362), 1741-08-15	box 4 (MSS00270)	folder 20B
Charter (12482.F.699), 1742-03-24-1742-12-13 General Note on verso indicates charter was entered in the office for recording of deeds for the city and	box 38 (MSS00270)	